FREDERECK SAGE & CO LIMITED

SAFETY MANAGEMENT SYSTEM
(INCORPORATING COMPANY HEALTH AND SAFETY POLICY)

Reviewed: November 2016

For and behalf of
Fredereck Sage & Co Limited
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1.0 Introduction

1. Introduction

This Health & Safety Policy and Safety Management System have been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974. Contained within this document is Fredereck Sage & Co Limited policy organisation and arrangements for occupational health, safety and welfare, for all our business activities in the UK.

At Fredereck Sage & Co Limited, health, safety and welfare issues rank equally with other business objectives and achieving good health and safety performance is recognised as being consistent with overall successful business performance. We also recognise that failure to integrate health and safety into our operations will result in harm to people and associated loss. Therefore we take an integrated approach where managing health and safety forms part of the overall business strategy.

The objective of the Fredereck Sage & Co Limited Safety Management System is to prevent, insofar as it is reasonably practicable to do so, during the course of the work or duties being undertaken, any accidental occurrence resulting in:

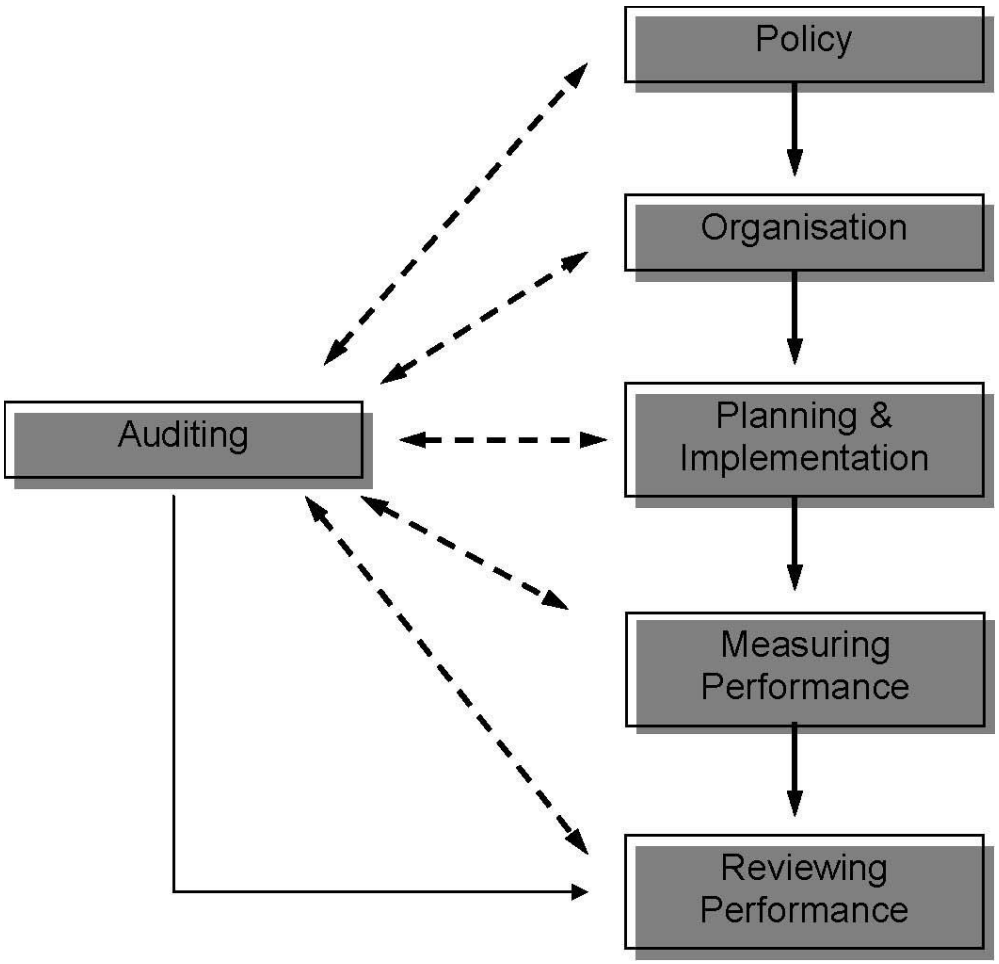
- Injury to any person.
- Damage to or loss of any plant, equipment, property, materials or products.
- Delays in any processes or operation.
- Events that may otherwise be detrimental to efficiency and/or prestige.
- Adverse impact upon the environment.

2.0 Principals of the Safety Management System

The company operates a Safety Management System based upon a process of 'Continuous Improvement'.

Fredereck Sage & Co Limited - Safety Management System (SMS) is based upon the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and its Approved Code of Practice and a proven interpretation of the Health and Safety Executive's publication HS (G) 65 -*'Successful health and safety management'*.

The key elements of the SMS are outlined in the following illustration and notes:



3.1 Health and Safety Policy

3.2 Health and Safety Policy Statement

At **Error! Bookmark not defined.** Fredereck Sage Co. Ltd. we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Error! Bookmark not defined. Fredereck Sage Co. Ltd. recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of the health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure the safe handling and use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us.

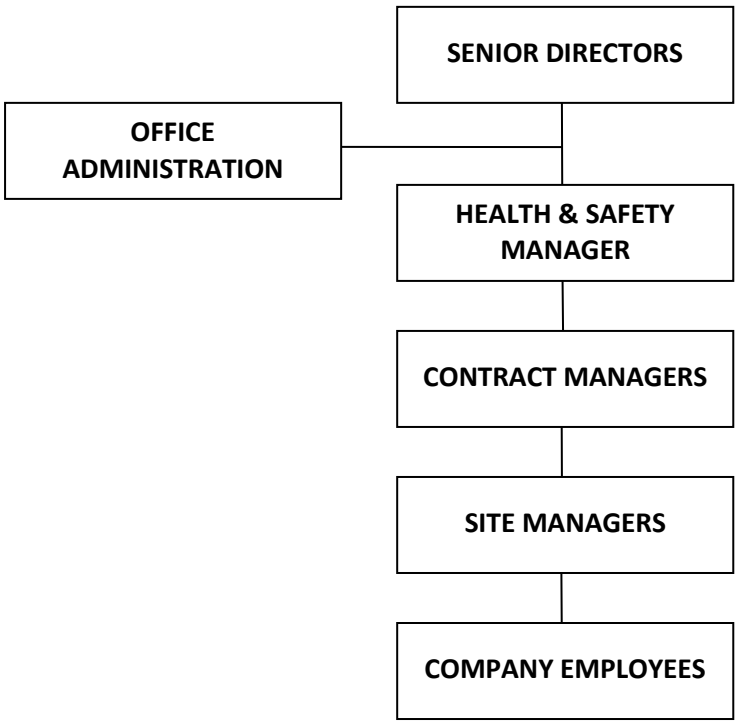
In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signature…… Date: 10th November 2016
Position Senior Senior Director Responsible for Health and Safety
This policy is reviewed on a periodic basis.

4.0 Organisation

4.1 Organisation Chart

The various parties involved in the management of safety is shown in the following diagram.



4.2 Senior Directors

The Senior Directors have overall responsibility for the effective planning and implementation of the Health and Safety Policy and strategic objectives ensuring that adequate resources are made available to achieve them. They will empower and ensure accountability of all employees as necessary ensuring that all required procedures, risk assessments and systems of work are developed, agreed, implemented and reviewed.

Company Safety Policy: Senior Directors are responsible for ensuring that the Employees, Sub-Contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

Safety Appraisal: Senior Directors will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the Company's Health and Safety requirements.

The Management of Health and Safety at Work Regulations 1999 (as amended 2006) & The Construction (Design and Management) Regulations 2015: Senior Directors are to ensure compliance with the regulations for maintaining in a safe order the company's places of work, premises, offices, storage areas, access ways, equipment and materials etc.

Safety Inspections/Audits: Institute an inspection procedure to ascertain that all activities under their jurisdiction are undertaken in a controlled safe manner with due regard for statutory obligations and approved Codes of Practice.

The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013: Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.

The Safety Representatives and Safety Committees Regulations 1977: Maintain a good working relationship with the Safety Representatives and the Health and Safety Committee, and where requested attend Committee meetings.

The Health and Safety (Consultation with Employees) Regulations 1996: Consult with all Employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

Safety Requirements: Ensure that Company Personnel are made aware of the Fredereck Sage & Co Limited Safety requirements, i.e., the Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices etc., through first day inductions and retraining as necessary.

Discipline: Reprimand and discipline any Employee and Sub-Contractor who are careless in regard to their own or others safety.

Competency of Personnel: Senior Directors are responsible for ensuring that appointed Company personnel, including Professional Appointments, Sub-Contractors and persons under their control, are adequately competent to carry out the work required of them.

4.3 Senior Directors Responsible for Health and Safety

The Senior Directors Responsible for Health and Safety are responsible for the overall effectiveness of the Company's Safety, Health and Welfare Policy, the annual review and amendment of the Policy or, as may be necessary in the light of changes within the Company. He will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations.

He is also responsible for the assessment of injury, loss or damage, risks and liabilities relating to the Company's operations and adequacy of insurance cover. Additionally, the Senior Directors will ensure adequate resources including finances are made available for safety measures.

He will remain responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate health and safety surveillance and provide Employees with information and training about the workplace health and safety.

He will ensure that Senior Management's competency is adequate for the duties required of them.

He will ensure that competent Managers are given the duty of keeping the health and safety procedures, documents and all relevant information up-to-date and that the appointed Health and Safety Officers, Fire and Emergency Co-ordinators, First Aiders, etc. are carrying out their duties in a proper manner.

He will ensure that competent Managers are given the duty of keeping in good, safe order the Company's premises, machines, equipment, vehicles, materials etc.

He will provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation and to continue an active involvement with the Health and Safety Committee and its objectives.

4.4 Company Managers

General Requirements: Fredereck Sage & Co Limited Senior Managers will remain responsible for the effectiveness of incorporating the Fredereck Sage & Co Limited Health and Safety Policy and Procedures throughout the Company's operations. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.

They are to co-operate and liaise with the Company's Safety Consultants, Principle Designer and the Health and Safety Executive with regards to the implementation of safety measures. They are required to have joint Health and Safety consultation with Employees and to report regularly or as often as necessary to the Senior Directors Responsible for health and safety on the Company's Safety Performance and compliance.

Managers Awareness of Safety Standards: To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

Company Safety Policy: Senior Managers are responsible for ensuring that the Employees, Sub-Contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

Safety Appraisal: Senior Managers will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the Company's Health and Safety requirements.

The Management of Health and Safety at Work Regulations 1999 (as amended 2006):

Senior Managers are to ensure compliance with the regulations for maintaining in a safe order the Fredereck Sage & Co Limited places of work, premises, storage areas, access ways, machines, equipment and materials etc.

Protecting the General Public - Ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

Ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with. Ensure compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 is being met with.

Senior Managers are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

To ensure that statutory records and reports procedures are carried out, i.e., registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, Inspection Report for Working Platforms and Excavations, etc.

Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.

Ensure that Company Personnel are made aware of the Fredereck Sage & Co Limited Safety requirements, i.e., the Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices etc., through first day inductions and retraining as necessary. Reprimand and discipline any Employee and Sub-Contractor who are careless in regard to their own or others safety.

Personal Protective Equipment at Work Regulations 1992: Senior Managers are to provide appropriate resources for the provision of protective clothing and safety equipment to Employees and to ensure that Employees and all those mentioned in the policy use protective clothing and equipment as and when required. Senior Managers will be required to present a best practice example by ensuring full compliance with any such rules or requirements made on the wearing of personal protective equipment.

4.5 Supervisors

General Requirements: Fredereck Sage & Co Limited Supervisors are responsible for the effectiveness of incorporating the Fredereck Sage & Co Limited Health and Safety Policy and Procedures throughout the Company's operations to ensure correct safe development. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected. They are to co-operate and liaise with the Company's Safety Officers/Consultants, Principle Designer and The Health and Safety Executive etc., with regards to safety measures.

They are also required to have joint Health and Safety consultation with employees and to report regularly or, as often as necessary, to the Senior Directors in charge of health and safety on the Company's Safety Performance and compliance.

Supervisors Awareness of Safety Standards: To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

The Management of Health and Safety At Work Regulations 1999 (as amended 2006) and The Construction (Design and Management) Regulations 2015: Supervisors are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

Protecting the General Public - Ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

Health and Safety (First Aid) Regulations 1981 - Supervisors are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

Statutory Records - To ensure that statutory records and reports procedures are carried out, i.e., registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, Inspection Report for Working Platforms and Excavations, etc.

The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (R.I.D.D.O.R.) - They are to ensure that all accidents, dangerous occurrences, are investigated thoroughly and that suitable remedial measures are taken to prevent re-occurrence. *For guidance on action to be taken in the event of an accident, contact the Company Safety Officer immediately*.

Displaying Statutory Information - Supervisors will ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Notes and the form F10 on sites, etc.

The Safety Representatives and Safety Committees Regulations 1977 - Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation (SI 1977 No. 500).

The Health and Safety (Consultation with Employees) Regulations 1996 - Consult with all employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

Client's Safety Requirements - Ensure that Company Personnel are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.

Discipline: Reprimand and discipline any Operatives who are careless in regard to their own or others safety.

Personal Protective Equipment at Work Regulations 1992: Supervisors are to provide appropriate protective clothing and safety equipment to employees, and to ensure that employees and all those mentioned in the Scope section of the policy, use protective clothing and equipment as and when required. PPE will always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work will always be considered first.

Competency of Personnel: Supervisors are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, sub- contractors and self-employed persons receive Safety Induction where appropriate before starting work.

Assessments: Supervisors are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, Display screen Equipment etc. Health and Safety risks will be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement. For guidance and assistance contact the Safety Officer.

Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc.: To instruct employees in precise terms as to work methods, this will outline the hazards associated with the job and detail any safety provisions required.

Welfare Facilities: Ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean.

Company Inductions: Fredereck Sage & Co Limited Supervisors are to ensure all new employees will attend a Company Induction upon or soon after joining the company. This is to include making the employee aware of the Company's Health and Safety Policy, Management Organisation, Fire Arrangements, First Aid procedures and Accident Reporting Procedures. A register will be kept to this effect. Where procedures change within the company to a manner that may affect employees, an additional refresher induction course will be conducted.

4.6 Company Employees

Health and Safety at Work etc. Act 1974: It shall be the duty of every Employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

Company Health & Safety Policy: Read and ensure a full understanding of the Company's Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.

Safety Induction: Commence works only after a Safety Induction is received before starting work for the Company. This will be given to by the Supervisor, which will include details of the Company's Safety Policy and details regarding the Health and Safety requirements of the workplace.

Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and COSHH Assessments.

Plant/Equipment and Tools: Only operate Plant/Equipment for which you have been thoroughly trained on. Defects in plant/equipment and tools will be reported immediately to your Supervisor. Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so.

Reporting hazards: Report hazards to your Supervisor immediately and warn other persons that could be at risk.

Injuries: Any injury to yourself or others will be reported to your Supervisor immediately.

Personal Protective Equipment Regulations 1992: Employees are to wear all appropriate safety clothing/equipment as and when required.

Work in a safe manner at all times: Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences. Anyone found smoking in a 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and will be subjected to disciplinary measures, which could include dismissal. Check Client conditions and requirements regarding this subject when working on their premises/Contracts.

4.7 Sub-Contractors

General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health & Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

Risk Assessments: To provide suitable risk assessments for the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

Safe Method of Work Statements: Are required to be produced and submitted to Fredereck Sage & Co Limited Contract Management Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.

Workforce involvement: Sub-Contractors are required to assist Fredereck Sage & Co Limited Management when requested in pre-planning arrangements for works where their experience and knowledge of their trades would benefit in hazard and risk elimination or reduction to the practicable minimum.

COSHH: Provide full COSHH Assessment information on any hazardous substances associated with equipment or materials they use before starting work for the Company.

To Appoint a Safety Supervisor: Who will ensure that works are carried out in accordance with the works safety procedures and to observe all Fredereck Sage & Co Limited rules and regulations and encourage good safety practice when undertaking their works.

First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of First Aid and welfare facilities for their employees unless shared welfare facilities are provided by others.

Working Relationship: To maintain good, safe working relationships with Fredereck Sage & Co Limited Managers and employees, the Clients, the Principle Designer and fellow Sub-Contractors, etc., to ensure that their works are controlled and co-ordinated so that they do not result in hazardous conditions for other persons who may be working in the same area or nearby vicinity.

Co-operation: To co-operate with Fredereck Sage & Co Limited Management, the Safety Advisor and the Client's personnel in the furtherance of their duties. To maintain good working relationship with safety representatives and safety committees established in accordance with current legislation.

Competency of Personnel: To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.

Site Safety Induction: Fredereck Sage & Co Limited require all employees of Sub-Contractors to receive Safety Induction before they start work.

Discipline: To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (Note: Fredereck Sage & Co Limited will not hesitate to instruct the removal from works of offenders).

Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by Law.

Statutory Registers and Forms: To complete all statutory registers and forms.

Reporting Hazards and Accidents: To report all hazards to Fredereck Sage & Co Limited management and report all accidents encountered by their employees in conjunction with Fredereck Sage & Co Limited Management and in accordance with the requirements of the RIDDOR Regulations 2013 to the Health & Safety Executive where required.

4.8 Other Persons Appointed by Fredereck Sage & Co Limited Works

Observing Safety Rules: All persons will observe the Company's safety rules and the instructions given by persons enforcing the Fredereck Sage & Co Limited Health and Safety Policy.

Starting Works on Company Premises: Work on Company premises will not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks.

Liaise with the Company representative: Liaise with a Company representative (relevant Manager) before starting work on any of the Company's premises.

Notification of Hazards: Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company's Employees etc.

Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.

Do not interfere with or misuse anything provided in the interest of health, safety and welfare.

Risk Assessment: Comply fully with the requirements of the Management of Health and Safety at Work Regulations 1999 (as amended 2006) in ensuring an adequate assessment of risk is conducted where persons are put to work.

Alcohol, Drugs, Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Fredereck Sage & Co Limited premises and/or areas of work under the Company's control and the matter would be reported to their Company. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to his or her Company.

Construction (Design and Management) Regulations 2015: All persons with design responsibilities will be required to comply with their duties placed on them under the CDM Regulations 2015 and requirements placed on them by the Principle Designer (where appointed) and the Client.

Office Administration are responsible for the following safety arrangements:

- Accident, incident , Ill Health Reporting and Investigation
- Lone working
- Health & Safety of Visitors
- Personal Protective Equipment
- Fire Safety – Arrangements and Procedures
- First Aid
- Welfare, Staff Amenities, Rest Rooms & the Working Environment
- Housekeeping and Cleaning
- Building Services
- The Control of Hazardous & Non Hazardous Waste
- Access, Egress, Stairs & Floors
- Windows, Glass & Glazing in the Workplace
- Premises
- Electrical Safety
- Office Equipment
- Storage of Chemical Substances & Agents
- Slips, Trips & Falls
- Display Screen Equipment & DSE User Eye Tests & Spectacles

5.0 Planning and Implementation

5.1 Accident and Near Miss Reporting

Reporting of an accident will be carried out in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). The form F2508 will be used for reporting to the HSE any Death, Injury, or Dangerous Occurrence as detailed by the Regulations.

The changes to the Regulations (October 2013) now categorise Major Injuries as Specified Injuries. Also, the Reportable Dangerous Occurrences have been reduced to three occurrences and the Reportable Occupational Diseases have been reduced to eight Occupational Diseases.

The list of these Reportable Dangerous Occurrences and the Reportable Occupational Diseases can be seen in the Regulation ACOP in the offices or contact our Health and Safety Consultants directly.

All accidents and Dangerous Occurrences will be reported as soon as possible to the Head Office so that the Safety Consultant or Senior Management can give appropriate detailed advice on what action will be taken under the circumstances.

Facts and evidence regarding accidents and Dangerous Occurrences will be obtained as soon as possible. A copy of all accident documentation, photographs etc., will be sent to the Head Office 'Accident File'. Ensure the Company Accident Form BI 510 is completed for every accident/illness.

Reporting of Accidents (Management Responsibilities)

Listed below is the action to be taken in reporting the different categories of accidents and Dangerous Occurrences in accordance with the RIDDOR Regulations 2013.

A death, specified injury, condition or dangerous occurrence, inform the local Health and Safety Executive immediately by telephone. A completed F2508 Form will be sent to the Local HSE, Office within 15 days or by using the on line reporting facility on the HSE website.

Injuries, which result in more than seven consecutive day's absence from work, will be reported on an F2508 Form (online on the HSE website) to the local HSE Office within fifteen days from the date of the injury.

Diseases will be reported on F2508A to the local HSE Office.

Enter details of all accidents in the appropriate Accident Book BI 510 or your own Company Accident Records.

Carry out an investigation of the accident taking care to ensure that written statements are obtained from all witnesses. A thorough investigation into an accident will provide Management with answers to the following questions:

- What caused the accident?
- Who was involved?
- When did it occur?
- Where did it occur?
- Why did it occur?
- How could it have been prevented?
- How can a recurrence be prevented?

The procedure which all Fredereck Sage & Co Limited Employees will adopt for the reporting of accidents is contained overleaf.

Near Miss Incident Reporting Procedure

An incident is an undesired event which could or does result in injury, illness, damage to property or equipment, uncontrolled spillage of a hazardous substance or a collapse of a mobile tower. When incidents happen on site, they generally indicate a need for improvement. This may be in design or layout of the site, the training of staff or the use of certain procedures. What is most important is that we learn from each and every incident and prevent recurrence.

Speedy reporting is vital so that we can provide reports to the Health and Safety Executive, site management and other Senior Managers as required.

Definitions

Near Miss (NM)

Any undesired event which could under slightly different circumstances, have resulted in an accident.

Reporting

Following notification of an incident verbally or through the NM Reporting Cards, the Line Manager or Supervisor will initiate the accident incident investigation form indicating the estimated and actual loss potential (H, M, and L).

Incident details, type, plus a description of the incident. Senior Managers should add their comments and identify the apparent causes and effects, provide an estimated incident cost and clearly whether a full investigation of the incident is required.

Investigations

The Senior Manager responsible for appointing the investigation leader should allocate responsibility for the investigation. The team should be led by at the appropriate level.

The Senior Manager should choose the investigation leader from the Line Managers or Line Supervisors from the area where the accident occurred. They have a personal interest, they know the people and conditions, they will start or take action and it shows that Supervisors have control.

Follow up and Action Tracking

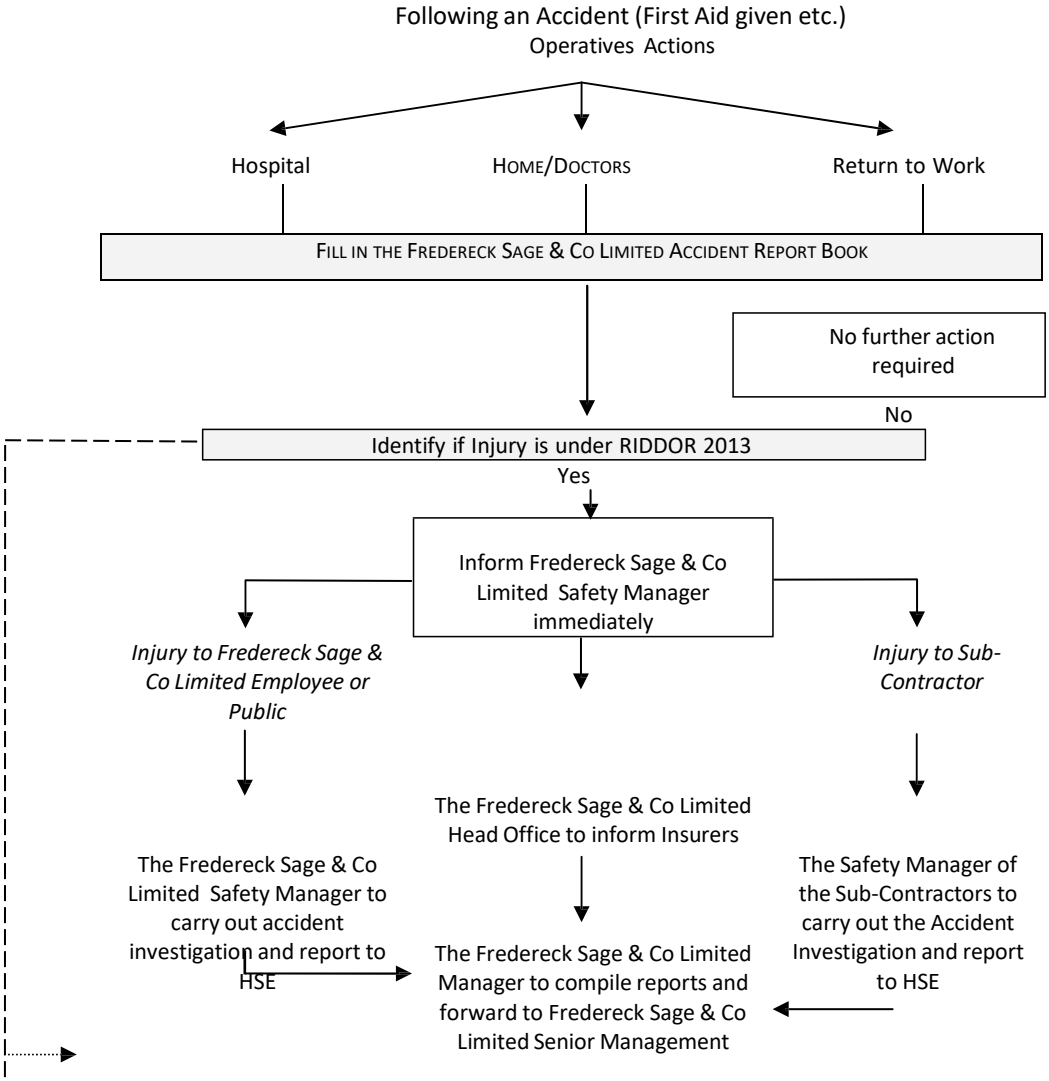
The Line Manager is responsible for ensuring that the allocated actions are taken.

Actions allocated on the incident investigation report will be available to the Health and Safety Committee and will continue to be flagged until completion is recorded. The status of incomplete actions should be continually reviewed monthly and followed up until action is taken.

Implemented actions will be reviewed each quarter by the H&S Committee to check for suitability.
All information or comments are to be included in the meeting minutes and distributed as normal.

Where the lessons learnt from an incident are of value to the Company, the Senior Managers will bring it to the attention of all relevant staff.

Reportable Accidents, Dangerous Occurrences and Occupational Diseases Reporting Flowchart



Fatality (including non-workers and members of the public)
Reportable to THE HSE immediately by telephone and followed up with the F2508 within 15 days.
Suicides are not reportable as the death does not result from at work.

Specified Injuries

Reportable to HSE immediately by telephone and followed up with the F2508 within 15 days

- Any fracture, other than fingers thumbs or toes.
- Any amputation.
- Loss or reduction of sight (whether temporary or permanent).
- Crush injuries leading to internal organ damage.
- Serious burns covering more than 10% of the body or respiratory system.
- Scalping (separation of the skin from the head)
- Unconsciousness caused by a head injury or asphyxia.
- Any injury resulting from working in an enclosed space, which leads to hypothermia or illness or requires resuscitation or hospitalised for more than 24 hours.

Over 7 day injury

- Any other injury that prevents a person from carrying out their normal duties for more than 7 days. Over 7 days include non-working days such as weekends and Bank Holidays.
- Reportable to HSE via F2508 within 15 days or via the RIDDOR telephone reporting service.

5.2 Accident and Incident Investigation

The company is aware of their considerable advantages to carry out investigations on accidents and incidents and the benefits on determining the findings of such investigations.

All accidents, incidents including near misses, will be reported and serious or potentially serious occurrences will be thoroughly investigated. Actions and lessons learnt to prevent recurrence will be communicated throughout the site.

An incident is an undesired event, which could or does result in injury, illness, damage to property or equipment, uncontrolled spillage of a substance or loss of process containment. When incidents happen on site, they generally indicate a need for improvement. This may be in design or layout of plant, the training of staff or the use of certain procedures. What is most important is that we learn from each and every incident and prevent recurrence.

Speedy reporting is vital so that we can provide reports to the Health and Safety Executive site management and head office, as required.

The categories of accident which are included on the accident incident investigation report are defined as follows:

Table: 1.

Abbrev	Type	Explanation
FI	Fatal injury	An injury that causes death of the injured person within one year of the date of the injury. Apart from suicides as they are not work-related.
LTI	Lost Time Injury	An undesired event which results in an injury which causes a person to be absent from their next shift or any other reportable Injury as defined by legislation.
RWI	Restricted work injury	An injury sustained whilst at work not resulting in absence but which prevents the injured person performing their normal duties. If over five days, a legal requirement exists to report the incident to the Health and safety executive. *Note: This category of incident may be further broken down to medical (Hospital) treatment or First Aid treatment. This classification will be 11 carried out by the Health and Safety Manager.*
MI	Minor injury	Any personal injury sustained at work which is not classified as a fault lost time or restricted work injury regardless of where the treatment was obtained.
PD	Property Damage	Any accident resulting in financial loss caused by damage or loss of company property, *whether or not any personal injury was incurred.*
EN	Environmental	Any un-controlled discharge of a substance which results in a release to ground, drain, surface, neighbourhood complaints.
NM	Near miss	Any undesired event which could under slightly different circumstances, have resulted in an accident.

Notifications

An incident involving any person on site, or any member of staff working off site, must be notified orally immediately to the Site Manager and to the Health and Safety Advisor.

Priority should first be made to making the areas secure and safe and arranging for immediate medical attention for any person been injured. Line management will ensure that no evidence is lost or disturbed.

On being notified of the incident, the Line Manager will ensure that the appropriate management are informed of the incident, (Up to the level indicated on Table 2. Column A.)
The appropriate levels of Line Management and the Health and Safety Manager should be informed of the incident within 12 hours.

The Line Manager will ensure that any person incurring a personal injury receives suitable medical treatment without delay (Via site First Aiders or hospital).

An accident incident report will be completed and a copy sent to the health and safety advisor.

The Health and Safety Advisor is responsible to collate these forms and for providing accident trends and statistics and to report findings quarterly through the Health and Safety Committee.

Quarterly inspection of the following sources is to be used to check the accident/incident reported and those reported that are investigated.

- All First Aid books and the First Aid room record of attendance.
- Personnel records for absenteeism due to occupational illness.
- Waste disposal records.
- Maintenance records.

Table 2

TYPE OF INCIDENT	LEVEL OF NOTIFICATION	PERSON RESPONSIBLE FOR APPOINTING INVESTIGATION LEADER	MINIMUM LEVEL AT WHICH INVESTIGATION SHOULD BE LED
MAJOR INCIDENTS Fatal Injury, Major Injury line Major Fire. Major environmental event	Senior Directors.	Senior Directors	Senior Manager H&S Advisor
HIGH POTENTIAL ACCIDENTS Lost time Injury Reportable injury Property damage in excess of £5000.	Senior Directors Commercial Manager H&S Advisor	Line Manager	Line Manager H&S Advisor
HIGH POTENTIAL INCIDENT Near miss or incident with actual damage Greater than £1000 but less than £5000. Potential damage cost in excess of £5000	Line Manager H&S Advisor	Line Manager	Line Manager H&S Advisor

In the case of a Reportable it shall be the responsibility of the H&S Advisor to submit a report to the Health and safety Executive.

Investigation

The Line Manager responsible for appointing the investigation leader should allocate responsibility for the investigation. The team should be led by at the appropriate level (as defined in table 1, column C).

The responsible Manager should choose the investigation leader from the Line Managers or Supervisors from the area where the accident occurred. They have a personal interest, they know the people and conditions, they will start or take action and it shows that Supervisors have control.

The investigation team request representation from:

- The Local Safety Representative
- The Commercial Manager
- The H&S Advisor
- Any other employee or specialist authorised by the Line Manager

The investigation leader should complete the accident incident report form (Appendix III) in full listing the basic causes, any discussion items and clearly identifying individual's assigned actions and target completion dates. The form should then be returned to the appointing Line Manager for his comments and signature.

The Line Manager should then send the investigation form to the H&S Advisor who will ensure that copies are recorded in the database and raised at the Health and Safety Committee meeting.

Where practical the investigation form should be completed and distributed by the Line Manager within 7 working days of the incident for the purpose of recording the facts as quickly as possible and to take any necessary action to prevent further consequences. In complex and detailed investigations, this form can be followed by a final and in depth report prepared by the investigation team by the relevant Line Manager.

Follow up and Action

The responsible Manager is responsible for ensuring that the allocated actions are taken.

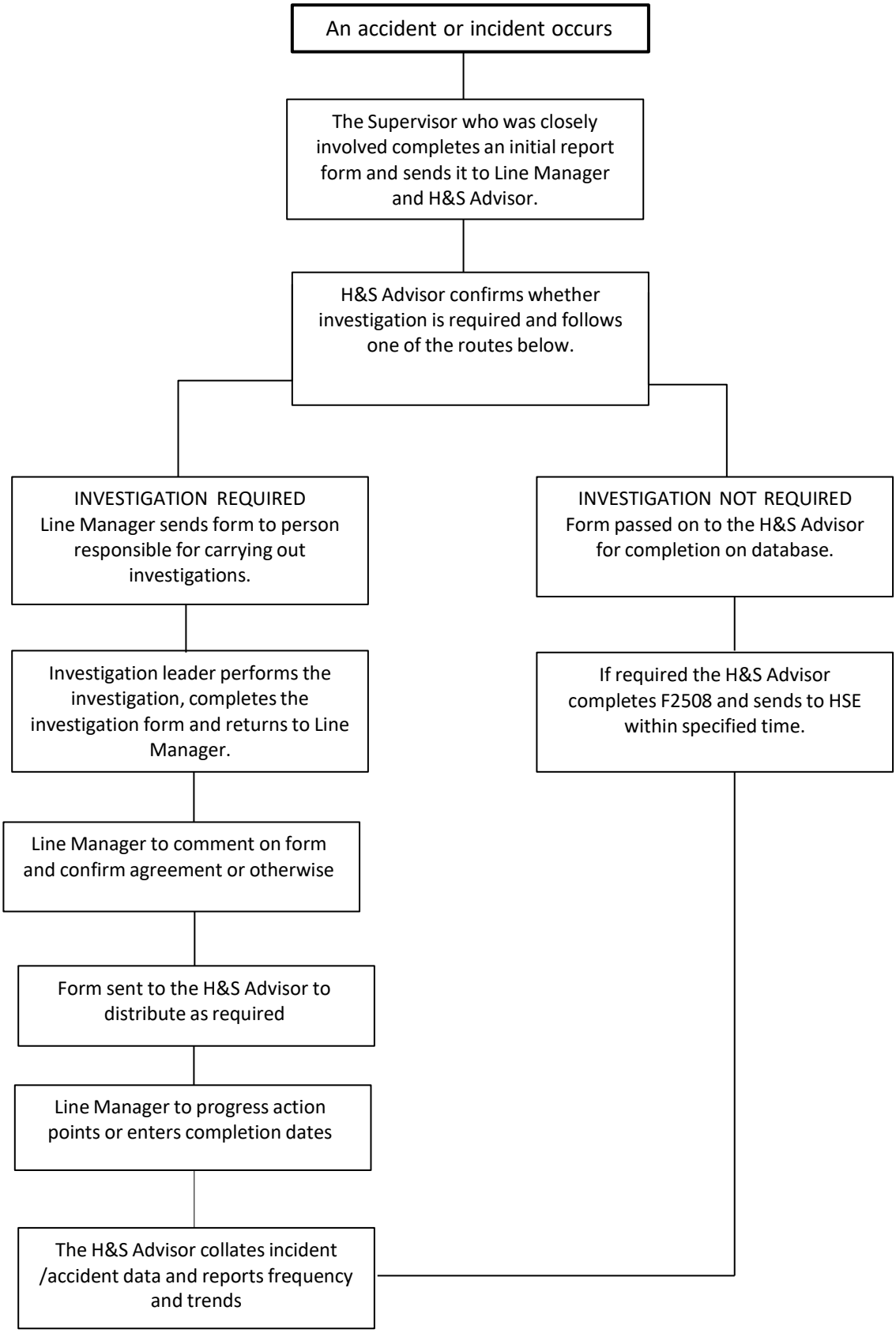
Actions allocated on the incident investigation report will be available to the Health and Safety committee and will continue to be flagged until completion is recorded. The status of incomplete actions should be continually reviewed monthly and followed up until action is taken.

Implemented actions will be reviewed each quarter by the H&S Committee to check for suitability.

All information or comments are to be included in the meeting minutes and distributed as normal.

Where the lessons learnt from an incident are of value to the company, the H&S Advisor will bring it to the attention of all relevant staff and contractors through the normal communication channels.

Accident and Incident Investigation Flowchart



5.3 Alcohol and Drugs

Our employees are our most valuable resource and their health and safety is of the utmost importance. Drug and alcohol misuse has the potential to damage the health and well-being of our employees and threaten the success of our business. To that end this policy applies not just to employees but also to contractors engaged by the organisation.

The aim of this policy is to protect the health and safety of our employees and to help anyone who may be suffering from a drug or alcohol-related problem. The policy sets out the principles within which our business will usually work followed by guidance for occasions when a problem arises. However, since no two cases will be the same, this policy should be regarded as laying down guidelines only and not as being of contractual effect.

Policy Principles

In addition to the Company's duties to its employees, all employees are personally responsible for their own health and safety and the safety of others who may be affected by their acts and omissions. Consumption of alcohol or drugs may affect an individual's ability to properly perform his or her job and may also endanger the health and safety of others. Employees are therefore required to advise their Line Manager or Human Resources Manager if they are taking prescribed drugs.

Where appropriate, the Company will provide support internally and/or through external agencies to employees who seek help for a drug or alcohol problem.

The Company reserves the right to conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.

The Company reserves the right to conduct or require a drug or alcohol screen on any employee whilst at work or on company property. Such screening will only be carried out with the employee's consent. However, refusal to provide appropriate samples may lead the Company to draw its own inferences against the employee.

The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at work or on company property is prohibited and may be viewed as gross misconduct.

Breach of this policy by an employee will be fully investigated and normally be dealt with under the disciplinary procedure. Depending on the nature of the conduct, the employee may be dismissed without notice.

Procedures

Prevention and rehabilitation

The primary objectives of this policy are the *prevention* of the adverse effects of drugs and alcohol in the workplace and the early diagnosis, treatment and rehabilitation of employees who have alcohol or drug-related problems.

The Company will ensure that there are confidential means whereby employees can seek assistance and advice for any alcohol/drug problem, whether by self-referral or at the request of the Company.

Employees should recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage when treatment may be easier and before the problem affects work sufficiently to become a disciplinary matter.

If any employee with an alcohol or drug problem fails to comply with the recommendations of the agreed programme of treatment, immediate disciplinary action may be taken.

Screening when alcohol or drug abuse is suspected

Where Line Managers observe unusual behaviour or unacceptable performance by an employee at work such that they have reasonable cause to believe that the employee is suffering the effects of drugs or alcohol, the Line Managers will usually initiate the following procedure:

- They will ask the employee to explain his or her behaviour. They will then ask the employee to accept a referral to [the occupational health specialist/GP/other] for a medical examination/review. In all cases a medical examination/review will take place to ensure that there is no underlying medical reason for the unusual behaviour or unacceptable performance and that the employee receives the appropriate and confidential care.
- It is anticipated that most cases will not proceed to a drug and alcohol screen but will be handled using normal line management practices. However, in the absence of a satisfactory alternative explanation for the behaviour or performance, and where the employee is suspected of, or admits to, being in breach of this policy, a drug and alcohol screen will be performed.
- The procedure for screening is held by the [occupational health specialist/GP/other]. The consent form will be prepared by the [occupational health specialist/GP/other] and signed by the employee and the [occupational health specialist/physician] taking the samples. Upon completion of the screen, the employee may be suspended on full pay for as short a time as possible until the results of the test are known. The employee may be suspended on full pay pending the screening process if the company sees fit.
- If an employee refuses to co-operate with the screening or to allow the Company access to the results, the consent form will be completed accordingly. The employee will be suspended immediately on full pay and the Company's disciplinary policy will be instigated. The behaviour that gave rise to the suspicion may also be grounds for disciplinary action. Failure to follow or co-operate with procedures laid down to safeguard the health and safety of employees may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal.

Dealing with the results

Employees will be told the results of the screen as soon as practicable.

If the result of the screen is negative the employee's behaviour will continue to be investigated and in appropriate cases the organisation's disciplinary procedure will be instigated.

If the result is positive, the Line Manager will continue the investigation and medical advice will be sought.

If no drug or alcohol dependency is found or admitted, the organisation's disciplinary procedure will be instigated and, depending on the seriousness of the conduct that gave rise to the investigation, the organisation may dismiss the employee.

The company may alternatively, at its absolute discretion, treat the employee's alcohol or drug dependency as an illness. Where appropriate the employee will be offered support and access to treatment for rehabilitation. A formal rehabilitation plan will be agreed. Any time off to attend rehabilitation will be treated as sickness absence but the employee will receive payment over and above statutory sick pay only at the organisation's discretion.

The [occupational health specialist/GP/other] will review the employee's fitness for work and liaise with external agencies (if applicable) to ensure that the employee is co-operating with the rehabilitation programme.

It is anticipated that most employees will complete rehabilitation successfully. However, if the employee fails to complete the rehabilitation programme (or fails any screening tests), the matter will be dealt with in accordance with the Company's disciplinary policy. Failure to complete rehabilitation successfully may be regarded as gross misconduct and may lead to disciplinary action up to and including dismissal.

Other Issues

If the employee does not consent to medical screening, the organisation may draw such inferences from that refusal as it sees fit.

Employees should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for the organisation to knowingly allow the production or supply on its premises of any controlled drugs, and for any individual who allows such activities by his or her neglect or connivance. The organisation will press for the prosecution of any employee found breaking these laws on its premises.

The Company will not get involved in an employee's use of drugs or alcohol in his or her private life unless and until that use has an actual or potentially adverse effect upon the employee's performance of his or her duties or upon the best interests (principally name and reputation) of the Company. In these circumstances the fact that the drug or alcohol abuse may be outside the working hours or off company premises shall not prevent the company from taking action in response.

5.4 Arrangements to Comply with Duties under CDM 2015 (As amended)

The Construction (Design and Management) Regulations 2015 (As amended) apply to all construction works, with additional responsibilities where projects extend over 30 days and has more than 20 workers working simultaneously at any point in the project, or it exceeds 500 person days. Known as the CDM Regulations, they are aimed at improving the management of health and safety throughout all stages of construction with the aim of reducing the number of fatalities, serious accidents and ill health which occur during construction, maintenance and demolition.

The regulations impose duties on all those involved in the construction process: client, architect, other designers, consultants, contractors and Sub-Contractors. The regulations create four duty holders – the Principle Designer (PD), the Client, the Designer, and the Principal Contractor. The CDM Regulations apply to all construction projects undertaken in the UK and designed in the UK. They impose certain duties on the client or the client's representative, and include the appointment of the Principle Designer (PD).

The Principle Designer has responsibility for coordinating the health and safety aspects of a design, for ensuring that a pre-tender Health and Safety Plan is prepared and a Health and Safety File is handed to the client on completion. The Pre-Commencement Health and Safety Pack is required to pass health and safety information about the project to all people further down the chain including Sub-Contractors and Principal Contractors.

The client will ensure that all duty holders are competent and experienced enough to undertake the role. Principle Designer will be experienced in design co-ordination and able to ensure co-operation between designers, monitor information flow between members of the design team and to ensure that health and safety matters are addressed in the design. They will also be able to review the health and safety plan prepared by the Principal Contractor and advise the client as necessary.

CDM Principals

The basic principles which will be adopted by Fredereck Sage & Co Limited are outlined as follows:

- Consider safety and health from the outset of the project, systematically and at each stage.
- Clients - to seek and provide information about the site, the land and existing buildings;
- Designers - to consider the principles of risk avoidance and its reduction at earliest stages

Where appointed to provide an input on design, Fredereck Sage & Co Limited will comply with their duties under Regulation 11 of the Construction (Design and Management) Regulations 2015 by:

- Considering the foreseeable hazards and eliminating where possible through alternative work practices (including plant selection, materials/product selection, arrangements for access to height etc.) and discussions with the Client, other Designers and Principle Designer
- Where it is not reasonably practicable to implement alternative practices, provide adequate information to relevant persons to ensure suitable control measures can be implemented
- Where suitable control measures cannot be implemented to provide a safe working environment, reconsider the works with the Client and Principle Designer

Involve all those who can contribute to improved health and safety:

- Clients, Designers, Contractors, Employees and those working on the site
- This may be achieved through risk review meetings and collation of a hazard analysis schedule (pre-commencement), ongoing health and safety meetings with Contractors, and project review meeting on completion of the works.
- Ensure proper co-ordination and communication again from the outset and throughout a project.

Principle Designer to co-ordinate and review the design effort and act as a focal point for information and carry this function forward into the construction phase of the project. The procedure will be readily embraced by Fredereck Sage & Co Limited and introduced to all Sub-Contractors as the method of co-ordinating and communicating information. Procedures such as weekly health and safety meetings, use of information channels and transmittal sheets have been proven reliable tools on previous projects.

Check that adequate competency is held by any party appointed and is adequately resourced by competent persons.

Check competence and resources of Principle Designer, Designers, Contractors and Specialists.

This is achieved initially through the issue of a Competency Questionnaire at tender stage by Fredereck Sage & Co Limited to Contractors under consideration, following guidance within Appendix Two of the CDM 2015 ACoP. Where possible, previously vetted Contractors will be appointed to ensure satisfactory health and safety standards will be maintained throughout the project.
Initial CDM Actions Required

CDM Regulations 2015 – Project Management Team's Duties, Procedures and Arrangements

Below is the main criteria set out by the CDM 2015 Regulations Approved Code of Practice which is required to be complied with by the Project Management Team. For assistance with these arrangements, contact the Company Safety Advisors.

Pre commencement of work:

- Ensure that the client is aware of the legal duty to appoint an appropriate person in to the role of Principle Designer as soon as practicable, followed by a principal contractor. He will satisfy himself as to the competence and resources of both these parties concerning health and safety matters and Issue standard letter.
- Note the Principle Designer is a role not a person and can be undertaken by anyone with the experience and competence. If the client does not appoint a CDM Coordinator they are deemed to have taken on the role.
- Ensure that the client is aware of the legal duty to make available a Health and Safety File in respect of work previously carried out, and other relevant information concerning the site or premises. Note when design work has been carried out by others information on that design will be passed on at the start of our commission.
- Ensure the HSE are notified before the project starts with the F10.
- Ensure that the client is aware that no work will start on site before a suitable construction phase Health and Safety Plan has been produced by the Principal Contractor as a management document for the works.
- The Project Management Team must ensure that Designers and Sub-Contractors who may be engaged on the project are competent and adequately resourced (refer to Contractors Competency Safety Questionnaire Stage 1 & Stage 2 contained in the Appendices Section, Part 3).
- Ensure that the pre-tender Health and Safety information is part of the tender documentation supplied to the Sub-Contractors.
- Ensure that suitable Construction Phase Plans are prepared before construction works commence.
- Ensure that Company Personnel are competent to address the Health & Safety issues likely to be involved in the management of the construction phase of a project.
- Ensure that the construction phase of a project is properly planned, managed and monitored with adequately resourced competent Site Management appropriate to the risks and activities involved in the project.

- Ensure that every Sub-Contractor and self-employed person who will be involved on the project is informed of the minimum amount of time in which they will be allowed for planning and preparation before they begin work on a site.
- Information requests from Sub-Contractors are required to be met promptly.

Construction Phase

- Ensure safe working, co-ordination and co-operation between the Project Sub-Contractors.
- The Project Management Team are to liaise with the Principle Designer on design carried out during the construction phase of a project, including design by specialist Contractors. Appropriate information must be included in the Construction Phase Plan.
- The Project Management Team are to develop the Construction Phase Plans for projects. This will involve discussions and where necessary, the exchange of information with Sub-Contractors affected by the works. Safety arrangements must be communicated to Sub-Contractors.
- The Project Management Team must ensure that all appropriate safety measures are implemented on the project.
- Construction Phase Plans are to be kept up-to-date as projects progress by the Project Management Team and Sub-Contractors.
- Ensure suitable and sufficient welfare facilities are provided for the project from the start of the construction phase.
- Take reasonable steps to prevent unauthorised access to the site.
- Prepare and enforce any necessary site rules.
- The Project Management Team are to provide the Principle Designer promptly with any information relevant to the Health & Safety File for the project.
- Ensure that all site personnel are provided with suitable Health & Safety Induction, information and Training.
- Ensure that the workforce is consulted in relation to the projects Health & Safety matters.
- Display the projects F10 Notification on the site information board.
- Ensure that inspections or surveys of the site or buildings cover all matters, which may indicate potential health or safety hazards.
- Ensure that, when assessing risks that proper consideration is given to eliminating or reducing potential health and safety hazards when planning site layouts or development. This may include the way that contractors' activities on site are to be planned.
- Ensure that there is full co-operation between the lead consultant and all others, including consultants and specialist Sub-Contractors, having a design input with regard to health and safety matters.
- Ensure that there is full co-operation with the Principle Designer over the production of the Health and Safety information relevant for pre-tender.
- Ensure that the Principle Designer is invited to attend site meetings.
- Ensure that a copy of any architect's instruction or variation with health and safety implications is passed to the Principle Designer , so that the Health and Safety Plan can be updated.
- Ensure that relevant information is passed to the Principle Designer from time to time for possible inclusion in the Health and Safety File.

5.5 Company Vehicles

The Company vehicles, cars, vans, and goods vehicles are vital pieces of equipment and will be treated with respect. Road accidents are one of the largest causes of death in this country.

Persons driving a Company vehicle will have a full drivers licence. Any convictions or disqualification will be reported to Senior Management. Only persons given permission by Senior Management are allowed to drive a Company vehicle. Persons are not allowed to drive vehicles under the influence of drink or drugs that may affect that person's ability to drive safely.

Maintenance: Company vehicles will be checked by the drivers daily to ensure their vehicle is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention will be given to the legal tread limits of tyres, tyre pressure, lights, brakes, brake fluid levels, water and oil levels.

Vehicles will be serviced in accordance with the manufacturers' recommendations.

Vehicles will be kept clean and tidy. Items being transported in or on Company vehicles will be adequately secured in position and will not overhang the vehicle.

Vehicles carrying potentially dangerous substances will have the appropriate warning signs displayed on them so that in the event of an emergency, potential dangers will be known. If highly flammable substances are transported in vehicles, i.e., LPG Gas bottles, petrol cans, solvents etc., appropriate fire extinguishers will be carried in the vehicles. Petrol cans will be anti-spillage/anti-explosive type.

Vehicle Accidents: Damage caused to vehicles, no matter how slight, will be reported immediately to Senior Management and on your next scheduled visit to the office, you are to ensure that you complete an appropriate claims form giving all details of the occurrence.

In the event of a road traffic accident, the following procedures will be adhered to. Obtain the following information:

- Name and address of the driver and owner.
- Make, model and registration number.
- Details of their Insurers.
- Names and addresses of any witnesses.
- Details of damage to all vehicles involved.

5.6 Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996, Fredereck Sage & Co Limited will consult with those employees outside the scope of the Safety Representatives and Safety Committees Regulations 1977 in good time, on issues, which may affect their health and safety.

The company will consult with the employees directly however representatives of employee safety may also make representations to the Company on matters concerning general health and safety or on potential hazards or dangerous occurrences at the workplace.

General Statement

The company acknowledges the importance of employee involvement in health and safety matters. As such, it is the intention of the company to provide the facilities and assistance such employees can reasonably require.

Arrangements for Securing the Health and Safety of Workers

The company undertakes to consult with the workforce over issues related to health, safety and welfare.

The three most important steps with regard to consultation with the workforce are:

To ensure that the communications process operates in a positive way, reinforcing the company's safety culture and employee participation in solving health and safety problems

- To ensure adequate training for employees, thus improving communications, prioritisation of risk control and the approach to solving health and safety problems

- To actively encourage all personnel to take responsibility for their own safety and that of their colleagues.

The primary means of communicating the safety message to the workforce will be through the effective utilisation of site inductions, toolbox talks, notice boards, memorandums, pamphlets and signage.

Information, Instruction and Training

In addition, the company will assent to paid time off to attend such training as may enhance the employees' safety performance.

Record Keeping

Records will be kept of the following:

- Training records, minutes of meetings held and action taken as a result of consultation.

5.7 Employment of Young Persons

Young workers are identified as being particularly at risk because of their possible lack of awareness of existing or potential risk, due to their immaturity and lack of experience. NB: A young person means a person who has passed the statutory school leaving date but has not reached the age of 18 years.

In accordance with the Management of Health and Safety at Work Regulations 1999 (as amended 2006), the company will:

- Assess risks to young people under 18 years of age before they start work.
- Take into account their inexperience, lack of awareness of existing or potential risks and immaturity.
- Address specific factors within the Risk Assessment.
- Provide information to parents/guardians of Young Persons about the risks and the control measures to be adopted.
- Take account of the Risk Assessments and determine whether the young person will be prohibited from certain work activities except where it is necessary for their training.
- Proper supervision is to be provided by a competent person.

Where young persons are employed by Fredereck Sage & Co Limited, suitable advance liaison will be made with the Company's Health and Safety Consultants to ensure all appropriate actions are taken to achieve compliance and not place any appointed person at risk of injury or illness.

5.8 Environmental and Sustainability Statement

One of the key objectives of Fredereck Sage & Co Limited is to run its operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable. Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety and finance.

The Company will work towards achieving its environmental objectives by:

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
- Meeting all relevant statutory regulations.
- Maintaining the cleanliness and appearance of premises to the highest practical standards.
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
- Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
- Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
- Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment. Training staff, suppliers and contractors to enhance awareness of environmental legislation, regulations, British Standards and Good Practice.
- Developing a management system to demonstrate continual improvements in environmental and health and safety performance.

Where required, Fredereck Sage & Co Limited will form an Environmental Plan for the proposed works. This would include considering the following measures:

- Minimising water consumption arising from its activities
- Monitoring and minimising waste
- Segregating and recycling waste
- Adopting best practice policies for control of noise and dust
- Recycling substantial levels of materials previously supplied

Duty of Care

The duty of care under the Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990 and Controlled Waste Regulations 1992 is recognised by the Company during the undertaking of its works and is met with by the following basic principles:

- Preventing anyone keeping, depositing, disposing of or recovering our 'controlled waste' without a waste management licence or an exemption from the need for a licence.

- Stopping materials escaping from our control or the control of anyone else by packaging it appropriately. Ensuring waste is only transferred to an authorised person. Making sure that a person or business is authorised to deal with our particular type of waste.

- Ensuring that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with his or her own Duty of Care.

Where Fredereck Sage & Co Limited conduct works, which may have an effect on the environment, careful planning will be implemented to reduce the risk of pollution. Fredereck Sage & Co Limited recognises most pollution incidents are avoidable, and the measures to avoid pollution can in most instances cost very little if included at the planning stage.

Site Waste Management Plans

The Site Waste Management Plans Regulations 2008 were revoked in October 2013.
Quote from the Environmental Agency (the intended policy objective of this revocation is de-regulation as part of the government Red Tape challenge process. this will allow businesses to use the site waste management plans as a flexible resource efficiency tool, rather than an inflexible piece of legislation. The SWMPs are still recommended where appropriate and it is likely that they will be retained for larger construction projects).

Where the Company act as the Principal Contractor, which undertakings may have an effect on the environment, careful planning will be implemented to reduce the amount of waste produced by the site.

The Company recognises that waste management is an integral part of the overall site environmental management plan and that measures to avoid excessive waste can in most instances cost very little if included at the planning stage.

SWMP

The site waste management plan will set out how building materials, and resulting waste, will be managed during the project. The SWMP's purpose is to ensure that building materials are managed efficiently, waste is disposed of legally and that material recycling, reuse and recovery is maximised and will record estimates of the types and quantities of waste that will be produced, confirmation of the actual waste types generated and how they have been managed.

Review of SWMP

Where appropriate and at the Client's request, it is the clients underlying responsibility to ensure the SWMP is written, followed, and updated during the project. Although the plan needs to be written at the construction design stage, it is a requirement of the SWMP to maintain it during the whole project. Therefore, the Principal Contractor is responsible for updating the plan with the sites day to day activity. The Principal Contractor will ensure that the site waste management plan is kept at the site and will ensure that every contractor knows where it is kept, and will make it available to any contractor carrying out work described in the plan.

Additional responsibilities of the client may include for a review the waste management plan for changes in roles and, ensuring sufficient site security to prevent illegal disposal of waste from the site and consideration at an early stage how to minimise the quantity of waste produced.

Site Waste Management

The Company's Health and Safety Advisors, Flood Projects LLP or any other appointed party who are appointed to take the responsibility of site waste management will provide guidance on a project by project basis in order to achieve compliance.

5.9 Equal Opportunities and Diversity

This policy is designed to prevent discrimination and to attract the best employees. To ensure that diversity is embedded in our company culture reflected in our staff and to better serve our customers/clients, the company will endeavour to:

- To comply with the requirement of the Equality Act 2010;
- Attract applications from all sections of society irrespective of race, gender, marital/civil partnership status, age, disability, religion or belief, colour, national origin or sexual orientation and ensure fair treatment throughout the recruitment process in accordance with the company's Recruitment Policy;
- Improve performance in the job, develop skills and prepare all individuals for other roles and responsibilities through effective appraisal and training procedures in accordance with the company's Appraisal Policy;
- Ensure that employment decisions are based on business needs and the individual's ability to do a job;
- Enhance decision-making and innovation by encouraging interaction and involvement;
- Increase our ability to relate to existing and potential customers/clients wherever they exist;
- Identify the various behaviors and barriers that discrimination can take, and understand the negative effect these can have on the company and its employees and customers/clients;
- Train Managers and employees in key decision-making areas on the potentially discriminatory effects of imposing practices, conditions, and criteria on minority groups, and the importance of being able to justify decisions;
- Monitor the application of this policy, and work towards eliminating any discriminatory practices which may be limiting the company's ability to achieve its objectives.

This policy covers all employees, contractors, temporary workers and job applicants including any individuals working on company premises via a third party. It applies to all aspects of employment, from recruitment and selection through to termination of employment.

Responsibility

To be successful, the Diversity Policy will be implemented company-wide and therefore commitment is required from the whole workforce. Senior management has responsibility for ensuring that this policy underpins all aspects of company policy and for promoting an organisational culture that is supportive of the benefits of diversity.

Line Managers will have an important role to play in ensuring that policies and procedures relating to diversity are implemented and communicated to all existing staff and new staff on their commencement. This will be achieved through new starter induction and continuation training. Managers will promote a professional and positive work environment by ensuring that this policy is put into practice by challenging behaviour, actions or decisions that breach the policy.

- All individual employees have a responsibility to comply with this policy and to be aware of the various behaviours and barriers that discrimination can take, and to understand the negative impact these can have on the company and colleagues. All employees will co-operate with management in the elimination of any discriminatory practices which may be identified and any instances of apparent discrimination will be reported immediately to a Line Manager.

Unlawful Discrimination

It is unlawful to discriminate against people at work on the grounds of their sex, sexual orientation, status as a married person or a civil partner, race, colour, age, nationality, ethnic origin, religion, political or other beliefs or because of a disability, pregnancy or childbirth, or subsequent maternity leave or because they are a member or non-member of a trade union. It is also unlawful to discriminate against part-time or home workers. The company will comply with all relevant legislation and no individual will be unjustifiably discriminated against.

Age

The company is fully committed to promoting age diversity. In valuing the contribution of its employees, regardless of age, the company will seek to eliminate age 'stereotyping' and discrimination on the basis of age. The underlying premise of this is that employees will be assessed on the basis of their skills, ability and potential, not their age. This means that employment opportunities and personal/career development will be available, irrespective of a person's age.

This will involve:

- Basing employment decisions on objective, job-related criteria.
- Encouraging staff of all ages to develop their careers.
- Ensuring that staff of all age groups participate in training, and have the chance to improve their skills and experience.
- Avoiding assumptions about the physical abilities and career intentions of older job applicants or employees.

The Employment Equality (Age) Regulations 2006 covers people of all ages. It is unlawful to discriminate against young workers as well as against older workers. There is no statutory upper age limit on the right to claim unfair dismissal or to receive redundancy payments. The default retirement age (formerly 65) has been phased out – most people can now work for as long as they want to, making compulsory retirement below 65 unlawful unless objectively justified.

Equal pay

Men and women doing equal work and work rated as of equal value are entitled to equal pay.

Race, religion or belief

The company recognises it’s unlawful to discriminate against a job-seeker, worker or trainee on the grounds of race, colour, nationality and ethnic or national origins or because of their religion or belief or lack of religion or belief. The company is sensitive to the cultural and religious needs of employees and makes provision to accommodate any formal requests that are made.

Disability

The company recognises its responsibility towards disabled employees and seeks to eliminate unjustified discrimination on the grounds of disability by:

- Recognising the wealth of talent and skill possessed by disabled people.
- Interviewing all disabled job applicants who meet the minimum selection criteria for a job vacancy and consider them on their abilities.
- Ensuring that all disabled employees are smoothly and effectively inducted into the company.
- Identifying and providing any 'reasonable adjustments' to working arrangements or the working environment necessary for the effective performance of their job.
- Making every effort to retain employees who become disabled whilst in the employment of the company.

Monitoring

The company will maintain records of the age, race, gender, marital/civil partnership status, and disability of job applicants and existing employees. Any patterns of under representation (for example, where one gender or race appears to have a consistently reduced chance of promotion) will be fully investigated and any discriminatory practices identified and eliminated.

Bullying and Harassment

All staff will expect to be treated with dignity and respect whilst at work, and have an equal responsibility to treat their colleagues similarly.

The company is committed to creating a harmonious working environment which is free from harassment, including discrimination, victimisation and bullying, and which protects the dignity of female and male employees irrespective of their race, religion or belief, colour, age, national origin, disability or sexual orientation. Harassment is offensive and prejudicial to a productive working environment. It is indicative of a lack of respect for the person harassed, undermines his or her position and may have a negative impact upon health, job performance and sense of personal security.

Grievances

Any employee who feels they have not been treated in accordance with this policy will make a complaint using the company's Grievance Procedure. All complaints will be dealt with seriously, promptly and confidentially. If a member of staff is found to have breached the Diversity Policy they may be subject to disciplinary action under the company's Disciplinary Procedure, which could result in dismissal.

5.10 Fire Safety Arrangements

All premises occupied by the Company will be subjected to a Fire Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005. Any action points will be reviewed and addressed by Senior Management accordingly. The Company Fire Strategy will be briefed to all employees and visitors.

When working within Clients premises, the existing fire and emergency arrangements will be adopted and fully adhered to, through the induction briefing of all operatives.

Below are detailed general arrangements for emergency procedures at the Company Head Office.

It is important that all staff remain vigilant in the prevention and detection of fire on Company premises. If you consider there is a potential fire hazard inform your immediate Supervisor/Manager immediately.

Should a fire start, do not panic, shout out loud "Fire, Fire, Fire" and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

After the alarm is raised and providing you have been trained in the use of fire extinguishers and as long as there is no personal risk, attempt to extinguish the fire using the appropriate extinguishers sited around the premises. Ensure that you use the correct fire extinguisher for the relevant type of fire for example; do not use water extinguishers for electrical fires.

Leave the building by the nearest safe Fire Exit. Do not stop to collect personal belongings.

After leaving the building, go to the main assembly point; do not leave the fire assembly area until you have given your name to the person calling the register roll who will give any necessary further information. Do not re-enter the building.

The main fire assembly point is situated directly outside the Company offices, unless otherwise directed.

Nominated Responsible Person

The nominated responsible person will ensure that the evacuation arrangements are in place and all equipment is tested on a regular basis as identified with in this procedure.

The person in charge of evacuation of the building in the event of a fire will be made known to all Employees. This person is to take the Employees attendance register and the visitor's book to the fire assembly point to assist the roll call.

The Fire Service will be called using 999 Emergency Services by any person present. If the telephone system is not working or a phone is not accessible, go to one of the adjoining buildings to make the call. If the fire is spreading ensure occupants of adjoining buildings are made aware of the potential danger.

General precautions to prevent fires:

- Ensure all equipment that can cause a fire is handled with the utmost care.
- Do not leave any naked flames unattended.
- Extinguish cigarettes and matches properly and do not smoke in No Smoking Areas.
- Do not throw cigarette ends or any hot items into bins or containers. Use ashtrays.
- Ensure all electrical machinery and equipment is switched off after use.
- Ensure that gas appliances are properly turned off after use.
- Store gas and oxygen cylinders in a proper manner in the designated area.
- Substances that have the potential of causing a fire will be used and stored correctly.
- Ensure that the Company premises have adequate fire protection to reduce the possibility of the spread of a fire where appropriate.

5.11 First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981

The Company will ensure adequate First Aid provisions are made for their Employees. The Approved Codes of Practices explain 'adequate and appropriate' provisions. Detailed information regarding the First Aid requirements can be found in the Company's library of safety information.

General Company Requirements for First Aid

Management will ensure the Company's legal requirements for First Aid is fully complied with. Provisions for First Aid vary depending upon the nature of the works and the number of personnel employed. First Aid will be able to be catered for without difficulty at the Head Office workshops and yard. Where personnel etc., are working on site, Management will negotiate arrangements with Principal Contractors whenever possible. Where groups of workers are to be supplied to sites to carry out works, one will be a Trained First Aider at work (FAW). Where the Company has lone workers, special consideration will be given to the Accident Section of this Policy section.

First Aiders will be properly trained by an HSE approved training body

For premises where there are less than five Employees, there is no statutory duty to have a First Aider, but the company will ensure that as a minimum an 'appointed person' is present to take charge of the situation if a serious injury or major illness occurs. An appointed person is someone who has attended a one-day HSE Approved First Aid Course. However, it is always advisable to have a trained First Aider (FAW) available.
For those premises or premises identified in the First Aid risk assessment as medium or high risk a more qualified and experienced person will be provided to give medical care until the arrival of the emergency services. This person will be either an Emergency First Aid at work (EFAW) (EFAW training enables a first-aider to give emergency First Aid to someone who is injured or becomes ill while at work) or in preference a qualified First Aider at Work (FAW) (FAW training includes EFAW and also equips the first-aider to apply First Aid to a range of specific injuries and illness).

First Aid Kits and Boxes

All premises and places of work will have an appropriate amount of complete First Aid kits. First Aid kits/boxes will be easily accessible for the First Aiders/appointed persons. Boxes/kits will be checked frequently to ensure they are fully stocked and that all items are in a useable condition. First Aid boxes/kits locations will be clearly identified with a First Aid sign. Only specified First Aid contents will be allowed in First Aid kits/boxes as detailed in the HSE Guidance Notes. All First Aid cases that are treated will be recorded in the accident book.

The nominated First Aider for the area will be responsible for carrying out a weekly inspection of the First Aid box to ensure that they contain the necessary equipment within and top it up as necessary and finally make a record of the inspection.

5.12 New and Expectant Mothers

Fredereck Sage & Co Limited have drafted this policy to state our commitment to provide a safe working environment for pregnant workers and to protect new or expectant mothers from any potentially hazardous process or working conditions or certain physical, chemical and biological risks within the workplace as defined by the Management of Health and Safety at Work Regulations 1999 (as amended 2006).

Managers will be responsible for ensuring that a safe working environment is achieved and maintained at all times and that where risks to the safety of 'new and expectant mothers' are identified that the appropriate control measures are adopted.

Definitions

The phrase 'new or expectant mother' is defined as a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding. 'Given birth' is defined as having delivered a living child or, after twenty-four weeks of pregnancy, a stillborn child.

Arrangements for Ensuring the Health and Safety of Workers

The primary requirement is for the organisation to conduct a 'risk assessment' of the specific risks posed to the health and safety of pregnant women and new mothers in the workplace and to then take steps to ensure that those risks are avoided. It will be remembered that risks included those to the unborn child or child of a woman who is still breastfeeding – not just risks to the mother.

Risk	Precautions
During manual handling, increased risk of postural problems when pregnant or limitations of ability when the woman has had a caesarean section.	Ensure the woman has light duties not requiring excessive physical exertion.
Risk of heat stress, dehydration or fatigue from extremes of hot or cold.	Ensure they have access to refreshments and can take regular short breaks.
Fatigue from prolonged periods of standing or workload involving physical effort can lead to problems with the development of the baby.	Ensure they can take short breaks. Ensure that seating is available where possible.
Raised blood pressure associated with stress.	Discuss and agree the volume of work and the pace of the work.
Morning sickness arising from early shift work.	Flexible rostering.
Morning sickness associated with nauseous smells.	Flexible work allocation.
Poor balance in later stages of pregnancy can increase the risks from slippery surfaces.	Clean spillages immediately and ensure that sensible footwear is worn.

Where a risk has been identified following the assessment, affected employees or their representatives will be informed of the risk and the preventative measures to be adopted. The assessment will be reviewed where it is suspected that circumstances may have changes so as to render the original assessment invalid. The new or expectant employee will notify the Company, in writing of her pregnancy, has given birth within the last 6 months or is breast-feeding before the following courses of action are considered.

Where it is practical to do so, the hazard shall be removed or exposure to the hazard prevented:

- If the risk is still prevalent then due consideration is to be given to temporarily adjusting her working conditions or working hours (MHSW Reg 16(2)).

- If it is not reasonable to do so or this would not reduce the risk, then suitable alternative work will be offered.

- If neither of the previous options is viable then it may be necessary to suspend them on full pay for as long as is necessary to protect her health and safety or that of the child.

5.13 Migrant Workers

Fredereck Sage & Co Limited have drafted this policy to ensure compliance with the requirements of UK's immigration laws and to state our commitment to provide a safe working environment for employees and contractors whose 1st language is not English.

Line Managers will be responsible for ensuring that this policy is implemented throughout the company and that safe working environment is achieved and maintained at all times and that where risks to the safety of non-English speaking persons under their control and the appropriate control measures are adopted.

In order to comply with the legal requirement the company will check and copy certain original documents BEFORE appointment letters are issued (the only exceptions to this rule are Work Permit holders entering the UK.

The responsible Manager will check the validity of the documents:

- Check that photographs are consistent
- Cross-check dates of birth
- Check expiry dates of limited leave to enter or remain in the UK have not passed
- Check any UK Government endorsements (stamps, visas etc.) to see if the person is able to do the type of work you are offering
- Satisfy the company that the documents are genuine and have not been tampered with.
- If the names are different on any of the documents, ask for an explanation and further documentary evidence i.e. marriage certificate.
- Take a photocopy or scan:
- For passports or travel documents, a copy will be taken of the document's front cover and any page containing the holder's personal details. In particular, the responsible Manager will copy any page that provides details of nationality, photograph, date of birth, signature, date of expiry or biometric details; and
- Any page containing UK Government endorsements, noting the date of expiry and any relevant UK immigration endorsement which allows the person to do the type of work you are offering.

Record keeping

- The copies will be filed in the individual's P Files.

Ensuring Safety

The company will ensure the health and safety of migrant workers under their responsibility by:

- Providing information, instruction, training and supervision and making sure all workers can understand it.
- Ensuring overseas workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely.
- Ensuring workers understand that the company or employment agency/business or other labour provider (e.g. gangmaster) have responsibilities for their health and safety.
- Providing literature in their native language.
- Providing translators for groups of workers where required.
- Monitoring this procedure for it compliance by Line Management.

5.14 Occupational Health Management

Fredereck Sage & Co Limited is committed to the general provisions of occupational health care and to provide:

- Advice and guidance to management in relation to the health and welfare of employees.
- The provision of health monitoring, health surveillance and relevant records as required by the Control of Substances Hazardous to Health Regulations 2002, Chemical Hazard Information Packaging Regulations 2009 and the Health and Safety (First Aid) Regulations 1981.
- The provision for the care and rehabilitation of staff suffering from mental health disorders.
- Controls for the monitoring of extreme temperatures while at work.
- Controls and assessments for tasks and processes involving manual handling.
- Controls and systems for personnel involved in operating display screen equipment workstations.
- Controls and safe systems for personnel involved in the use of vibrating tools that present a risk of hand, arm vibration syndrome.
- Controls and safe systems for the protection of respiratory systems from dust and other hazardous substances.
- Controls and safe systems for whose employees work in noisy environments and implementing effective noise control techniques.
- Controls in place to protect our employees from dermatitis and other work related skin disorders.
- To ensure that these occupational health risks and monitored through health surveillance as required and our annual medical questionnaire.
- To provide reasonable adjustments for people with disabilities to support them in employment.
- To manage early return to work after sickness certification and wherever possible support rehabilitation after prolonged illness.

Occupational Health Screening

The company may arrange and finance health monitoring or screening for employees where required. The Senior Directors may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as “Medical in confidence” information by the Senior Directors.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related undertakings or where the works process exacerbates existing medical conditions.

Annual Medical questionnaire

To facilitate a means of monitoring the Occupational Health of the staff/employees the Human Resources Department will annually send out to each staff/employee a medical questionnaire to be returned so they may be reviewed to identity any highlighted problem and refer the employee to a medical professional.

A copy of this questionnaire may be seen within the appendices section of this policy.

5.15 Premises Health and Safety Arrangements

Fredereck Sage & Co Limited will ensure that The Workplace (Health, Safety and Welfare) Regulations 1992 which places requirements to all the Company's workplaces provided for Employees and self-employed, which includes offices, stores and welfare facilities etc. are complied with.

Maintenance

The workplace and associated equipment and systems will be maintained in a clean and efficient state, in efficient working order and in good repair. Maintenance of equipment and systems will be carried out in accordance with manufacturers' recommendations and authoritative guidance such as that published by the HSE or the British Standards Institution. Where appropriate (e.g., in the case of ventilation systems), maintenance records will be kept.

Ventilation

Where windows or other openings will not provide suitable ventilation, mechanical ventilation systems will be provided and properly maintained. Detailed advice is given in HSE Guidance Note EH22 *Ventilation in the Workplace*.

Temperature

The temperature in workrooms will be "reasonable" and where practicable, this will normally be a minimum of 16°C. Where work involves significant physical effort, the temperature will be at least 13°C. If, despite measures to heat or cool a workroom, workers are exposed to temperatures, which do not give reasonable comfort; suitable protective clothing and rest facilities will be provided. Sufficient suitable thermometers will be readily available to allow workers to check the temperature in the workplace.

Lighting

Natural lighting will be provided, where reasonably practicable; windows and skylights will therefore be kept clean. Lighting will be sufficient to enable people to work and move safely without visual fatigue. Local lighting will be provided where necessary. Where appropriate, emergency lighting will be provided and maintained. Further guidance is given in HSE booklet HS (G) 38 *Lighting at Work*.

Cleanliness and Tidiness

Floors, walls and ceilings, together with furnishings will be kept sufficiently clean, the standard of cleanliness depending on the use of the workplace. Some other Regulations, e.g., the Food Hygiene Regulations have specific requirements. Absorbent floor surfaces, such as untreated concrete or timber, which are likely to be contaminated by oil, grease, etc., will be sealed or coated, e.g., with suitable non-slip floor paint. Waste, dirt and refuse will be cleared regularly. Furniture, materials and tools will be placed so that they do not cause people to trip or fall and do not obstruct access or fire escape routes.

Space

Workrooms will have enough space to allow people to move with ease. The total volume of a workroom, when empty, divided by the number of people normally working in it, will be at least $11m^3$ (in this calculation, a room or part of a room which is more than 3.0m high, will be counted as 3m high). The figure of $11m^3$ per person may be insufficient if much of the room is taken up with furniture, etc. This recommended minimum figure does not apply to rooms used for lectures, meetings etc.

Workstations & Seating

Workstations will be arranged so that each task can be carried out safely and comfortably. Seating will, where possible, provide adequate support for the lower back; a footrest will be provided where the foot cannot comfortably be placed flat on the floor. Further guidance on seating is given in HSE booklet HS(G) 57 *Seating at Work*.

Floors and Traffic Routes

Floors of workplaces and surfaces of passages, staircases, access roads, etc., will be suitable for their intended use and properly maintained. Measures will be taken to reduce the risk of persons slipping, tripping and falling, or of vehicles becoming unstable. Any open side of a staircase will be securely fenced by an upper rail at 1100 mm or higher and a lower rail. A secure and substantial handrail will be fixed on at least one side of every staircase.

Precautions against persons or objects falling

Secure and suitable fencing, guard-rails or covers will normally be provided where persons are liable to fall or at any height. Fencing installed after 1 May 1993 will extend to at least 1.10m in height, except where lower fencing has been approved under Building Regulations. Guard-rails will consist of a top rail and at least one intermediate rail will be fixed to prevent persons from falling under the top rail.

Where it is not reasonably practicable to take measures such as the provision of fencing, guard-rails, etc., to prevent falls, entry to such "danger areas" will be restricted to authorised persons who have received adequate information, instruction and training on any appropriate safe system of work. In certain situations a Permit-to-Work system will be appropriate. The provision of safety nets or personal protective equipment, such as safety harnesses, may be necessary.

Roof Work

Where any access is needed to roofs, suitable fixed, safe means of access will be provided.

Stacking and Racking

Materials will be stacked and stored in such a way that they are not likely to fall and cause injury. Racking will be of adequate strength and stability.

Loading and Unloading Vehicles

Climbing on top of vehicles or their loads will not be undertaken until suitable fall protection has been installed.

Doors and Gates

Doors and gates, which swing in both directions, will have a transparent panel. On main traffic routes, all doors will be fitted with such panels. Power operated doors and gates will have appropriate safety features to prevent injury to persons where it is possible to be struck by them.

Traffic Routes

Traffic routes will allow the safe movement of persons and vehicles within the workplace and when entering or leaving it. Appropriate measures may include: clearly marked separate routes for pedestrians and vehicles; fitting reversing alarms to vehicles; appointment of banksmen to supervise safe movement of vehicles; display warning signs to alert drivers to restrictions in force; setting speed limits for vehicles and installing road humps; warning indication of height limitations or obstructions; use of one-way systems for vehicles; wearing of high visibility clothing.

Sanitary Conveniences and Washing Facilities

Suitable and sufficient facilities will be provided for the maximum number of persons likely to be at work in a workplace at any one time. Facilities will be available for use without undue delay and account will be taken, therefore, of the pattern of work. Account will also be taken of the type of work involved; washbasins, with running hot and cold, or warm water, will always be provided but, in some cases, the provision of showers and/or baths may be appropriate.

Drinking Water

An adequate supply of wholesome drinking water will be provided, together with suitable cups, etc., unless the supply is from a drinking fountain. There will also be facilities for washing cups, or

alternatively, disposable cups will be provided. Drinking water supplies will be clearly marked as such if there is any risk to people drinking from contaminated supplies.

Accommodation for clothing and changing

Suitable and sufficient accommodation will be provided for any special work clothing and for personal clothing, which is not worn at work. Clothing will be able to be hung in a clean, warm, dry and well-ventilated place, with at least a separate hook, peg or hanger for each worker. Where workers are required to wear special work clothing, adequate room for changing will be provided and measures will be taken to ensure security, for example by providing lockers.

Facilities for rest and meals

Suitable seats will be provided for workers whose work gives them opportunities to sit. Seats will also be provided for use during breaks; such seats will be in an area where protective equipment, such as hearing protection, need not be worn. Seats in work areas may be suitable, provided they are in a clean place and there is a suitable surface on which to place food. Minimum facilities will include a means of preparing or obtaining a hot drink and, where necessary, means of heating food. Eating facilities will be kept clean and be in the charge of a responsible person.

Smoking

In accordance with the Smoke-free (Premises and Enforcement) Regulations 2006, Fredereck Sage & Co Limited will ensure, as an employer, the risk of exposure to second hand smoke is reduced to as low a level as is reasonably practicable. All premises used as workplaces by Fredereck Sage & Co Limited will be designated as no smoking. This will also be applicable to construction sites and welfare facilities/offices under the control of Fredereck Sage & Co Limited. It will be a requirement of any Principal Contractor or Client to assist Fredereck Sage & Co Limited with meeting this legal requirement.

Use of Display Screen Equipment

Possible hazards associated with the use of Display Screen Equipment (DSE) are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE, combined with the ergonomic factors of the workstation and the environment in which it is situated.

The Regulations apply only to the protection of Employees who are 'users' as defined by the Health & Safety (Display Screen Equipment) Regulations 1992. A 'user' means an Employee who habitually uses DSE as a significant part of normal work, whether at his/her own employer's workstation, at another employer's workstation, or at a workstation at home.

DSE Risk Assessment

The Regulations require a Risk Assessment of all workstations used. If the workstation is modified or changed in any way, the Risk Assessment will be reviewed. In all circumstances, the risk identified by the assessment, or by a review, will be reduced to the lowest extent reasonably practicable. A workstation comprises the display screen, keyboard or other inputting device such as a mouse, optical accessories to the screen equipment, telephone, modem, printer, document holder, chair, desk and the immediate work environment.

All Risk Assessments and reviews will be recorded, as a basis for acting on risks identified and for future reference. Such records provide valuable evidence in the event of upper limb disorders or any other health problems arising.

Information and Training

Users will understand how to adjust furniture and equipment and deploy workstation components so as to achieve correct posture and reduce stress. They will also understand the need to regularly clean and inspect equipment and the importance of making use of breaks and changes of activity.

5.16 Refusal to Work Procedure on Health and Safety Grounds

Fredereck Sage & Co Limited are aware of the employee's right to refuse to carry out a work task on the grounds of health and safety and to manage a refusal the following procedure will be carried out.

Training:

- The company will ensure that all Managers and Supervisors are aware of the requirements of the company policy and procedures relating to refusal to work for its operations so they may discharge their duties to ensure compliance.
- That employees have been briefed in the refusal to work arrangements, reporting and that they understand their rights.

Arrangements for investigating refusals to work due to safety concerns:

- Operative refuses to carry out a task due to concerns that the task is unsafe.
- He reports this to his immediate Supervisor.
- Supervisor will investigate the concern with the operative and refers to the risk assessment and method statement to identify if they are suitable. The Supervisor and the operative will discuss the concern and hopefully identify a safe method to complete the task.
- Where the operative continues to refuse to carry out the task, the Supervisor will call for assistance from the contracts Supervisor and the company safety officer. They will again discuss the concern with the operative and refer to the risk assessment and method statement to identify if they are suitable and hopefully identify a safe method to complete the task.
- At this point the safety officer will record the concern and outcome of the investigation on the Refusal to Work Form.
- Where the operative's safety concern is justified the safety officer will stop the task until a new safe system of work is provided to the operative.
- Where the operative's safety concern is not justified and the safety officer will record the fact on the investigation report and instruct the Supervisor to recommence the task.
- If the operative continues to refuse to carry out the task due to his opinion that it is unsafe he will be reallocated another task.
- If the company considers the operative's refusal to work as unreasonable or malicious then normal company disciplinary procedures will be followed.

Notes:

The incident and the investigation form will be passed onto the Responsible Senior Directors and the MD for their information and comment. The incident will also be raised at the quarterly safety meeting.

Record Keeping

Records will be kept of the following:

- Employee concern record
- Investigation reports
- Statements
- Employee disciplinary hearings

5.17 Risk Assessments

As an Employer, Fredereck Sage & Co Limited recognises its duty to carry out a risk assessment of its works activities. The purpose of these risk assessments is to identify the risks to health and safety to Company employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with The Health and Safety at Work act, 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended 2006), Fredereck Sage & Co Limited will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. This will include as a minimum all of our work sites and projects.
These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

The method for undertaking assessments of risk will be in compliance with guidance issued by the Health and Safety Executive within document INDG 163 (rev 2). Fundamentally, this will follow a five step procedure as such:

Step 1
Identify the hazards

Step 2
Decide who may be harmed and how

Step 3
Evaluate the risks and decide on precautions

Step 4
Record your findings and implement them

Step 5
Review your assessment and update if necessary

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

5.18 Safe Method of Work Statements

A written method statement will be prepared for all construction activities undertaken by Fredereck Sage & Co Limited. This method statement will be based on the findings from the risk assessment.

The method statement will be countersigned and approved by the Project Manager. Where consultation is required regarding safety aspects of the work, the Company Health and Safety Manager will be contacted.

The method statement will be communicated to all persons involved with the activity, including all relevant Sub-Contractors and Safety Officers. The method statement will be presented to Operatives in the form of a toolbox talk.

Method Statements will consist of the following information as a minimum:

- Location of the activity
- Works to be carried out
- Maximum weight of the goods or materials to be installed
- Plant and materials to be used, specifying capacities of lifting equipment
- Labour and supervision required
- Methodology
- Emergency procedures
- Environmental considerations
- Interface with other works, parties and the general public
- Access to the work location (including provisions for working at height)
- Permits to work

5.19 Selection of Sub-Contractors

In order to comply with duties placed on the Company under the Management of Health and Safety at Work Regulations 1999 (as amended 2006) and where applicable, Regulation 4 of the Construction (Design and Management) Regulations 2015, Fredereck Sage & Co Limited will positively undertake competency vetting of Sub-Contractors to be used as part of the Company operations.

Sub-Contractors will be required to demonstrate to Fredereck Sage & Co Limited in advance of being selected for any project, their commitment to health and Safety. As such, Sub-Contractors will be required to complete and return the Company Contractors Health and Safety Questionnaire. Failure to provide satisfactory responses to the questions and or provide suitable supporting documents raised will hinder any works to be undertaken by the relevant Company.

The submission of the questionnaire will include the following:

- Company Health and Safety Policy
- Employers Liability Insurance Certificate
- Confirmation of their Competent Health and Safety Advisor
- Outline Method Statement
- Operatives Training Matrix and Records
- Completed Contractors H&S Competency Questionnaire

Prior to commencement on site, Sub-Contractors will be required to submit no later than one week before commencement:

- A written Risk Assessment covering the works to be conducted
- Detailed Method Statements (with additional documentation to follow)
- Any relevant COSHH Assessments
- Test Certificates for Plant and Machinery
- Additional Operatives Proof of Competency/Training Records

Method Statements and Risk Assessments will be reviewed by the Site Supervisor in advance of Contractors commencing on site to assess any foreseeable conflicts between trades.

During the contract the company Site Manager will monitor and review the Sub-Contractors performance on site relating to health and safety and quality of works. This will be recorded on the site inspection records sheet which will be collated and used for the end of contract management review and the annual reassessment.

The performance of the relevant Fredereck Sage & Co Limited Sub-Contractors will be reviewed following each contract through discussion with the Site Agent and Senior Management and on an annual basis all Sub-Contractors will be reviewed and where necessary reassessed to ensure their competency.

5.20 Stress Management

Fredereck Sage & Co Limited is committed to ensuring that all staff are able to work in a harmonious and productive environment conducive to promoting a stress free workplace.

In the first instance, individual Managers are responsible for the implementation of the requirements detailed within this safe system of work. Where the immediate Line Manager cannot resolve specific concerns, these must be referred to a member of the management team immediately.

Background Information

Stress can be defined as 'the adverse reaction people have to excessive pressure. It isn't a disease, but if it continues for a prolonged period of time it can inevitably lead to mental and physical ill health.

The causes of stress can be fairly rudimentary; they can also be masked by other factors, typical causes of work related stress are as follows;

- Poor management culture.
- Unreasonable demands.
- Lack of control.
- Poor relationships,
- Change Management.
- Inadequate training and support.
- Insecurity and uncertainty.

Arrangements for Ensuring the Health and Safety of Workers:

Where the potential for workplace stress is identified, the company shall conduct a risk assessment to determine who is at risk and how they shall be affected. The risk assessment hierarchy shall then be used to reduce the risk to the lowest practicable level.

As part of the controls adopted to reduce the levels of workplace stress all staff shall adopt the following measures:

- All staff are actively encouraged to discuss problems with their Supervisor; a blame culture is to be avoided where it is practical to do so.
- Employees are to be encouraged to plan and organise their own jobs in a manner which suits them, provided this does not interfere with the operational needs of the business or affect the level of customer service expected by our clients.
- Where employees have concerns regarding the level of work this should be communicated to their Supervisor for further discussion.
- Line Supervisors are responsible for providing all relevant on-the-job training to ensure that staff can perform the tasks required, to an acceptable level of competence. Where additional training needs are identified, these are to be communicated to a member of the management team.
- Where it is foreseeable that violence and aggression may be encountered, staff are to be provided with the relevant training to enable them to deal with the situation effectively.
- Employees are to be encouraged to report all acts of aggression or violence within the workplace, in accordance with the 'Violence and Aggression' Policy.

Advice to Managers and Supervisors

If an employee complains about being stressed, it is important that you listen to them!

If the source is work-related:

- Try to address the source(s).
- Involve the employee in decisions.
- If necessary encourage them to seek further help through their doctor.
- If you are not their Supervisor / Manager ensure that you treat the matter with confidentiality.

Where you cannot control the source of the problem it may be appropriate to move the employee to a different task or work area. If a period of sick leave is recommended, keep in touch with them and their Doctor.

It is not acceptable to implement the disciplinary procedure when an employee comes to you requesting assistance. Any form of action leading to dismissal may result in a claim for unfair dismissal. If in doubt, take no immediate action and seek further advice.

Advice to Employees

You can help the Company by:

- Talking to us! If we don't know there is a problem, then we can't help.
- Support your colleagues, if they are experiencing problems as a result of work related stress.
- Consult your GP if you are worried about your health.
- Discuss the possibility or altering aspects of your job or position with your immediate superior, even if only temporarily.
- Try to focus on solving any problems you may have, rather than just worrying about the problem.
- Look after your health, eat healthily, stop smoking, reduce alcohol consumption, and consider learning relaxation techniques.
- Talk to family and friends about what you are feeling.

Record Keeping

Where the intervention of the company is required as a result of deteriorating performance, the company shall maintain records of any interviews and recommendations to ensure that the appropriate course of action is taken and that the employee receives all possible assistance in resolving the problem, where it is within the power of the company to do so.

These records shall be considered confidential and will not to be divulged to other employee's.

5.21 Temporary workers including consultants

It is Fredereck Sage & Co Limited policy that all staff should be treated on an equal footing for health and safety, whether or not they are full time or part time. This applies also to temporary staff and consultants.

Fredereck Sage & Co Limited is committed to the general duty of preventing less favourable treatment for Temporary employees. The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002 state that:

- Fixed-term employees should not be treated less favourably than comparable permanent employees on the grounds they are fixed-term employees, unless this is objectively justified.

In order to meet this requirement, Fredereck Sage & Co Limited is committed to the following Specific Duties in line with the Act.

- Maintaining a written statement regarding its Temporary employee's policy.
- Assess the impact of its policies on Temporary employees.
- Ensuring Temporary contracts are used only when there is an objective justification.
- Ensure all benefits open to permanent employees are available, on a pro-rata basis if required, to staff on Temporary contracts.

Line Managers must ensure that temporary staff and consultants are given the support and information they need to comply with this policy and that they are considered in the risk assessment for their area of responsibility.

In particular all temporary staff and consultants must be informed through the induction process, of the emergency arrangements in place at their location and of any arrangements to deal with specific risks, and precautions to be applied, in relation to the work they are to do.

Line Managers are responsible for completing the induction checklist for *ALL* new starters regardless of status.

The policy shall be reviewed each year to ensure that the policy is effective in its implementation. It shall be reviewed with due regard to all Equal Opportunities Policies.

5.22 Training Policy

In order to secure the health and safety of all employees, the company will provide suitable health & safety training to all employees on a regular basis to ensure their competence to work safely within the industry.

- Induction training will commence on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not practical the induction will take place as soon as possible.

- New employees to receive job-specific induction training with regards to their operations within this company. Manual handling of materials on site, lifting / carrying / unloading / loading / storing and stacking.

- Basic accident prevention techniques, and causation and consequences of accidents to be understood by employees.

- All site based employees will receive specific on-site training, relating to safe systems of work and safe working practices of the project.

- Only employees who are trained and competent to use equipment and power tools on site may do so, as technology changes assessment and refresher training will be carried out.

- Where required outside bodies will be used to gain recognised qualifications such as NVQ`S /CSCS / CISRS / CITB.

- Reinforcement training will be required at appropriate intervals, which will depend on observation of the workforce. (Training needs assessment) Tool box talks.

- In-house training needs shall be reviewed annually by management and advised by our H&S Consultants to ensure the training needs analysis provides for both the needs of the individual and the requirements of the company.

5.23 Violence & Aggression in the Workplace

Fredereck Sage & Co Limited to ensure the health, safety and welfare of all employees, so far as is reasonably practicable.

We recognise our duties as prescribed by the Health & Safety at Work Act 1974, The Management of Health & Safety at Work Regulations 1992 (as amended) and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

It is our stated aim to reduce the incidents of violence and aggression within the workplace to the lowest practicable level.
However the nature of certain aspects of our business can result in such incidences occurring from time to time, regardless of this the Company shall endeavour to secure a safe environment for its employees, clients and visitors.

Ensuring the health and safety of our employees is a priority as they are a valuable business resource.

Arrangements for Ensuring the Health and Safety of Workers

Where the potential for violence and aggression in the workplace is reasonably foreseeable, the company shall conduct a risk assessment in accordance with the Health and Safety Executives '5 steps to risk assessment'; to determine who is at risk and how they shall be affected. The risk assessment hierarchy shall then be used to reduce the risk to the lowest practicable level.

The assessment shall remain valid for a period of two years or until such time as the assessment is believed to be invalid as a result of personnel or procedural changes.

Provision of Information, Instruction and Training

Employees shall be advised of the findings of the risk assessment and the appropriate control measures.

Where identified, additional training will be provided in such areas as the causes of violence, conflict resolution, interpersonal skills, restraint methods and the emergency procedures to be followed in the event of an incident occurring.

Response Strategies

Depending on the nature and gravity of the violence, police intervention may be required, especially in the case of major incidents. In any case, the importance of *recording and reporting* workplace violence cannot be emphasised enough.

Where employees are victims of violence or threatening behaviour the police are to be called immediately.

The Contracts Manager / Site Manager/Supervisor to take charge of the situation and shall ensure the safety of the victim.

The highest regard is to be given for the safety of individual members of staff; employees are not to act as heroes and attempt to challenge any assailant.

Where the safety of employees continues to be threatened, you are to retreat to a secure area and summon other members of staff for assistance.

Where an act of violence has occurred, it is the policy of the company to support the police in the prosecution of the individual concerned.

If practical the assailant should be restrained either by securing them in an isolated part of the premises or by physical means. Only personnel who have been appropriately trained are to attempt to physically restrain the assailant.

If not on the premises an initial report is to be made by telephone to the Senior Directors of the company at the earliest possible time; a full report of the incident can be made at a later stage.

Any injured employees are to receive medical treatment at the earliest possible time and shall be accompanied by another employee should it be necessary to attend the local accident and emergency unit.

A full description of the injuries sustained will be required as part of the debriefing and may be used by the police in any prosecution.

A debriefing will be held in all but the most trivial cases, usually in the form of a meeting, this will be conducted by the Senior Directors of the company and will involve those persons who either witnessed the violence or act of aggression or dealt with the aftermath.

Employees are actively encouraged to talk to fellow employees about their experiences. This assists in clarifying the details surrounding the incident, identifies ways in which the potential for future incidents of this nature can be reduced and may also identify the need for emotional help.

Accepting help to overcome such a traumatic experience is not a sign of weakness, the Company shall support the employee in undertaking any counselling they feel is appropriate and also in the provision of any training identified such as conflict management / resolution or effective restraint methods.

Record Keeping

Regulation 3(4) of MHSWR requires employers with five or more employees to keep records of all assessments, which will detail the significant findings associated with the assessments, therefore the findings of any assessment shall be recorded and retained by the administration department.

Reports made in accordance with the Reporting of Injuries, Occupational Diseases and Dangerous Occurrences Regulations 2013 shall be retained by the Company. (Refer to the Accident procedure for further information).

This information may then be utilised for analysis purposes, to identify specific trends and propose further preventative measures.

6.0 Construction Arrangements

6.1 Abrasive Wheels

Fredereck Sage & Co Limited will ensure that all grinding machines whether permanently installed or of the portable type will comply with The Provision and Use of Work Equipment Regulations 1998. The use of abrasive wheels will be the subject of Risk Assessment, to ensure that any risk to safety or health is reduced to an acceptable level. And will only be used for tasks and under conditions for which they are suitable.

Abrasive wheels are at risk of bursting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel will be used with regard to its type, size and speed.

Every abrasive wheel, which is large enough, will be clearly marked with its maximum rotation speed. If the wheel is too small to be marked in this way, there will be a notice fixed in the workroom, giving the individual or class maximum permissible rotation speed. The machine will also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels will not be mounted on a faster speed rated spindle and the spindle will be governed so that it cannot over speed.

Workers who use abrasive wheels will be provided with adequate information, instructions and training in their correct handling and mounting (including pre-mounting and storage procedures). The person will be appointed in writing and be certificated as proof of training. A copy of the certificate will be given to the trainee and one kept available for inspection in the workplace. If the person is or will be regularly employed by the Company, a copy of the certificate will be sent to the Head Office 'Safety Training File'.

Even if all the above precautions to prevent bursting are taken, abrasive wheels will also be provided with guarding capable of containing any flying fragments of the wheel will bursting occur, to avoid them inflicting injury on any person. The guards have the additional role of preventing injury from coming into contact with any dangerous parts of the equipment.

When operating an Abrasive Wheel machine ensure that other persons are not put at any risk. Operate abrasive wheel machines away from other persons where possible, or adequately shield off possible danger areas. Do not use them in access-ways, near doorways or in a 'No Naked Flame' area. Take dust control measures if required.

Personal Protective Equipment Regulations 1992

Persons operating an Abrasive Wheel machine will wear the recommended form of protection, as determined by the Risk Assessment and depending upon the circumstances, box goggles or face-shield to (BS EN 166,167 & 168) Grade 1 impact.

Aside the wearing of goggles/face-shields, operators of Abrasive Wheel machines will wear safety footwear, gloves, overalls and dust masks. If noise levels exceed the permissible levels set in the Control of Noise at Work Regulations 2005, ear protection will be required.

6.2 Asbestos Policy

The objective of this Policy is to prevent any harmful asbestos exposure to Employees and any other persons who could be affected by the Company operations where asbestos is present. The Company has a duty not only to Employees, but also to the Client's Employees, other Contractors Employees, occupiers of the site being worked on, visitors, neighbours and any other persons who could be affected by operations that involve disturbing or working with asbestos.

Introduction

The company is aware that exposure to asbestos dust may result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung Cancer, Mesothelioma Cancer and Laryngeal Cancer are other diseases that can be suffered from after contact with asbestos dust.

The three main types of asbestos used/found are:

CHRYSOTILE	commonly known as 'white' asbestos
CROCIDOLITE	commonly known as 'blue' asbestos
AMOSITE and MYSORITE	commonly known as 'brown' asbestos

NOTE:- Colour will not be relied upon for positive identification.

Crocidolite 'blue', Amosite and Mysorite 'brown' asbestos are prohibited in the manufacture of new materials under The Asbestos (Prohibitions) Regulations 1992, but is still to be found in many old buildings and plant prior to 1978.

Please note that there can be no guarantee that 'blue' and 'brown' asbestos will not be found in more recent applications.

Asbestos may be found blended with cement and similar materials. It has been widely used as building materials such as roof sheets and pipes. In combination with calcium silicate and magnesia, it forms a thermal insulation material for boilers, steam pipes and similar applications. Asbestos-based compounds have in the past been applied by spray techniques to provide fire-resistance to walls and ceilings.

Where asbestos is found or suspected in the workplace where it is likely to be disturbed, then it will be analysed. This will determine the type of asbestos present and once the type of asbestos has been determined, all necessary precautionary arrangements may be made.

Only properly trained and competent persons will be permitted to disturb or work with asbestos. Companies will be Licensed Contractors when working with 'Brown' - Amosite or Mysorite, or 'Blue' - Crocidolite asbestos.

Training

It is the company's policy to ensure that all employees will have suitable and sufficient training in Asbestos Awareness in line with Regulation 10 of the ACOP HSG143.

Compliance with Safety Standards

Works in connection with Asbestos will be carried out in accordance with all current Asbestos Regulations, Approved Codes of Practices and British.

The Company's Management have the responsibility to ensure that all persons are protected from harmful asbestos exposure. All Company Employees will be made aware of all necessary precautionary measures and controls related to work, which may disturb asbestos. It is the duty of Company Management to ensure that Employees, who may be required to work in areas where asbestos may be present, receive Safety Awareness Training for contact with asbestos. Prior to a Contract commencing where asbestos is present, Company Employees will receive Safety Induction specific to the asbestos precautionary measures and controls necessary for site operations.

This would include reviewing the Company asbestos procedures and existing documentation, i.e., Policy's, Survey Reports, Drawings and instant notification procedures. Induction will also include details of the Risk Assessment and Safe Method of Work Statement for asbestos related works specific to the Contract. Prior to a Project starting, Company Managers will ensure that all requirements will be complied with regarding asbestos procedures for precautionary measures and controls that the Company is required to comply with.

Information Required Prior to Commencement

Liaison with the Duty holder as defined within the Control of Asbestos Regulations 2012 will be carried out prior to commencing any works. This will allow review of the assessment made on the subject premises and any such surveys, reports or findings (contained within the "Plan") as to the presence of asbestos containing materials. From this review, an assessment of risk can be conducted.

The Project Surveyor will ensure that all necessary information regarding asbestos is obtained from the Design Team prior to work being carried out which could give rise to harmful asbestos exposure, i.e., Client's Asbestos Policy, Asbestos Surveys and Reports, Drawings showing where asbestos is present and Incident Records, etc. The Project Surveyor will also set a monitoring procedure to ensure that all asbestos precautionary measures and controls are complied with.

Vetting Licensed Contractors

Company Managers involved in Projects which could involve harmful asbestos exposure are required to check that Licensed Contractors safety arrangements are in order, i.e., their License details, the training records of Employees carrying out the work on site, the service records of equipment that will be used on site, particularly the function tests and that equipment that will be supplied to site will be clean and free from asbestos contamination, waste arrangements and records and their past accidental asbestos exposure incidents records.

Emergency arrangements for Employees

In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been identified, or asbestos exposure may have occurred, or non-compliance with asbestos controls etc. need to be reported, the Site Manager will be informed immediately for further advice and to ensure full compliance with any emergency procedures.

For further guidance on action to be taken in the event of asbestos being found or suspected contact the Fredereck Sage & Co Limited Safety Officer immediately and do not disturb the material.

6.3 Bitumen Products

The company are aware of the significant risks to health from handling bitumen products especially when they are hot and melted but also the fumes given off when they are heated, therefore, the company have assembled these arrangements to minimise the risk from bitumen products.

Bitumen products at ambient temperatures normally present no acute health hazards, if handled in small quantities causing no risk of manual handling injuries. However, bitumen is normally handled at elevated temperatures when its physical state changes to liquid, which can cause burns. In addition, heated bitumen gives off fumes which it is undesirable to inhale. Additionally, very small quantities of Hydrogen Sulphide can be present in certain types of bitumen. Therefore any confined or enclosed space where bitumen is used should be regarded as hazardous.

The following limits for the use of Asphalt/petroleum fumes are taken from the Health and Safety Executive Guidance Note EH40 Occupational Exposure Limits 2001. UK occupational exposure standards state 5mg/cubic meter over 8 hour Time Weighted Average (TWA) or 10mg/cubic meter over 15 minute (TWA). These figures can be used where carrying out Control of Substances Hazardous to Health (CoSHH) assessments for the use of bituminous products.

The following guidance provides information on the safe use of bitumen tanks, bitumen boilers, highly flammable liquids and liquid petroleum gases.

Bitumen boilers and cauldrons

The gas cylinder should be positioned at least 3m away from the burner equipment. Spare cylinders should be kept at least 6m from the boiler. The boiler or cauldron should be positioned away from general traffic avenues to prevent the unit cylinder and hose from being damaged by site vehicles, wheelbarrows, etc.

Before lighting-up, the burner should be removed from under the boiler if this is possible, lit and then replaced. This avoids any possibility of a build-up of gas under the boiler during the lighting process. Care must be taken to ensure that bitumen boilers do not boil over; if this occurs, the gas supply valve must be turned off and the cylinder moved away from any burning bitumen. Flexible hose that may have become covered in bitumen should be replaced.

The boiler or cauldron should never be left unattended with the burner alight during meal breaks, and should never be towed or transported with the burner alight. Bitumen boilers, 22-225 litre capacity, can be fitted with a wide range of burners. Gas consumption (propane) ranges from 1.4-4 kg per hour.

For large boilers or cauldrons it is often necessary to couple two or more cylinders together by means of a special union or manifold. Large off-takes for long periods can cause reduced pressure of gas and build-up of frost on containers, valves and hoses.

Bitumen tanks and asphalt tanks

Operators/attendants of bitumen tanks and asphalt stirrer tanks should:

- Clean up all spillages immediately following the occurrences.
- Ensure that the low binder cut-off float switch is operable.
- On oil fired tanks, ensure that the fusible plug to the automatic fuel cut-off is in position and functional.
- Ensure that the temperature cut-off is correctly set for the type of binder in the tank.
- On hand charged asphalt stirrer tanks, ensure the protective grill is in position when the filling lid is open.
- On electrically heated tanks, ensure that the main contactor cabinet doors and the heater chambers are locked.

Storage of Highly flammable liquids and liquefied petroleum gases

Containers of highly flammable liquids and LPG cylinders should, where possible, be stored in open compounds which are securely fenced and shaded from the sun. Stores containing highly flammable liquid, (i.e. flammable liquids with a flashpoint below 32 degrees Centigrade), must be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored plus 10 per cent. The bund must not be allowed to fill with water or waste material.

Where it is necessary to store flammable liquids and gases at the workplace, the quantity stored must be kept below 50 litres or half a day's supply, whichever is the lesser. The containers must be kept in a store, cupboard or bin which is of fire resistant construction, e.g. a metal bin. Ideally, storage areas for highly flammable liquids should be sited at least 10m from permanent and temporary buildings.

Where this is not possible, containers must not be stored within 4m of any building or boundary fence unless the boundary wall is a wall with at least 30 minutes fire resistance. In this case, containers and drums should be at least 1m below the top of the wall. LPG storage must be at a similar safe distance from any building or boundary; such distance will depend on the amount of LPG to be stored.

Products which could add to the intensity of a fire, such as oxygen, or to the toxic hazard in the event of fire, e.g. chlorine, must not be stored in the same compound as flammable liquids and LPG. Appropriately worded warning signs, e.g. "HIGHLY FLAMMABLE LIQUIDS", "NO SMOKING" and "NO NAKED LIGHTS" must be displayed at the entrances to stores.

The floors of flammable liquid and LPG cylinder stores should be paved or compacted level with a suitable hard standing provided for the delivery and dispatch of cylinders. The area must be kept clear of all flammable materials, weeds and rubbish.

Any electrical fittings within storage areas, e.g. lights and switches, must be suitable for use in potentially flammable atmospheres e.g. intrinsically safe or flameproof. The provision of automatic flammable gas detection equipment should be considered for enclosed storage locations. Adequate numbers of appropriate extinguishers should be sited at storage area entrances.

Health Hazards

Skin Cancer - People who work, or have worked, with pitch and tar sometimes develop warts on their faces, necks, hands, arms and scrotum. These warts may develop only after a few months in the industry or over a much greater period. There are several kinds of warts, but one of them is cancerous and will not go away unless it is treated, and may be a serious danger especially in the scrotum area. Delay is dangerous so the development or suspicion of any such wart should be reported to your local GP immediately.

Where working with bitumen, all Operatives should be advised to avoid putting dirty rags, tools or other materials contaminated with pitch or tar in their trousers pockets. In addition, good hygiene practices should be followed, with Operatives washing their hands where breaking off work, and prior to smoking, digesting food or drink, and before going to the lavatory.

Burns - As bitumen is used at high temperatures, contact with the skin is liable to cause burns. Where any such contact is made, the contaminated skin should be flushed with cold water immediately and no attempt should be made to remove the bitumen In addition, no medication should be applied to the affected area, other than a sterile dressing. The bitumen itself will provide a sterile covering to the burn and detach itself within a few days.

Personal Protective Equipment

Impervious fireproof gloves and overalls should be worn at all times where working with bituminous products, in addition to safety footwear and other protective equipment which may be required under local site rules. Full-face visors must be worn if there is a risk of bitumen splashing. Respiratory Protective Equipment should also be considered where exposure is high and in any cases as a last resort where it is possible exposure could breach the occupational exposure standards given above.

6.4 Compressed Air Equipment

The company are aware of the significant risks involved in the use and misuse of compressed air equipment and therefore publishing assembled such procedures to minimise the risk involved in the use of this equipment.

To enforce this:

- It is forbidden to use or interfere in any way with the compressor unit unless you are trained to do so.
- It is forbidden for any person to misuse the compressor in any way.
- Do not start the compressor until you are sure it is safe to do so.
- All in all the necessary personal protective equipment that may be required before using this equipment may include protective eyewear and aural protection.
- Record defects immediately to your Line Supervisor and ensure the defects are rectified prior to its further use.
- No equipment may be connected to the compressor unit by means other than the correct connecting coupler.
- Where automatic isolation connectors are not fitted, compressed air tools will be connected/disconnected to/from the compressor air supply line until the tap which it is connected has been turned off.

6.5 Confined Spaces

The company is aware of the considerable hazards involved in persons entering confined spaces and will take all steps necessary to eliminate the risk and to control the hazards, provide detailed procedures, training and permits to enter which will be required to be adhered to by all those entering a confined space.

The company are also aware that for the purpose of safety, the term 'confined spaces' covers a great variety of work places that, because of their enclosed nature, have associated reasonably foreseeable 'specified risks'.

The Regulations define these 'specified risks' as a risk to a worker of:

- Serious injury due to a fire or explosion.
- Loss of consciousness because of increase in body temperature.
- Loss of consciousness because of exposure to gas, fumes, vapour or lack of oxygen.
- Drowning because an increase in the level of liquid.
- Asphyxiation because of the presence of a free flowing solid.

The hazards associated with confined spaces arise through a combination of their confined nature and the possible presence of substances or conditions. These are as follows:

- Flammable substances and oxygen enrichment.
- Toxic gases, fumes or vapours.
- Oxygen deficiency.
- The ingress or presence of liquids.
- Free-flowing solid materials.
- Presence of excessive heat.
- Entering a confined space to attempt a rescue of persons in distress without first having suitable training and equipment to carry out this task.

The company require that where it is reasonably practicable to do so, entry into a confined space is to be avoided. This will be achieved by making the work in the confined space unnecessary or identifying a safe method that the work may be carried out from outside the confined space. Where entry into a confined space is unavoidable, a competent person will carry out a Risk Assessment to assess the risks connected with entering the space and develop a safe working method that eliminates or reduces the risks to an acceptable level.

To control the risks of confined space entry, the company will provide:

- Suitable competent supervision.
- Suitable and sufficient information and training on a regular basis on confined space entry Communications.
- Atmosphere testing and monitoring of the confined space.
- Gas purging and removal of residues, ventilation and cooling.
- Isolation from gases, liquids & other flowing materials, mechanical and electrical equipment.
- Selection and use of suitable work equipment, rescue equipment and personal protective equipment.
- Location of portable gas cylinders and internal combustion engines.
- Safeguards where pipes and hoses supply gas.
- Safe access and egress arrangements.
- Fire and explosion prevention.
- Lighting.
- Eliminating sources of ignition.
- Emergency and rescue procedures.
- Limiting working time.
- A formal procedure and permit to enter procedure.

6.6 Control of Substances Hazardous To Health

Fredereck Sage & Co Limited are aware that the Company has a duty of care to their Employees and others when their operations involve the use of substances that could be hazardous to health and to comply with the requirements of the Control of Substances Hazardous to Health (Amendment) Regulations 2004.

The Company management will carry out a COSHH assessment for substances that may be hazardous to health and to have in place a management system for checking that the control measures required are in order.

The company will comply with the requirements by implementing the following:

- No hazardous substances will be purchased until it has been reviewed for suitability by the Line Manager with assistance from the health and safety consultants if required.
- Line Managers will ensure that all operatives aware that they are not to use any substance subject to the Control of Hazardous Substances Regulations before they have received suitable and sufficient training in the safe use of the substance.
- Line Managers will ensure that any information relating to the COSHH assessments are explained to the operatives prior to its use, (and they sign for in confirmation).
- Assessing the hazards and risks to health from the substance.
- Implement a control programme using the hierarchy of control measures.
- Ensure that controls are being used properly and maintained.
- Where necessary, monitor the control measures.
- Where necessary, measure workers exposure.
- Where necessary, carry out medical surveillance.
- Inform, instruct and train persons likely to be affected about the risks and the precautions identified within the CoSHH assessment.
- Ensuring operatives understand that all hazardous substances must receive an assessment before use. (COSHH assessment).
- The keeping of records.
- That all suppliers and Sub-Contractors will provide full CoSHH information on any hazards associated with equipment or materials supplied to the Company. This information will be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used. Persons specifying and responsible for purchasing materials and substances to be used are also responsible for ensuring adequate information on the products is obtained and communicated to all relevant parties.
- The Head Office product data sheets and the COSHH files are to be kept in order (up-to-date) by an appointed Fredereck Sage & Co Limited Manager.
- A stock of or individually issued protective clothing and safety equipment are to be provided when and where required.
- Materials and equipment delivered to the Company premises or work areas are/is to be stacked and stored in a position/manner which does not create a hazard.

For further information see the Control of Hazardous Substances procedures.

6.7 Co-operation and Co-ordination with Other Contractors

General

Fredereck Sage & Co Limited will ensure safe working, co-ordination and co-operation between contractors on all its projects. This is an essential process to ensure that all those concerned with the project are informed on an ongoing basis of the standards of safety management that is expected of them. It also serves to identify what significant risks that may arise on site so that they may be reduced to a minimum.

Specific

The timely issue and receiving of information is paramount in ensuring that both contractors, client and clients agents are in possession of the construction health & safety plan for the project in good time before the commencement of works and Fredereck Sage & Co Limited Project Managers will issue the document a minimum of two weeks prior to the construction phase to allow time for the contractors to prepare and present their safe systems of work.

To ensure Fredereck Sage & Co Limited Project Management comply with the requirement of the regulations the following factors will be implemented.

Meetings

A project co-ordination site meeting will be held weekly with all contractors under Fredereck Sage & Co Limited control so that the works can be properly planned and coordinated with contractors and others affected by the works. Where applicable the Principal Contractors Site Manager will be invited to this meeting so that he is kept up to date with the developments of the project.

The distribution of the meeting notes will be:

- Those present
- Project Senior Directors
- Site Manager
- Planner
- Client or his representative

Where Fredereck Sage & Co Limited are not the Principal Contractor they will attend any co-ordination meeting organised by the PC and actively take part in the exchange of information especially where health and safety is a significant risk.

Co-ordination at the workface

All Foremen/Supervisors will be actively supported to liaise with other contractors prior to works commencing where there may be an interaction of works and the risk to safety affected.

6.8 Demolition and Strip Out

In principal, the planning and organising of demolition works will require compliance with the following Regulations:

- Health and Safety At Work Etc., Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended 2006).
- Control of Asbestos Regulations 2006.
- Control of Noise at Work Regulations 2005.
- Control of Vibration at Work Regulations 2005.
- Provisions and Use of Work Equipment Regulations 1998.
- Construction (Design & Management) Regulations 2015.
- Lifting Operations and Lifting Equipment Regulations 1998.

A Code of Practice for Demolition is in existence in the form of British Standard 6187:2000, and this document.t, along with HSE Guidance Notes GS29, Part 1-4 Health and Safety in Demolition Work, provides guidance which will be adopted by Fredereck Sage & Co Limited in the development of their planning and working procedures.

Demolition Surveys

Fredereck Sage & Co Limited will expect information provided from the Client or Principle Designer to be sufficiently detailed to allow identification of any hazards and problems associated with the proposed demolition works. Access across the whole site (where possible) will be permitted to allow an initial survey to be conducted, upon which an outline Method of Work Statement will be produced, coving the precautions to combat any hazards identified and their preferred demolition procedures.

The survey will also take into account the following:

- The presence of adjoining or adjacent properties whose type and nature may restrict the chosen method of demolition i.e. hospital, school etc.
- The type of structure and its key elements.
- The condition of structural members and the contribution of floors, roofs, walls etc. to the overall stability of the structure.
- The requirement for any temporary works
- The presence of any confined spaces, for example old tanks.
- The presence of existing services, overhead or below ground.
- Existing health hazards, including asbestos, lead dust, contaminated land etc.
- Suitable access for the proposed method of demolition and vehicular access for removal of waste.

Preferred method of work

Demolition will, when possible, involve methods that make it unnecessary for persons to work at heights. If this cannot be achieved, methods such as a deliberate controlled collapse, which minimises work at heights and limits exposure to such danger, will be employed.

The use of a balling machine, heavy-duty grab, pusher arm or shears, can make working at heights unnecessary, but it will ensure that sufficient area is available for their safe use and that the equipment is capable of performing the required duty.

Other demolition methods will involve work at heights to some extent and it will be ensured that, when work cannot be safely carried out from part of the building or structure, working platforms are provided. Such platforms can be made up from tube and fittings or proprietary systems, or can be provided by means of man-riding skips or mobile power-operated work platforms. Where it is not practicable to provide such platforms, safety nets or safety harnesses will be used.

General considerations and precautions for Demolition Works

Protection of the public

Demolition is frequently carried out in heavily populated areas and particularly high standards of site protection, safe systems of work and effective supervision are therefore needed. Where reasonably practicable, a fence will be erected to enclose all demolition operations. The fence will be not less than 2m high and will not be capable of being easily climbed. Access gates will be secured outside working hours.

Where it is not reasonably practicable to erect a perimeter fence, appropriate precautions will be taken. Outside working hours, debris at ground level will be cleared, excavations will be fenced, vehicles and plant will be effectively immobilised and electricity and gas supplies isolated or enclosed in locked compounds; ladders providing access from ground level will be removed and stored in a secure place.

The provision of debris fans and facade netting may be necessary to prevent persons being struck by falling objects. Such fans will not be used for access or allowed to become loaded with debris.

Temporary services

Reduced voltage, i.e. 110v, with a centre point earth connection, will be used where possible. Temporary supplies will be installed to the same standard as for other construction activities. Where a supply is to be derived from street lighting systems, the permission of the appropriate supplier will be obtained and adequate precautions will be taken to avoid danger to the public at the mains connections.

The survey will have identified the possible presence of any services and enquiries to obtain more detailed information.

Flammable materials and gases

Where existing plant has contained flammable materials, special precautions will be observed in order to avoid fire or explosion. The assistance of a competent analyst may be required to identify residues, carry out air monitoring and assess whether pockets of contamination remain. Any residual flammable material will be rendered safe by, for example, cleaning, purging or the application of an inert gas. Where it is necessary to enter plant for cleaning or assessment purposes, the use of breathing apparatus may be required, and a strict permit-to-work system will be employed in accordance with the Site Safety Register system.

Sequence of demolition

Asbestos or other toxic waste will be removed before starting to demolish any structure. The stability of a structure depends on the interaction of its component parts. An incorrect sequence in the removal of these parts can result in a premature and unplanned collapse.

The design of a building will normally determine the sequence of demolition. In many cases, this will be in the reverse order to the erection of the building and this will normally apply to hand demolition, where the required sequence will be established from the design of individual columns, beams and floors. In the case of mechanical demolition, the design of steel framed reinforced concrete and, in particular, pre-stressed concrete buildings or structures, may also determine the overall sequence; the design will certainly determine the extent of any pre-weakening that can be done prior to a deliberate collapse. A sequence of operations will be established which allows debris to be cleared on a regular basis so that floors do not become overloaded and horizontal pressures on the walls is avoided.

Information may be available within the Health and Safety File for the building, if constructed post 2013 on the nature of the structure. If in existence, this will include specific information on the type of structure and may also include as built drawings. Where a Health and Safety File is in existence, this will be updated accordingly following any demolition works.

Restricted areas and safe distances

Areas affected by each phase of the work, to which access will need to be restricted or made safe, will be set out in the method statement. Restrictions and control may be necessary during:

- The dropping of debris.
- The operation of demolition plant.
- Pre-weakening activities.
- Deliberate collapse or pulling over of buildings.
- The use of explosives.

During debris dropping, a radius of 6m, or half the drop height (whichever is the greater), will be used to determine the restricted area to be kept clear. Further advice on exclusion zones is to be found in BS 6187. Similarly, a space of 6m minimum width from the face of the building to be demolished will be allowed for the operation of cranes, grabs, balling machines, pusher arms and similar equipment. If wire rope pulling is used, a distance of three quarters of the exposed length of pull rope will be allowed on either side of the rope and also behind the winch or pulling vehicle.

When tall structures are being felled, a distance of not less than twice the total height will be allowed along the proposed line of fall to cater for parts coming free in flight, or bouncing and rolling on impact. Structures will be felled into clear areas. On slender structures, a 20 degree arc either side of the line of fall will be clear of obstructions and an area of radius not less than twice the total height will be cleared of persons before the actual felling.

Health hazards

Health hazards in demolition arise primarily from substances which are inhaled or ingested, or which can react with or be absorbed through the skin. Noise and vibration are also hazardous to health. In the case of contaminants, the Control of Substances Hazardous to Health Regulations 2005 requires that risks to health are assessed and appropriate control measures introduced. In demolition, it may not be practicable to control these hazards by means such as exhaust ventilation and emphasis will therefore be placed on the following:

- Using processes which do not generate hazardous dust and fumes.
- Segregation of workers.
- Operating work permit systems to reduce the numbers exposed to risk.
- Ensuring that suitable personal protective equipment is provided and used.
- Ensuring that airborne hazards do not escape from the site to affect members of the public.

Lead

Lead as a toxic dust or fume arises from cutting and burning steelwork covered with lead based paint and the handling of old petrol tanks from filling stations. The Control of Lead at Work Regulations 2002 requires employers to assess the nature and degree of any possible exposure to lead and to take appropriate measures to control such exposure. Instruction, information and training on the risks from lead will be given to employees and suitable washing and changing facilities will be provided.

In demolition, it is essential to identify any lead paint or lead-containing material before operations begin. If adequate information is not readily available, samples of paint or materials will be analysed to determine any lead content.

Noise

Demolition plant, such as compressors and concrete breakers, frequently create noise “levels” in excess of 100dB(A). Jobs likely to expose workers to an 8-hour noise dose above 85 dB(A) will be identified and arrangements made to ensure that ear muffs or plugs are provided and worn. Machines, were appropriate, will be marked with a prominent notice to warn that operators will wear ear protection.
Compliance with the requirements of the Control of Noise at Work Regulations 2005 will be demonstrated within the Safe Method of Work Statement in advance of commencement of any such works. Ear protection will be suitable for the circumstances, supervision and training in its care and use will be provided and there will be adequate facilities for its maintenance and storage.

Other Factors for Consideration

Pre-weakening

Buildings normally have structural elements designed to carry safely the loading likely to be imposed. Prior to a deliberate controlled collapse, after loads such as furnishings, plant and machinery have been removed, it may be possible to weaken some structural elements and remove those, which have become redundant. This pre-weakening will be carefully planned and take into account the ability of the remaining elements to resist wind or impact loads until the intended deliberate collapse. The indiscriminate cutting of steel members until the structure collapses (“Cut and run”) is highly dangerous.

Steel structural elements are normally pre-weakened by cutting, wholly or partially, through the section, with a gas torch or thermic lance. For small sections, a cutting disc may be used. A variety of different types of cut may be used to suit the planned method of collapse.

Pre-stressed concrete

A pre-stressed concrete component has pre-compression applied by steel wire, cables or threaded bars tensioned to counteract the tensile forces induced by the working load. Special precautions are necessary in demolition as it is dangerous to allow uncontrolled release of the potential energy stored in the tensile elements. Demolition of a pre-stressed concrete structure will be under the supervision of an engineer who understands the construction principles and is experienced in the demolition of more conventional structures. The engineer will prepare a detailed method statement which takes into account the particular system of tendons and anchorages, information on which has been obtained from original design calculations and “as built” drawings.

6.9 Environmental Planning

Where Fredereck Sage & Co Limited conduct works, which may have an effect on the environment, careful planning will be implemented to reduce the risk of pollution. Fredereck Sage & Co Limited recognises most pollution incidents are avoidable, and the measures to avoid pollution can in most instances cost very little if included at the planning stage.

Where planning works, it may be suitable to prepare an Environmental Plan, which will accompany the Site Health and Safety Plan, and provide guidance on reducing the impact of works on the surrounding areas, nearby watercourses and the environmental as a whole. In addition, Specialist Consultants may be appointed to assist with environmental issues during the concept and design phases.

The following topics will be considered in the preparation of an Environmental Plan:

External Aspects

Aesthetic Appearance - including hoarding, fencing, signage and lighting from an external perspective.

Vehicle and Pedestrian Access and Egress, including potential for the separation, routing through neighbourhood, signage, lighting, barriers, etc.

Vehicle Cleaning (Mud) and Movement - wheel washing requirement, location, water supply, site speed limits, concrete truck wash-down point, road cleaning etc.

Existing Environment

Natural - location of streams and open water courses, ground contours and water run off route, water table, wildlife, trees, existing ground contamination etc.

Man-Made - location(s) of neighbours, schools, established pedestrian and vehicle routes, roads and junctions, traffic lights, pedestrian crossings, phone boxes, bus stops etc.

Existing Services - Sewers, drains, electric cables, overhead power lines, underground services, power cables, telecommunications, gas, water, cable TV etc.

Internal Aspects

Effluent Discharges - temporary sewer connections, septic tank requirement, wheel wash discharge, canteen grease trap, wastewater discharges from site processes, dewatering discharge control and filtration, etc. Discharge Permit requirement?

Noise Control - contractual constraints, major plant usage and location, special condition(s) in package tender documentation and anticipated daily working hours.

Dust Suppression - dusty operations (fire spray etc.), soil condition, water treatment options, enclosure measures etc.

Waste Control - 'special or hazardous' or unusual waste expectations and regulatory controls, potential for waste separation on site, on site burning / etc.

Public Protection

Hazards to members of the public - including protective measures such as; crash barriers, safety netting, fans, covered walkways and tunnels etc.

Lighting Levels - access routers, load and unload areas, impact of site lighting outside the perimeter line.

6.10 Electrical Services

The company is aware of the considerable hazards involved in working with electricity and will take all steps necessary to eliminate the risk and to control the hazards, provide detailed procedures, and training. Permits to work exist and are required to be adhered to by all those carrying out work with electricity.

Statutory Regulations

Statutory Regulations to be complied with are The Electricity at Work Regulations 1989 which came into force on the 1st May 1990 and The Electricity Supply Regulations 1988. The BS 7671: Requirements for Electrical Installation (referred to as IEE Regulations, 17th Edition) are not statutory regulations, except in Scotland.

They are issued by the Institution of Electrical Engineers and are designed to provide for the safety of all to be too electrical installations in and about buildings generally. Compliance with the IEE Regulations will, in general, satisfy the requirements of the Electricity at Work Regulations, the Electricity Supply Regulations and the Building Standards (Scotland) Regulations. These Regulations apply to all electrical equipment and systems and require that such installations will not give rise to danger; will be suitably insulated and protected and provide for the installation to be isolated, or cut off, or the current reduced in the event of a fault. The Regulations also require equipment and installations to be properly identified and labelled.

The Regulations create duties for employers, the self-employed and Employees and cover all aspects of electrical work, requiring that persons who work with electricity are competent. To be considered competent, a person will have:

- Adequate knowledge of electricity.
- Good experience of electrical work.
- An understanding of the system being worked on.
- Practical experience of that type of system.
- Knowledge of the hazards that may arise and the precautions that need to be taken.
- The ability to immediately recognise unsafe situations.

General electricity demands for sites

- Plant; 415v 3 Phase.
- Portable Tools; 110v Single and 3 Phase.
- General Site Lighting; 110v Single Phase.
- Site Huts; 240v Single Phase.

Procedures where working with Electricity

Before work starts on site the Contract Manager will contact the local Electricity Company and the Client to obtain all appropriate Service Drawings and advice regarding existing services.

Existing services will be made dead where dangers could arise from the electric due to building operations. It is now illegal to work on live electrical systems unless there is no other way in which work can be done.

- All appropriate warning notices/signs will be displayed on live equipment/cables.
- Electrical equipment/cables will not be sited where it could be a hazard or be damaged.
- Electrical equipment/cables will be checked regularly to ensure that it is maintained in good order. All electrical equipment found not in good order, will be taken out of service immediately.
- Where a high voltage is taken, the user will provide adequate substation facilities and appoint trained duty holders to operate the equipment and supervise its maintenance, alteration, repair or extension as may be necessary. Safe systems of work will be adopted and these will usually include the use of permit to work procedures.

Other Services

Should any other services be damaged, i.e., British Telecommunications cables, sewers etc., Fredereck Sage & Co Limited Management will be notified immediately.

Portable Appliance Testing

In view of the risks from damaged or faulty electrical equipment, an appropriate maintenance system will be set up which will ensure that equipment is regularly serviced in accordance with Manufacturer's instructions.

Users will carry visual checks out daily and competent persons will carry out formal inspections at regular intervals. These checks and inspections will ensure that:

- Bare wires are not visible and the cable covering is not damaged.
- The plug is in good condition.
- There are no taped or other non-standard joints in the cable.
- The cable covering is gripped where it enters the plug or equipment.
- The outer casing of the equipment is not damaged or loose.
- There are no signs of overheating on the plug, cable or equipment.
- Residual Current Devices (RCDs) are working correctly (the test button will be pressed daily).

Testing by a competent person can detect faults such as loss of earth continuity, deterioration of the insulation and internal or external contamination by dust, water, etc. This formal visual inspection will be carried out and recorded on a weekly basis. The competent person will also carry out portable appliance testing each 12 weeks and ensure a record is kept and those items of equipment that pass the test are duly tagged with date of testing and the date of the next test.

The table below gives guidance on suggested frequencies of user checks, planned formal visual inspections and combined visual inspection and testing of portable electrical equipment:

Equipment/application	Voltage	User check	Formal visual inspection	Combined inspection and test
Battery operated power tools and torches	Less than 25v	No	No	No
25v Portable hand lamps (confined or damp situations)	25v Secondary winding from transformer	No	No	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (25v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v Supply fuses or MCB's	Weekly	Monthly	Before first use on site and then 3 monthly
RCD's	Fixed**	Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230v office equipment	Monthly	6 monthly	Before first use on site and then yearly
*Note: Residual Current Devices (RCDs) need a different range of tests to other portable equipment and equipment designed to carry out appropriate tests on RCDs will need to be used.				
**It is recommended that portable RCDs be tested monthly.				

6.11 Excavations

Fredereck Sage & Co Limited works in connection with excavations will be carried out in compliance with following legislation:

- Construction (Design and Management) Regulations 2015 (Regulations 31, 32 and 33).
- Management of Health and Safety at Work Regulations 1999 (as amended 2006).
- Provision and Use of Work Equipment Regulations 1998.
- Lifting Operations and Lifting Equipment Regulations 1998.
- Approved Codes of Practice.

Excavations can impose risks not only to persons working in an excavation, but also to persons nearby, for example: other site workers, plant operators, site traffic, general public, road traffic etc. All excavations will be clearly highlighted. Red and white bunting/tape will be erected at a safe distance from the excavation edges and 'Danger – Excavations' signs will be displayed. Where there could be a risk to the general public, i.e., children, secure fencing/hoarding will be erected around the excavations.

Supports

All excavation sides will be adequately supported or the sides of the excavation battered to a safe angle. The type of supports and method of support will vary depending on the ground condition, nature of work to be carried out in and around the excavation and the environmental conditions etc. Whatever system of support adopted for an excavation, will provide adequate protection preventing the sides of an excavation giving way. When battering, the sides of an excavation will be cut back to a safe angle so that it would not be possible for the excavation sides to give way. All support materials will be checked to ensure they are adequate and in good condition.

Guard-rails

Guardrails will be required to be erected wherever it is possible for someone to fall into an excavation. The height of the top guardrail will not be less than 950 mm above any edge from which persons are liable to fall. An intermediate guardrail or other substantial barriers will be fitted between the top guardrail and the toeboard, the vertical gaps will not exceed 470 mm. The guardrail will be rigid enough not to give way will someone fall or lean against them. Guardrails can only be removed from where it could be possible for someone to fall, if the guardrails themselves become an unsafe obstruction or if it is reasonably not practicable to carry out the works with the guardrails in place. In these cases, other forms of protecting persons from falling will have to be employed.

Toeboard

Toeboards are required at the top edges of excavations where it could be possible for materials/equipment to fall into the excavations putting persons working in the trench at risk. The height of the toeboards will be at least 150 mm above the ground level without gaps between them and then the supports would act as sufficient toeboarding.

Spoil heaps

Spoil heaps will be kept at a safe distance from the edges of excavations so that spoil heaps do not impose additional loading on the excavation sides and so that unobstructed safe access can be maintained on all sides of excavations.

Inspections of excavations

A competent person, who fully understands the dangers and necessary precautions, will inspect the excavations at the start of each shift. Excavations will also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth. In addition, excavations that remain open for more than seven days will be inspected weekly. Any faults found will be rectified immediately. A record will be kept of all inspections.

6.12 Falsework

The company are aware of the significant risks involved during falseworks. To control these risks the company will ensure that all falsework operations are planned and implemented using competent persons, safe system of work and suitable equipment.

To ensure compliance with the requirements the company will implement the following:

Information

Falseworks is any temporary structure used to support a permanent structure during its erection and until it becomes self-supporting.

This definition applies not only to in-situ concrete construction, but also to precast concrete structures, structural steel erection, and even such items as brick arches, etc. Indeed, any construction method where the permanent structure may have a period of instability, requiring support in the erection process.

Legislation

The stability of falseworks, including its erection and dismantling, is covered by the Construction (Design & Management) Regulations 2015. Other Regulations will also apply where the falsework provides a means of access and/or a place of work. The design phase of the falsework is also subject to the requirements of the Construction (Design and Management) Regulations 2015. In addition, any equipment used on falsework will be covered by the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Standard solutions to support methods are given in section 8 of BS 5975. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

Causes of failure

Whatever category the work falls into, it is generally accepted by competent authorities that the causes of failure in falsework such as collapses fall into a number of well-defined areas:

- Incorrect estimation of loads to be supported.
- Design error, or loading programme changes after design completed.
- Inadequate detailing and/or execution of points of load transference.
- Inadequate horizontal lacing and diagonal bracing to resist lateral loads.
- Inadequate foundations.

Within the scope of the above, it will be recognised that failure often does not result from one specific error or inadequacy. More likely it will be due to an accumulation of errors, not in themselves critical, which combine to erode the factor of safety to the point where failure occurs.

Formality of procedures

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of falsework will be clearly defined. BS 5975 also recommends that the main items for which responsibility will be established are:

- The design brief (see clause 2.3 and 6.2 of the code).
- The concept of the scheme.
- The design, drawing out and specification of the falsework.
- The adequacy of the materials used.
- The control of erection and dismantling on site, including maintenance.
- The checking of design and construction operations.
- The issue of formal permission to load and dismantle the falsework (see clause 2.8).

To do so, appropriate procedures will be established by management and arrangements adopted which are designed to suit the nature of the falsework and the construction organisation(s) concerned. Once responsibility is established, it is equally important that the individuals concerned do not work in isolation. BS 5975 therefore, recommends that a "Falsework Co-coordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion.

Erection and construction

Checking and inspection by competent supervision will be a continuous process, starting with the materials to be used, the foundations, and progressive inspection and checks as the structure is erected. Leaving such checks until the falsework is complete is useless. Errors in materials used, the foundations and the lower parts of the structure, will be impossible to correct without dismantling. Each level of site supervision will be made fully aware of their responsibilities in this respect.

In order that those charged with the responsibility for inspection and checking can operate effectively they will be provided with:

- Copies of all detailed erection drawings, and are familiar with them.
- Alternatively, where appropriate, the necessary standard details.
- Aide memoirs, in the form of check lists, to ensure that all relevant matters are dealt with.

Such checklists will have greater value if they can be made as visual as possible. Examples can be made available from the Company Safety Consultants, Flood Projects LLP upon request.

6.13 Fire Precautions on Site

Fredereck Sage & Co Limited will undertake all their operations in accordance with guidance provided within the Joint Code of Practice: Fire Prevention on Construction Sites (Sixth Edition). Through designing out risks, adopting safe working practices and taking simple precautions, the risk of fire will be greatly reduced at the Fredereck Sage & Co Limited construction sites.

Where applicable, compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 will also be met. Fire risk assessments will be undertaken as required by law, with recommendations addressed accordingly.

Fire Precautions

The objective of fire precautions is the protection of life, avoidance of damage to property, plant and processes from fire. Fires will only be tackled providing there is no risk of danger to you or others.

Common causes of fire are:

- Malicious ignition (including by children).
- Carelessness in smoking or with lighted matches.
- Faulty or misused heating equipment.
- Incorrect storage and careless use of flammable liquids.
- Electrical faults.
- Careless use of cutting/welding equipment.

Fredereck Sage & Co Limited will ensure that all site works will have established, prior to the commencement of works, the following arrangements:

- A fire safety plan to identify the controls required to eliminate or control the risk of fire on the site.
- All hot works are to be undertaken in compliance with the Site hot works permit system.
- An effective regime to prevent fires by management controls.
- Where identified a means to detect heat or smoke and give warning of fire (fire alarm).
- An effective evacuation plan – fire drills will be established and performed on a regular basis.
- Adequate means of escape and the displaying of emergency fire exit signs and lighting where appropriate.
- How to use fire-fighting equipment (fire alarms/extinguishers etc.).
- Effective communications with the emergency services (obtain an outside line) and telephone 999 and ask for the Fire Brigade and the Ambulance Service if someone has been injured. The emergency services will be contacted as soon as possible in the event of a fire occurring.
- A fire plan of the premises (display in areas where emergency exits may not be obvious, or where alternative emergency exits could be an advantage).
- All persons are required to sign in and out of the premises. A register for Employees and a visitors book for visitors.
- All persons at risk will be able to evacuate areas, which could be affected by a fire immediately.
- A regular regime of inspections of fire equipment and workplaces.
- Regular reviews of the fire safety plan.

Fire Check List:

- Suitable management controls will be implemented to control high-risk hot works such as welding, grinding or any other naked flame work.

- The storage of combustible materials and substances within the building will be strictly controlled to prevent any excessive fire loading being present.

- Suitable smoking controls shall be implemented by management to ensure discarded cigarettes do not present a risk of starting fires.

- Fire Exit, Stairs, Corridors, Access ways and Entrances will be kept free from obstruction and of items that could give rise to a fire.

- The storage of materials/gases and chemicals etc. will be kept in a proper manner in accordance with Regulations and Codes of Practices.

- Adequate fire fighting equipment will be made available. Appropriate fire extinguishers etc., will be located where required in well-marked fire point areas.

- Fire fighting equipment will be kept in the correct location and maintained in good working order and regularly checked by a competent person.

- Internal fire doors will be kept closed to prevent the spread of fire and smoke.
- Fire signs will be displayed where required.

- Fire plans will be displayed in appropriate places in the premises.

- All equipment that could give potential rise to a fire will be properly installed and maintained, e.g., Boilers, Heaters, Cookers, and Electrical Equipment etc.

- Waste will not be allowed to accumulate in Offices, Workshops, Warehouse, Yard and Store areas.

- Are separate metal waste containers supplied for each of the following? Oily rags, paint rags, paint scrapings, waste flammable liquids and off-cuts.

6.14 Gas and Gas Cylinders

The company are aware of the significant risks involved in the use and storage of gas cylinders and therefore the following arrangements are to be implemented to reduce the risk:

- Gas and gas cylinder equipment are only to be used by competent operatives.
- All gas cylinders (both full and empty) will be stored in separate well ventilated and secure cages clearly marked with suitable warning signage.
- All cylinders will be stored in the vertical position.
- Cylinders will never be kept below ground level for example in basement or cellars, adjacent to drains or other low lying areas as heavy gasses do not disperse easily.
- Cylinders when stored upright they are always to be secured using chains or straps.
- Always use the correct hoses, clamps, couplers and regulators for the particular equipment to be used.
- Always turn off and secure cylinder valves in of each work period (breaks, lunch, cease works).
- When changing cylinders always ensure there are no sources of ignition in the area and the area is well ventilated.
- All gas welding equipment hoses are to be protected from flashbacks by the fitting of flame arresters at the welding gun end.
- To test for any suspected leaks, a solution of soap/detergent and water will be used. Never use a flame to test for leaks!
- *If a gas leak is suspected*:
    - do not use a naked flame
    - open all doors and windows immediately
    - report this Site Manager/Supervisor and any other responsible person
    - Allow a period of a minimum of 20 minutes for any gas to disperse and check for any leakage of all joints and connections in the equipment.
    - Finally, check the gas has completely cleared from both head level and full level before commencing any further work.

No operatives will ever enter a confined space where dangerous or explosive gases may be present until proven safe to do so. If in doubt consult the Site Manager or your Line Supervisor.

6.15 Gas Appliances

The company will install and maintain (its own) all gas appliances in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998, where applicable. Where this is not applicable, the purchase, installation, use and maintenance of equipment will conform to the requirements of the Provision and Use of Work Equipment Regulations 1998.

Background Information

These arrangements are for the installation and maintenance of gas appliances where they are for the company use or on company property.
Carbon Monoxide is poisonous and is particularly hazardous, as you can't see it, taste it or smell it.

Potential Areas of Risk

Employees, users and the emergency services can all be at risk as a result of any of the following;

- Poor installation.
- Appliance not functioning correctly.
- Appliance has not been maintained or safety checked on a regular basis.
- Inadequate supply of fresh air in the room.
- The chimney or flue gets blocked in some way.
- Unqualified personnel carrying out installation or maintenance procedures.

Arrangements for Ensuring the Health and Safety of Employees

The following control measures will be adopted to secure the safety of employees:

- Where faulty appliances are detected, these are not to be used. The appliance is to be conspicuously marked and the gas supply isolated where practical to do so.
- The Line Manager is to be informed at the earliest possible time to ensure remedial works are undertaken.
- Vents and flues are to be kept clear at all times.
- Air bricks and other ventilation grills must remain unobstructed at all times.
- Where alterations to a room are carried out (removal or erection of partition walls) the appliance should be checked to ensure that adequate airflow remains.
- Where fixed appliances are installed in areas that are not normally occupied by employees or staff, carbon monoxide alarms will be fitted. The alarm will be in accordance with the requirements of BS 7860 or BS EN 50291. A nominated member of staff will test and record the outcome of these on a weekly basis.
- Employees are expressly prohibited for carrying out alterations, adaptations or maintenance to any gas appliance. All work is to be carried out by a trained CORGI Engineer, copies of registration and engineer Identification will be requested from the Company appointed.
- Where necessary gas appliances and flues will be checked for their correct and safe operation once in a period of twelve months.
- The installation and use of gas systems and appliances will be in accordance with the Approved Code of Practice 'Safety in the Installation and Use of Gas Systems and Appliances' (L56).

Record Keeping

Records of maintenance and safety checks carried out will be retained for a minimum period of two years.

The company are aware of this significant risk when dealing with the installation of gas supply and gas appliances and will install all gas appliances in accordance with the requirements of the Gas Safety (Installation and Use) Regulations 1998, where applicable.

Potential Areas of Risk

Arrangements for Ensuring the Health and Safety of Employees

The following control measures will be adopted to secure the safety of employees:

- Where faulty appliances are detected, these are not to be used. The appliance is to be conspicuously marked and the gas supply isolated where practical to do so.
- The Line Manager is to be informed at the earliest possible time to ensure remedial works are undertaken.
- Vents and flues are to be kept clear at all times.
- Air bricks and other ventilation grills must remain unobstructed at all times.
- Where alterations to a room are carried out (removal or erection of partition walls) the appliance should be checked to ensure that adequate airflow remains.
- Where fixed appliances are installed in areas that are not normally occupied by employees or staff, carbon monoxide alarms will be fitted. The alarm will be in accordance with the requirements of BS 7860 or BS EN 50291. A nominated member of staff will test and record the outcome of these on a weekly basis.
- Employees are expressly prohibited for carrying out alterations, adaptations or maintenance to any gas appliance. All work is to be carried out by a trained CORGI Engineer, copies of registration and engineer Identification will be requested from the Company appointed.
- Where necessary gas appliances and flues will be checked for their correct and safe operation once in a period of twelve months.
- The installation and use of gas systems and appliances will be in accordance with the Approved Code of Practice ‘Safety in the Installation and Use of Gas Systems and Appliances’ (L56).

Record Keeping:

- Records of maintenance and safety checks carried out will be retained for a minimum period of two years.

6.16 General Public Safety

The general public is defined for the purpose of this Policy as any person who is not employed by the Company, e.g:

- Neighbouring Businesses and their Employees.
- Visitors to Company and neighbouring business premises.
- Pedestrians and road users.
- Any persons who could be affected by Company activities on site locations.

Fredereck Sage & Co Limited will ensure that the General public areas will be kept free from any unsafe obstructions and activities that could be a hazard e.g. re-texturing of granite paving slabs using oxy-acetylene torches. Where general public areas have to be guarded-off due to the nature of work, all necessary temporary safeguards will be provided and adequate control measures put in place.

Areas of possible danger to the general public will be safely guarded-off and appropriate warning notices displayed. Those that could be affected by the works will be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary for the safe use of temporary works.

When pavements could be affected by the works all appropriate signs and guards will be displayed. Temporary walkways for pedestrians will be at a safe distance from the work. The walkways will be defined with red and white continuous rigid guard-rails and toeboards or hoarding. Where temporary pedestrian walkways have to be located in roads, red and white secured road timbers will be used instead of toeboards and all appropriate road signs/lights and cones will be displayed.

Where pavements are required for closure, the Company's Safety Consultants and the Local Highways Department/Local Council will be informed so that all appropriate precautions and controls are taken. Note: Pavements are used by mothers pushing prams, children, blind and disabled persons as well as ordinary pedestrians and they will all be considered when diverting/closing pavements.

Trespassers safety will also be considered so they are protected from danger. There is a particularly strong liability towards children who may be 'attracted' onto Company premises or site works after working hours. The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child may gain access, the precautions, which have been taken, are not sufficient.

Every reasonable precaution will be taken to keep trespassers out of Company premises and sites. Considerations will be given to safeguard trespassers will they gain entry, e.g., Guard dogs will be under control. Machinery, plant and equipment will be left immobilised (disconnected/locked off) and in a safe condition.

The Company has a responsibility not to jeopardise any person's safety. This covers not only Company Employees, but also the Client's Employees, Sub-Contractor's Employees, Visitors and persons making deliveries, etc.

Where third parties or visitors are allowed onto Company Premises or site locations, they will be made aware of safety standards and any special hazards. They will be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

Site working areas will be suitably guarded/cordoned-off and appropriate safety signs displayed, particularly scaffold working platforms where the protection preventing persons from falling has been temporarily affected, at the base areas where hoists are being erected, areas where persons could be struck by hoist platforms and areas of potential fall of materials, etc.

6.17 Glazing

Where glazing works are undertaken, additional procedures will be adopted to reduce the risk of injury to the installing glaziers, other site operatives and the general public. All glazing works will require a Safe Method of Works Statement to be completed detailing how the works will be conducted in a safe manner.

On carrying glass through a building or across a footpath, at least two glaziers will be attendance, with one operative assisting with the opening of doors and access routes, as well as warning other persons of the approaching danger. On arrival at the working area and before the works commence; at least one glazier will be placed at any access route to prevent the general public from entering the area where the risk is present. If any members of the public enter an area of risk, works are to cease until a safe clearance can be confirmed.

Glaziers are to wear the correct Personal Protective Equipment at all times, and this will include as a minimum; safety footwear offering ankle support, high visibility vests, safety glasses, safety gloves and hard hats. The use of respirators, masks and harnesses may also be required where work locations dictate.

Prior to starting works on site, the exact location where the glazing will occur will be confirmed with the Site Agent/Supervisor and this area will be taped off both internally and externally ensuring a two metre clearance from the face of the glass and one and a half metre clearance from either end of the glass. Signs to read either '*DO NOT ENTER or DANGER MEN AT WORK* 'will also be positioned where they can be clearly seen by all site operatives and the public.

Where glazing works are being conducted from scaffolding/scaffold towers, care will be taken to ensure all glass is removed and disposed of in a suitably marked glass bin. Where glass is being hacked out, the scaffold tower and its surrounding area will be cleared.

Glazing of doors and walls that could be broken accidentally by either persons or materials both during construction stages and the building occupation will be made of a suitable safety material.

Glazing in-situ, which could be broken during the construction stages, will be clearly marked across the pane as to alert workers and occupants of its existence, thus avoid or reducing the likelihood of people colliding with it.

Windows, skylights, etc. will be capable of being opened and closed without any risk once installed. Windows will be designed, or provision will be made, to ensure that cleaning could be carried out safely. Where window designs will require specialist cleaning techniques and maintenance i.e. from a cradle, a Designers Risk Assessment will be required to ensure possible risks have been addressed, and where possible, eliminated or reduced to a minimum. The method of undertaking any future cleaning will be detailed and included within the Health and Safety File, in accordance with Construction (*Design and Management*) Regulations 2015.

6.18 Grit Blasting

The company are aware of the significant risks to health and safety while carrying out grit blasting operations and therefore due to this significant risk the company have assembled the following arrangements to minimise the risk from these operations.

The most relevant items of Health and Safety Legislation are the Control of Substances Hazardous to Health Regulations 2005, the Provision and Use of Work Equipment Regulations 1998, the Personal Protective Equipment at Work Regulations 1992 and the Control of Noise at Work Regulations 2005. The appropriate British Standards are BS 6270 'Code of practice for cleaning and surface repair of buildings' and BS EN 271 'Respiratory protective devices - Compressed air line or powered fresh air hose breathing apparatus incorporating a hood for use in abrasive blasting operations'.

While grit blasting can be performed by either a dry or wet process, the wet method will always be used, whenever practicable, to avoid the health hazards associated with dry grit blasting. These health hazards stem from the inhalation of silica dust that can lead to silicosis (disabling irreversible damage to the lungs).

Silica-free grits will be used whenever possible. However, even if these are used, free silica will be released during the grit blasting of siliceous materials such as brick, granite and sandstone. It will be stressed that while the wet process does reduce these hazards to health, it does not totally eliminate them, as small quantities of harmful dust and silica particles are still produced. The wet process has the added advantage of reducing the degree of dust nuisance to building occupiers and the general public.

Under some circumstances, other substances hazardous to health may be generated by grit blasting and these will be considered in the risk assessment e.g. where lead paint is present.
Another hazard is flying and rebounding grit and dust.

Precautions to be taken whenever grit blasting is taking place include:

- Ensuring adequate supervision and restricting the membership of grit blasting teams to properly trained, instructed and experienced competent Personnel.

- To minimise escape of dust the grit blasting area will be close sheeting or a blasting enclosure used.

- All doors, windows, vents etc. will be sealed with adhesive tape or other steps taken to ensure there is a dust-proof barrier to all entrance points to buildings.

- All items vulnerable to damage from grit blasting will be temporarily removed or protected e.g. cover glazing with hardboard or similar. Measures are also necessary to prevent grit-blasting materials from entering the drainage system.

- Appropriate and adequate measures will be taken to protect persons not involved in the grit blasting. Barriers to prevent their access to any danger areas will be provided and maintained, together with warning signs complying with the Safety Signs and Signals Regulations.

- The area where the grit blasting takes place will be regularly cleared of spent abrasive, which will be disposed of in the appropriate manner. The area will be thoroughly checked and declared safe before re-occupation takes place.

Expert advice will be sought when grit blasting is to take place in hazardous areas such as confined spaces or where access difficulties may be experienced.

Noise levels affecting the local community will be reduced to a minimum in line with the recommendations in BS 5228 *'Code of practice for noise control on construction and open sites'*. There will also be compliance with any local authority restrictions regarding periods when noisy works may not take place etc.

When engaged in wet or dry grit blasting, the air pressure gun operator will wear:

- Heavy duty gauntlets.
- Heavy duty overalls.
- Appropriate protective footwear.
- An airline helmet to protect the eye and face, with an adequate supply of clean air to maintain a positive air pressure at all times that blasting is taking place.
- Suitable hearing protection.

Other persons in the grit blasting team (grit blasting requires a minimum of two persons) will wear:

- Heavy duty gauntlets.
- Heavy duty overalls.
- Respirators.
- Hearing protection.
- Appropriate eye protection.
- Appropriate protective footwear.

Any air pressure gun will be fitted with a 'dead man's handle' which will immediate stop the blast of abrasive will be gun be dropped. All other required safeguards will also be employed. The gun and other items of grit blasting equipment will adequately maintained and used in accordance with the manufacturer's instructions. Equipment will be given a simple visual external examination by the team Supervisor at the beginning of each shift and a more detailed external and internal inspection by a competent person every week it is in use. Only fully competent persons will carry out equipment repairs and maintenance. All inspections and maintenance will be recorded in the equipment maintenance logbook.

6.19 Hand/Arm Vibration

The company are aware that works undertaken by Fredereck Sage & Co Limited and appointed Sub-Contractors may include tasks which will require compliance with the Control of Vibration at Work Regulations 2005.

This may include the use of various types of hand-held tools, in particular those which are of a rotary or percussive nature. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome' (HAVS).

The most common form of which is the damage caused by vibration white finger (VWF) or Reynards Syndrome.

To reduce the risk of injury and to ensure compliance with the above regulations the company will implement the following control measures:

- Assessing the vibration risk to employees.
- Deciding if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
- Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Deciding if they are likely to be exposed above the daily exposure limit value (ELV) and if they are, take immediate action to reduce their exposure below the limit value.
- Providing information and training to employees on health risks and the actions we are taking to control those risks.
- Consulting the safety representative or employee representative on the proposals to control risk and to provide health surveillance.
- Keeping a record of your risk assessment and control actions.
- Keeping health records for employees under health surveillance.
- Reviewing and update the risk assessment regularly.

Strategy for reducing vibration

From the outset, risk assessments of all work tasks will be carried out, during which the following issues will be addressed:

Can the job be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?

Ensuring that any new tools have vibration controls built in. All tools, whether supplied new or secondhand, will be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and relevant British Standards.

Arranging for operatives to stay warm by providing heating for the workplace and, where possible, suitable clothing and gloves employers will reduce the effect of cold on the operatives' hands and other parts of the body and help them to identify the symptoms of vibration-induced diseases more quickly.

In addition, the recognition of symptoms is imperative. By training operatives in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to the Supervisor and subsequently to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Included within Section Three of this Health and Safety Policy is a Medical Questionnaire specifically relating to the use of Hand Held Tools. This will be used annually as medical surveillance to assess any possibility of hand/arm vibration syndrome.

Preventive measures

Where there is a significant risk of injury from vibration exposure due to the regular and prolonged use of work equipment, a preventive programme for operatives and Supervisors will be implemented by Fredereck Sage & Co Limited.

The nature of the risk, any signs of injury and why these signs of injury will be reported, either to a Supervisor or Fredereck Sage & Co Limited Manager who will arrange for them to be investigated, or as part of an established routine health and surveillance programme, are all part of the controls which will be set up following the identification of a work hazard during the risk assessment.

Action taken by the employees to minimise the risk of injury or ill health will include:

- The use of working practices which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas.

- Ensuring tools are properly maintained and promptly reporting defects and problems with the equipment to their Supervisors and obtaining replacements where necessary.

6.20 High Pressure Water Jetting

The company are aware that works undertaken by Fredereck Sage & Co Limited and appointed Sub-Contractors may include tasks working with high pressure water jetting and therefore have assembled these arrangements to minimise the risks of working with high pressure water jetting.

The most relevant items of Health and Safety Legislation are the Control of Substances Hazardous to Health Regulations 2005, Control of Noise/Vibration Regulations 2005, the Provision and Use of Work Equipment Regulations 1998, and the Personal Protective Equipment at Work Regulations 1992. Specific guidance is provided in HSE Guidance Note PM29 'Electrical hazards from steam/water pressure cleaners etc.' and the Association of High Pressure Water Jetting Contractors' Code of Practice.

This is defined as any water jetting procedure above a pressure of 140 bars, with or without the addition of chemical additives to the water. It will only be carried out by a team of trained and experienced competent Personnel, usually consisting of a Supervisor, a pump operator and the person in charge of the jetting nozzle.

Good teamwork and co-ordination will be encouraged for both the jetting team and others in the area. Because of this factor the members of the team will be trained together and not separately if this is practicable.

Water at high pressure and the possible inclusion of hazardous chemicals, are capable of inflicting very severe injury and will be the subject of an adequate risk assessment from which is developed a detailed safe working method statement. In most on-site situations, only the use of personal protective equipment represents a reasonably practicable means of reducing the risk to an acceptable level. The PPE normally required, for all members of the jetting team will consist of:

- Safety helmet.
- Gloves (proof against any chemicals being used).
- Heavy duty waterproof overalls.
- Hearing protection at decibel levels exceeding the Control of Noise at Work Regulations 2005.
- Appropriate eye protection (against impact and chemical splash as appropriate).
- Appropriate protective footwear (proof against any chemicals being used and providing adequate grip in slippery conditions).

Appropriate and adequate measures will be taken to protect persons not involved in the water jetting. Barriers to prevent their access to any danger areas will be provided and maintained, together with warning signs complying with the Safety Signs and Signals Regulations.

Before commencing jetting the work area will be checked for any items vulnerable to damage and appropriate action (removal or provision of protection) taken. This precaution is of particular importance if asbestos may be present, as damage could lead to spread of fibres.

Apart from the normal operational procedures, plans for dealing with any foreseeable emergency will be drawn up and the Personnel trained in how to deal with any problems encountered. When hazardous chemicals are being used, adequate eye washing facilities will be kept to hand and the site First-Aider is on call. In the event of accidental contact with the jet, the medical staff will be informed that the injuries were due to water jetting, as there may be internal injuries arising that are not visible on the skin surface.

The equipment will be adequately maintained and used in accordance with the manufacturer's instructions. Equipment will be given a simple visual external examination by the Supervisor at the beginning of each shift and a more detailed external and internal inspection by a competent person every week it is in use. Only fully competent persons will carry out equipment repairs and maintenance. All inspections and maintenance will be recorded in the equipment maintenance logbook.

6.21 Hot Works

The company are aware of the significant dangers when carrying out hot works and to ensure these risks are kept to a minimum the following arrangements are in place.

The term hot works will include any work with naked flames or producing sparks or heat that may cause a fire:

- All hot works are subject to a permit to work system which will include the hot works permit.
- All hot work permits will be issued by the Site Manager or Supervisor prior to commencing the task.
- Only competent authorised operatives are permitted to undertake hot works.
- Operatives carrying out the hot works will ensure they have the correct personal protective equipment for the task in hand. When they require any additional personal protective equipment they will first contact the Line Supervisor.
- Operatives will ensure the work area is cleared of all flammable materials both prior and during the hot works.
- The Supervisor will make periodic visits to the hot works area and when the task is finished will make a further visit one hour after the work has been completed to check there is nothing smouldering. Only then can he sign off and close the hot work permit.
- UV screens or flame resistant mats will be used to prevent hot metal falling below or onto adjacent equipment or personnel.
- When using abrasive wheels and where it is practical areas should be damped down but where this is not practical then boxing should be used to prevent the spread of sparks.
- A suitable fire extinguisher and fire blanket will be available at all times during any hot works operations.
- All welding rods and spent rods will be stored separately in suitable containers during welding operations and will be removed from the area at the end of each working period.
- All gas cylinders will be fitted with flashback arresters conforming to the current British standards.
- Gas cylinder valves will always be readily available at the cylinder to enable its closing in the event of an emergency.
- Cylinders will always be stored on a portable trolley capable of upright storage when in use. When not in use stored in a suitable security at least 10 m from any sources of ignition.
- All electric welding equipment will be isolated at the end of each work period.
- A suitable and sufficient number of ultraviolet screens are to be placed around welding operations to prevent the risk of arc eye.
- When welding in a confined space any arc welding equipment will be fitted with an open circuit voltage limiting device.
- A maximum of 110 volts will be permitted between the electrodes and point of work.
- Any Transformers used in the welding process will be 110 V to ensure complete isolation of welding circuit from the mains supply. The secondary winding will not be in the transformer tank.

6.22 Lead at Work

The company are aware of the significant risks involved when working with lead and to control these risks the company have assembled these arrangements to minimise the risk when working with lead.

Work with lead is controlled by the Control of Lead at Work Regulations 2002 and its associated Approved Code of Practice (ACoP). Their primary aim is to manage the potential health implications caused by exposure to lead in the form of lead dust or fumes or lead alloys where that lead is liable to be inhaled, ingested or absorbed through the skin. Where such exposures are liable to occur, an assessment of risk will be completed for the work.

Definitions

"Lead" means lead (including lead alkyls, lead alloys, any compounds of lead and lead as a constituent of any substance or material), which is liable to be inhaled, ingested or otherwise absorbed by persons.

Work liable to result in significant exposure to lead as defined by the Control of Lead at Work Regulations 2002:

- High temperature lead work above 500C, e.g. lead smelting, melting, refining, casting and recovery processes, lead burning, welding and cutting, burning of lead-coated and painted plant and surfaces, radiator repair (including outdoors) etc.
- Work with lead compounds, which give rise to lead dust in air, e.g. certain mixing and melting processes in glass making, certain colour preparations and glazing processes in the pottery industry etc.
- Abrasion of lead giving rise to lead dust in air, e.g. dry sanding, grinding, cutting by power tools, blast removal and burning of old lead paint, motor vehicle body manufacture and repair of leaded car bodies, firing small firearms on indoor ranges etc.
- Spraying of lead paint and lead compounds and low-solubility lead compounds.
- Work with lead alkyl e.g. inspection, cleaning and maintenance work inside tanks, which have contained leaded petrol.
- Materials/surfaces suspected to contain lead may require to be tested.

Work not liable to result in significant exposure to lead as defined by the Control of Lead at Work Regulations 2002:

- Low temperature melting of lead (below 500oC), e.g. plumbing and soldering etc. (lower temperatures control lead fume production but care is still required in controlling any dust produced);
- Work with materials which contain less that 1% total lead;
- Work with lead in emulsion or paste form where due to the moisture content lead dust and fume cannot be given off throughout the work duration, e.g. brush painting with lead paint and using some stabilisers for plastics;
- Handling of clean solid metallic lead (ingots, pipes, sheets etc.) e.g. general plumbing with sheet lead;
- Lead emissions from petrol-driven vehicles, e.g. during engine testing/maintenance;
- Work with solutions of inorganic lead compounds in research laboratories;
- Please note the above lists should not be considered to be exhaustive as the nature of exposure may vary in different work/environmental situations.

Risk/CoSHH Assessment

It is a specific legislative requirement under the Control of Lead at Work Regulations 2002 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 for employers to complete an assessment of the risk to health of employees and others effected by working with lead and of the steps that need to be taken to meet the requirements of both sets of Regulations. This assessment can only he performed by the end users who should be competent to do so, as the risks are affected by method of use, concentrations, quantities and other factors, such as:

- Whether the type of work undertaken is likely to result in any `significant' exposure to lead.
- The type of lead and its form.
- The level, type and duration of exposure.
- Information on the health effects provided by the supplier, including information contained in any relevant safety data sheet.
- The occupational exposure limits for lead, as defined in EH40/2005 for a 8-hour Time Weighted Average (TWA) concentration are:
- in relation to lead other than lead alkyls, a concentration of lead in the atmosphere to which any employee is exposed of 0.15mg.m-3.
- In relation to lead alkyls, a concentration of lead in the atmosphere to which any employee is exposed of 0.10 mg.m-3.

Typical control measures to prevent/minimise lead exposure include:

- Substituting lead with an alternative less hazardous material, e.g. lead-free materials or low-solubility lead compounds.
- Using lead/lead compounds in emulsion or paste form to prevent/minimise the formation of lead dust.
- Using temperature controls to keep the temperature of molten lead below 500oC, (the temperature at which fume emission becomes significant), though the formation of lead oxide and the emission of dust is still possible below this temperature.
- Containment of lead/lead materials/compounds/fume/dust in totally enclosed plant and containers.
- If total enclosure is not practicable, use an effective local exhaust ventilation (LEV) system.
- Wet methods.
- Air monitoring if lead exposure is likely to be significant.
- Medical surveillance for employees exposed to lead.
- Provision of suitable and sufficient information, instruction and training regarding use of lead and possible associated health effects.
- Providing and maintaining a high standard of cleanliness and hygiene.
- Personal protective equipment (PPE) / respiratory protective equipment (RPE).

Provision of Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

PPE/RPE should always be regarded as the final step in the risk control process. Engineering controls and safe systems of work should always be considered first, including whether it is possible to do the job by another method which will not require the use of PPE/RPE or, if that is not reasonably practicable, by adopting other more effective safeguards.

Protective clothing should help to achieve adequate control of lead absorption by protecting personal clothing and the body from being contaminated by lead. In many workplace situations, normal overalls, gloves should give adequate protection provided they are maintained in a good condition and are kept clean.

The company will only provide appropriate RPE (and train their employees in its use) if there is a risk to health and safety that cannot be adequately controlled by other means. Where RPE is provided, CoSHH requires its users to undergo face fit testing to check for seal leakage. For additional information and to arrange face fit testing.

General Hygiene Issues

To minimise the risk of operatives ingesting or otherwise absorbing lead, washing facilities must be provided to allow them to meet high standards of personal hygiene.

Additionally operatives must not eat, drink or smoke in areas which are contaminated or likely to be contaminated by lead. Operatives should be informed of the importance of personal hygiene, and not eating, drinking or smoking in contaminated areas.

General Health Issues

The Company will ensure they keep a record of operatives working in areas where there is liable to be significant exposure to lead or products containing lead. All operatives involved in such work must be made aware of the need for health surveillance. The company will co-operate with the Occupational Health provider to ensure that health surveillance for lead is carried out.

Blood sampling

A doctor or nurse takes a small blood sample to measure the amount of lead it contains. This is measured as a number in micrograms of lead for each decilitre (or 100 millilitres) of blood.

Serious ill-health problems rarely occur unless people have at least 100 micrograms of lead in one decilitre of their blood (this is usually written as 100 µg/dl). The doctor may also want to test a sample of your urine for the effects of lead.

Operatives/staff blood-lead level will be checked every three months, especially if you are under 18 or a woman capable of having children. The doctor may decide to test it more often if you do the sort of work where you could rapidly absorb lead (for example work on lead burning processes where exposure to lead fume could be high unless properly controlled). If exposure and operatives/staff blood-lead level do not change, periodic checks will be made 6 or even 12 months.

Control of Blood Levels

Operatives/staff lead blood levels reaches 50 µg/dl -which is known as the action level – the company will reduce it to below that level by:

- Reviewing all control measures and checking that they are working properly.
- Making sure that you are following proper hygiene procedures.
- Consulting the doctor about any additional protective measures. If, despite all the control measures, your blood-lead level reaches 60 µg/dl - which is known as the suspension level - the doctor will repeat the test.

6.23 Legionella

The company are aware of the significant risk of employees being in contact with the Legionella bacteria especially when working near cooling towers and large air conditioning handling units, therefore it will take all reasonable steps to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure to such hazards to all employees, visitors, contractors and the general public.

Risk Assessment and Testing

The company will ensure that before commencing work on the project that the client has appointed a competent person will identify potential legionellosis hazards in the workplace will carry out a risk assessment. Any recommended control measures arising from the risk assessment will be implemented.

Consultation

Employees concerned about the risk of an outbreak of legionellosis, should report any concerns they may have to their Line Manager, so that the Company can take the appropriate measures to eliminate or reduce the risks.

Any person(s) exposed to significant occupational risk of infection will receive instruction regarding the potential risks and the means of controlling exposure.

All employees are to inform their Line Manager if they suspect a colleague or contractor has similar symptoms to Legionnaires' disease.

Possible Causes

Outbreaks of Legionnaires disease are more likely to occur when there is the presence of sludge, scale, rust and algae, along with the correct temperature, which directly or indirectly, provides the necessary nutrients for bacterial growth. However, water contaminated with legionnella only presents a risk when it is dispersed in the air in the form of an aerosol.

The risk of Legionnella infection can be reduced by good engineering practices in the operation and maintenance of air and water handling systems.

Information, Instruction and Training

Managers are to ensure that employees who are at risk from contracting Legionella receive the appropriate training and supervision necessary to perform their duties competently and safely.

Managers are to make sure that staff will be made aware of:

- All operatives to receive Legionella awareness training to give them an overview.
- Their responsibilities for health and safety as defined in the health and safety policy.
- They are competently trained as to prevent the risk of a Legionella infection outbreak.

6.24 Lifting Operations and Lifting Equipment

The company are aware of the significant risks involved during lifting operations and when using lifting equipment. To control these risks the company will ensure that all lifting operations are planned and implemented using competent persons, safe system of work and suitable equipment.

To ensure compliance with the requirements the company will implement the following:

Lifting Appliances

The company use many different types of lifting appliances which may include Tower Cranes, telescopic Mobile Jib Cranes, Hoists, Forklifts, Excavators, Gin Wheels and Pulley Blocks, etc., all of which will be erected, maintained and operated by a competent person, i.e., someone who has been properly trained and is experienced, also whilst a lifting appliance is being used, a competent person will ensure that it is being kept in good safe order by regular inspection and maintenance.

These inspection findings will be recorded in the Lifting Register. The responsibility of carrying out these inspections will be that of the appliance operator. The Company's Supervisors will oversee that inspections are being complied with and to become familiar with the lifting appliance safety requirements. The Supervisors will check that all safety arrangements are complied with before lifting appliances are used on site. The supplier will supply appropriate Safety Data information to the site along with the lifting appliances.

Prior to the erection, maintenance and dismantling of lifting appliances, Risk Assessments and Safe Method of Work Statements for the task will be reviewed and fully considered and complied with during the erection, maintenance/repair and dismantling stages and to provide necessary test certificates, maintenance records and operators guides to the user.

Lifting Appliance Erection

All lifting appliances will conform to all current Regulations, Approved Codes of Practices and British Standards. The manufacturers of lifting appliances will ensure that the lifting appliances they produce conform to current Safety Standards with regards to performance and use, etc.

To assist suppliers and users of lifting appliances, manufacturers provide Safety Data Information regarding performance figures, erection and dismantling procedures, maintenance procedures and schedules for servicing, operator's guidance and emergency procedures, etc. This information from manufacturers is kept in the Company's Head Office Library.

The manufacturers information will be checked carefully where lifting appliance manufacturing date precedes current Legislation. Lifting appliance information will be kept up-to-date with current Legislation and where necessary.

Suitability of lifting appliances

The company will ensure the suitability of lifting appliance for the task and ensure that associated hazards and potential risks are kept to a minimum. This will reduce damage to lifting appliances due to abuse of the working specifications of the appliance, i.e., overloading and lifting loads too large or long for the platforms etc.

Erection, Maintenance and Dismantling Procedures

Assessment

Persons involved in supplying or working with lifting appliances will understand the disciplines of Risk Assessments so that hazards and necessary controls can be properly evaluated and all necessary precautions provided for in advance of carrying out the work.

Requirements

Careful consideration will be given to what use the lifting appliance is required to ensure that it would be safe and efficient for the tasks in hand. Careful note will be given to those requirements and checks carried out to ensure those requirements are fully met, i.e., prohibited smoking, additional PPE requirements and additional works permits, etc.

Environment Conditions

Full consideration will be given when designing the method of work with regards to working areas and access, ground conditions, potential obstructions, scaffold structures or buildings in which the lifting appliances are required to be secured to, the condition and integrity of power supplies for lifting appliances, weather conditions in particular, freezing temperatures with regards to snow and ice, wet weather with regards to slip factors and strong winds.

Thorough Examinations, Inspections and Testing of Lifting Appliances

The Regulations, Approved Codes of Practices, British and European Standards and manufacturer's 'specifications will be complied with regarding thorough examinations, inspections and testing of lifting appliances and lifting gear. All lifting appliances/equipment will be subject to a pre-use inspection by the operator before use.

Test Certificates

All test certificates of company owned lifting appliances will be maintained in the company lifting register with copies issued with the equipment when dispatched to project sites.

Where equipment is hired, the records of these certificates will be kept by the company with copies supplied by the hire company.

Prior to the erection, maintenance and dismantling of lifting appliances, Risk Assessments and Safe Method of Work Statements for the job, will be reviewed and fully considered and complied with during the erection, maintenance/repair and dismantling stages. Provide necessary test certificates, maintenance records and operators guides to the user and ensure the customer is reminded that competent persons will operate the lifting appliances.

Lifting Equipment

Marking of lifting equipment

The company will ensure that all lifting equipment is clearly marked and identified with three sets of numbers; the manufacturer's identification number, the company's lifting register identification number and the safe working load. These numbers will be stamped onto the master eye or ferrule of slings and the body of eyebolts, shackles etc. Alternatively, metal tabs that bear this information may be fitted to slings. On web slings the information will be on a label stitched into the sling, normally at the eye, and they may be additionally colour coded to identify SWL.

Where lifting equipment is hired, the hire company's ID numbers will be entered into the lifting register.

Storage of lifting equipment

At the end of the lifting operations, lifting equipment will be placed under cover in a designated store. Slings will be hung up on a rack and other lifting gear placed off the floor to avoid becoming damaged.

Thorough Examinations, Inspections and Testing of Lifting Appliances

The Regulations, Approved Codes of Practices, British and European Standards and manufacturer's 'specifications will be complied with regarding thorough examinations, inspections and testing of lifting appliances and lifting gear. All lifting appliances/equipment will be subject to a pre-use inspection by the operator before use.

Test Certificates

All test certificates of company owned lifting equipment will be maintained in the company lifting register with copies issued with the equipment when dispatched to project sites.

Where equipment is hired, the records of these certificates will be kept by the company with copies supplied by the hire company.

Competency of Erectors

To ensure those who work with lifting appliances and equipment on behalf of the company are competent, the company will implement the following guidance:

General Safety Awareness Training - Erectors and others involved in working or providing a service with regards to lifting appliances need to be aware of other associated hazards involved, other than those specifically related to the lifting appliance. Being appreciative of the understandings of Risk Assessments, Safe Methods of Work and general safety procedures would be beneficial in making Employees aware of associated hazards and safety controls/procedures that would also play a major part in minimising the potential for accidents occurring.

CITB Training For Operators - Erectors and others involved in working with lifting appliances also will be required to operate them. Therefore, the CITB Operators Training Course for Hoists would be appropriate.

Qualified Skills Training, Electrical & Mechanical Engineering, Etc. - Many aspects of an erectors job would be greatly enhanced by formal training in electrical and mechanical engineering.
Electrical connections and repairs to lifting appliances are not permissible by Personnel who have not been properly trained. Employees involved in repairing and servicing plant would have a greater understanding with regards to the engineering aspects that could affect the safety of plant operations, therefore, engineering skills training is essential.

Scaffolding Safety Appreciation - Many of the lifting appliances are required to be connected to, or have provisions allowed for scaffolds. As required by Law, persons that are required to erect, alter, maintain or dismantle scaffolds will be competent, therefore, Employees involved in plant erecting will need to have formal scaffolding training, or work in conjunction with a qualified scaffolder. Some of the main scaffold considerations when erecting lifting appliances are as follows:

Persons involved in working with lifting appliances and associated works will be physically fit to perform their duties and tasks with particular reference to manual handling requirements, mobility and judgement.

6.25 Lifting Appliance Erection

Lifting Appliances information: All lifting appliances will conform to all current Regulations, Approved Codes of Practices and British Standards. The manufacturers of lifting appliances will ensure that the lifting appliances they produce conform to current Safety Standards with regards to performance and use, etc. To assist suppliers and users of lifting appliances, manufacturers provide Safety Data Information regarding performance figures, erection and dismantling procedures, maintenance procedures and schedules for servicing, operator's guidance and emergency procedures, etc. This information from manufacturers is kept in the Company's Head Office Library. The manufacturer's information has to be checked carefully where lifting appliance manufacturing date precedes current Legislation. Lifting appliance information will be kept up-to-date with current Legislation and where necessary, the lifting appliances themselves may require alteration to conform to new, safer, standards.

Suitability of lifting appliances - The suitability of lifting appliance for the job is very important criteria to ensure that associated hazards and potential risks are kept to a minimum. This would also reduce damage to lifting appliances due to abuse of the working specifications of the appliance, i.e., overloading and lifting items too large or long for the platforms etc. Other aspects to consider would be whether there is a need for containment of materials being hoisted from any possibility of them falling, i.e., a hoist that requires a fully enclosed scaffold tower from the base and extends the full travel height of the hoist due to materials being hoisted are not able to be kept completely contained within the platform cage, etc.

Competency of erectors: General Safety Awareness training - Erectors and others involved in working or providing a service with regards to lifting appliances need to be aware of other associated hazards involved, other than those specifically related to the lifting appliance. Being appreciative of the understandings of Risk Assessments, Safe Methods of Work and general safety procedures would be beneficial in making employees aware of associated hazards and safety controls/procedures that would also play a major part in minimising the potential for accidents occurring, as well as offering a professional service to the customers.

CITB training for Operators - Erectors and others involved in working with lifting appliances also will be required to operate them. Therefore, the CITB Operators Training Course for Hoists would be appropriate.

Qualified skills training, electrical and mechanical engineering, etc. - Many aspects of an erectors job would be greatly enhanced by formal training in electrical and mechanical engineering.
Electrical connections and repairs to lifting appliances are not permissible by Personnel who have not been properly trained. Employees involved in repairing and servicing plant would have a greater understanding with regards to the engineering aspects that could affect the safety of plant operations, therefore, engineering skills training is essential.

Scaffolding Safety Appreciation - Many of the lifting appliances are required to be connected to, or have provisions allowed for scaffolds. As required by Law, persons that are required to erect, alter, maintain or dismantle scaffolds will be competent, therefore, employees involved in plant erecting will need to have formal scaffolding training, or work in conjunction with a qualified scaffolder. Some of the main scaffold considerations when erecting lifting appliances are as follows:

Scaffolds being worked on will be safely guarded-off from other areas being used and appropriate signs displayed, i.e., "Incomplete Scaffold - Do Not Use".

The scaffold structure and lifting appliance will be adequately tied as work progresses in erecting, maintaining or dismantling lifting appliances/scaffold.

Scaffold platform landings will be safely boarded-out, minimising gaps, boarding to be in good condition and boarding adequately secured and supported.

Access at landing levels will be unobstructed by guard-rails and braces etc., therefore the design of the scaffold in the area of the lifting appliance will have to accommodate this requirement.

Persons working at height, i.e., when altering scaffolding or erecting lifting appliances, will safeguard themselves from falling. When the integrity of the scaffold platform is affected in this way or working at height on the lifting appliance, safety harnesses are required to be utilised.

For further guidance in scaffolding refer to the Scaffold Section of this Policy.

Experience - Persons involved in working with lifting appliances are required to be adequately experienced or sufficiently supervised and instructed on safe working practices.

Fitness - Persons involved in working with lifting appliances and associated works will be physically fit to perform their duties and tasks with particular reference to manual handling requirements, mobility and judgement.

Erection, maintenance and dismantling procedures:

Assessment - Persons involved in supplying or working with lifting appliances will understand the disciplines of Risk Assessments so that hazards and necessary controls can be properly evaluated and all necessary precautions provided for in advance of carrying out the work.

Requirements - Careful consideration will be given to what use the lifting appliance is required to ensure that it would be safe and efficient for the tasks in hand. Careful note will be given to those requirements and checks carried out to ensure those requirements are fully met, i.e., prohibited smoking, additional PPE requirements and additional electrical works permits, etc.

Environment conditions - Full consideration will be given when designing the method of work with regards to working areas and access, ground conditions, potential obstructions, scaffold structures or buildings in which the lifting appliances are required to be secured to, the condition and integrity of power supplies for lifting appliances, weather conditions in particular, freezing temperatures with regards to snow and ice, wet weather with regards to slip factors and strong winds.

Thorough Examinations, Inspections and Testing of Lifting Appliances - the Regulations, Approved Codes of Practices, British Standards and manufacturer's 'specifications will be complied with regarding thorough examinations, inspections and testing of lifting appliances and lifting gear. Refer to the preceding section for Lifting Operations for further details. All lifting appliances/gear will be tested before use.

Test Certificates - Records of these Certificates will be kept by the Hire Company and copies supplied with lifting appliances and lifting gear to customers. Refer to the preceding section for Lifting Operations for further details.

Prior to the erection, maintenance and dismantling of lifting appliances – Risk Assessments and Safe Method of Work Statements for the job, will be reviewed and fully considered and complied with during the erection, maintenance/repair and dismantling stages. Provide necessary test certificates, maintenance records and operators guides to the user and ensure the customer is reminded that competent persons will operate the lifting appliances.

6.26 Lock off

The company are aware of the significant risks of failing to lock off electrical equipment and therefore have assembled these arrangements to minimise the risks of electric shock injuries because of the failure to lock off before carrying out works.

Lock off is the term used to describe the application of a physical locking device to the energy sources and the fitting of appropriate signage/labelling to indicate what is locked off and why. Lock off will be used in all situations where this is necessary to protect persons from the uncontrolled release of any form of energy. Locking off procedures will also be controlled through a permit to work and all operatives/Supervisors will follow the site procedure to ensure that the permit to work procedure is followed.

Lock off procedure

Operatives working on equipment requiring lock off will fit their own lock to render the equipment safe. Operatives will be issued with their own lock off device and padlock. It is important that all energy sources (including stored energy) are considered and not just the primary energy source.

Before commencing the work in question:

- Isolate the energy sources.
- Apply the lock off devices.
- Ensure that the lock off cannot be readily bypassed, overridden or defeated.
- Test to ensure the lock off has been successful.
- Apply suitable and sufficient warning signage/labels to clearly identify how, why and where the equipment is locked off.

Only approved safety padlocks are to be used for lock off purposes.

Prohibitions

- It is prohibited to work on any equipment or performing tasks requiring being made safe with a lock off without the required lock off in place.
- It is prohibited to remove another operative's lock off devices. If another operative's lock off device is removed in an emergency it may only be removed by the Site Manager/Team Leader. This will only be done when all reasonable steps have been taken to contact them, including if necessary contacting them at home and asking them to the return to site to remove the lock off.
- It is prohibited to interfere in any way with any devices, labels or signage forming part of the lock off procedure. Any person found interfering removing locks arrangements may be subject to company disciplinary procedures.

Failure to comply with the requirements of this procedure will result in disciplinary action and may be considered as gross misconduct.

6.27 Lone Workers

The company are aware of the additional risks involved when lone workers carry out their duties and will implement such safe working procedure to ensure that they not incur more risk than other employees.

To identify the significant risks involved in lone working, responsible Managers will carry out a Risk assessment using the below factors as a minimum;

- Does the workplace present significant risks to the lone worker?
- Is access and egress suitable for the lone worker, including provision of temporary access equipment?
- Can plant, substances and materials be handled by one person?
- Are there personal risks such as violence?
- Is the lone worker medically fit and suitable for the work?
- Is additional training required for the lone worker?
- How will the person be supervised?
- What communication procedures are in place for emergencies such as the worker becoming ill or having an accident?

The company will also ensure that lone workers should not be subjected to high-risk activities due to their vulnerability and lack of assistance in the event of emergencies. The following circumstances will not involve lone workers:

- High level works where provisions must be in place to protect persons from falling.
- Heavy or awkward manual handling operations.
- Hazardous substances which could asphyxiate persons.
- Confined spaces where access and egress is limited and there is the potential of an environment becoming hazardous, i.e., manholes and tanks.
- Any Permit to Work where special safety controls are required.
- Working in high risk areas where attacks on persons frequently occur.
- Road works or pedestrian areas.

6.28 Manual Handling

The company are aware of the significant risks involved during manual handling operations. To control these risks the company will ensure that all manual handling operations are planned and implemented using competent persons, safe system of work and suitable equipment.

To ensure compliance with the requirements the company will implement the following:

- Avoid hazardous manual handling operations where reasonably practicable.
- Risk assess any hazardous operations that are unavoidable.
- Reduce the risk of injury as far as is reasonably practicable.
- Provide suitable lifting equipment were identified by risk assessment.
- Provide adequate and appropriate information, instruction, training and supervision.
- Monitor and review.

It is the Company's policy to prevent injury and ill health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

Management are to check before they instruct persons to carry out manual handling whether those persons suffer from any pre-existing back problems or there are any other factors that could make them significantly more prone to sustaining a manual handling injury. They are to assess the loads required to be lifted and where reasonably practicable, provide mechanical aids and/or take other steps to eliminate or adequately reduce the risk of manual handling injury.

Employees will be fit for the purpose: It is the Company's policy not to engage Employees with existing back problems or having other personal factors which could make them significantly more prone to sustaining a manual handling injury, to carry out manual handling duties.

The following personal factors of a manual handler may contribute to the risk of a manual handling injury:

- Size.
- Weight.
- Age.
- Physique.
- State of health.
- Training in manual handling.

Manual Handling Injuries

Employees are to notify their Managers immediately will they suffer acute injury or develop health problems related to manual handling operations, or if they feel that the loads required for lifting manually are too heavy for them to lift safely.

Manual handling instructions

All employees will receive formal manual handling training and refresher training through Toolbox talks, they will also be issued with the company safety booklet in which instructions and diagrams are highlighted on good manual handling techniques for lifting and carrying.

6.29 Material and Passenger Hoists

The company are aware of the significant risks involved during lifting operations and when using lifting equipment. To control these risks the company will ensure that all hoist operations are planned and implemented using competent persons, safe system of work and suitable equipment.

To ensure compliance with the requirements the company will implement the following:

Competent trained persons who hold a relevant Hoist Operators Training Certificate, being specific to the hoist used, will only operate hoists.

Material Hoists will only be used for the carriage of materials/equipment/debris and will never be used to carry personnel. Passenger Hoists can be used for the carriage of persons and materials etc.

All hoists will be erected by competent qualified personnel and will be tested before use to ensure that it is in good order. A thorough examination certificate will be issued after the hoist has been erected and tested.

From the date of erection of a hoist, weekly inspections will be carried out by a competent person i.e., the hoist operator or the hoist erectors and their findings entered into the Register. These arrangements need to be clarified with the Client.

Any defects found in the hoist will be reported to Management immediately. Hoists in unsafe order will not be used and the power will be turned off. 'Out of Order - Do Not Use' signs will be displayed.

The safe working load will always be displayed on the hoist and the hoist gates as well as 'Keep gates closed' and 'No riding on hoists' (for material hoists).

Passenger hoists will be fitted with devices preventing the platform from moving if the safety gates are not properly closed. Over-run devices will be fitted to the tops of the hoist masts to prevent over-run of the hoist platforms.

The ground floor area of all hoists will be guarded off with at least 2 metre high guards so that it prevents persons from venturing into danger areas of the hoist platform.

If materials are not fully enclosed by a hoist platform cage, it will be necessary to completely enclose the hoistway with suitable steel or wire mesh throughout its height to prevent materials etc., falling and endangering persons who may be nearby. Gates will be fitted at all levels where access is required.

Hoist masts will be adequately tied (secured) in position. Scaffold structures will also be adequately secured.

Hoists will only be capable of being operated from one position in which the operator has an unobstructed view of all landings.

Hoist landing will be numbered and the hoist marked up so that guidance is given to the operator to ensure the hoist cart is at the required level to suit landings. Ensure that landings are fully boarded. Protection preventing materials from falling from the landing will be fitted. Landings will be kept free from any unsafe obstructions. Adequate lighting will be provided for landings and ground floor areas.

Hoist operators will not leave a hoist unattended when switched on. The hoist will always be locked off and the hoist platform positioned at the bottom of the hoist tower when left unattended.

6.30 Mobile Elevated Working Platforms

The company is aware of the significant risks of working at height especially when working from ladders and stepladders, to reduce the risk to an acceptable level the company will use Mobile elevated working platforms whenever practicable and will ensure that operatives who use or inspect these MEWP's are competent to do so

- Prior to any commencement of works, liaison must be made with the client to plan working areas, storage requirements, and access to the internal area of the building.
- Following meeting on site, a Safe Method of Works Statement must be submitted to the client.
- Platform capacity must be checked to ensure sufficient height and Safe Working Load for the work undertaken, including operatives and materials.
- Proof of Thorough Examination *(LOLER)* is provided in advance of use.
- Arrangements must be made to fence/barrier off the working area to restrict public access.
- Signage should be placed around barriers warning of persons working overhead.
- Platforms must not be operated outside the limits set by the manufacturer.
- The operating area must be firm and level. This should be inspected by the competent person before the use of the MEWP.
- Stabilisers must be extended before the platform is raised, and must not be left unattended in the raised position.
- Where necessary, harnesses must be worn and clipped to the barrier.
- Platforms must not be moved until they are clear of any loose material.
- Only trained and authorised personnel should be allowed to operate the mobile elevated works platform.
- No pedestrians should be allowed to pass under any part of the mobile elevated work platform.
- A survey of the manhole or drain covers must be carried out to ensure they are capable to withstand the weight of the MEWP.
- A survey of overhead power/data cables should be carried out before MEWP’s are delivered to the site.
- A survey of below ground drains and voids should be carried out before MEWP’s are delivered to the site.
- Where identified, any cables presenting a risk should be de-energised or barriered off.

6.31 Noise at Work

The company are aware of the significant risks from exposure to noise and will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work in noisy environments is reduced to a minimum.

The company will achieve this by;

- A policy of providing machinery and equipment that emits noise below the 1st action level wherever practical.
- Ensuring assessments are carried out in all areas to identify any hazardous noise sources.
- Identifying noise hazard zones and marking them so all employees are fully aware of the risks and precautions required.
- Giving suitable training and information to all staff so they may understand the risks and countermeasures in place to protect them from hazardous noise.

Action Levels

The danger levels for noise are dictated in the Control of Noise at Work Regulations 2005 as being, 80dBA and 85dBA. At 80dBA, which is known, as the first action level employees will probably have to shout to be heard at a distance of 2m away from the person they are talking to. At this level those employees will be provided with hearing protection at their request.

At the second action level, which is 85dBA or above, employees will probably have to shout to be heard at a distance of 1m away from the person they are talking to. The exposure of employees to noise will be reduced, as far as reasonably practicable, without the use of hearing protection. If it cannot be reduced below this level then hearing protection will be provided and reasonable steps taken to ensure that it is used; employees have a duty to use hearing protection in such circumstances.

The Company will also comply with the other Action Levels and Limit Values which are the levels of exposure to noise that and employee average over a working day or week and the maximum noise (peak sound pressure) to which an employee is exposed to in a working day.

These are lower exposure values:

- Daily or weekly exposure of 80 dB.
- Peak exposure pressure of 135 dB.

There are also levels of noise exposure, which must not be exceeded.

These are the exposure limit values:

- Daily or weekly exposure of 87 dB.
- Peak sound pressure of 140 dB.

To reduce the risk of hearing damage due to the exposure to excessive noise the company will implement the following strategy:

Elimination

Elimination involves removing the hazard completely. This is the most effective method of dealing with a noise hazard. Examples are:

- Purchasing finished components rather than having to grind or polish them on site.
- Replace noisy plant or processors by less noisy alternatives.

Reduce the Risk at Source

It is often possible to reduce the risk at source, or to use a safer alternative. The following are examples:

Selecting machinery

When making inquiries, you will ask potential suppliers for information on the noise emission of machines and whether they are likely to cause exposure at or above the first or peak action level.

Alternative processes

Changes in technology can alter the machine or process resulting in a lower noise exposure to the workforce. Sometimes a different way of working may avoid the need for a noisy operation.

Control of exposure

These provide you with alternative options for reducing the exposure from a noisy machine or activity, and include:

Distance

Increasing the distance between noisy equipment / activities and the receiver is often the most effective method of controlling noise.

Enclosure involves placing a soundproof cover over the noise source. Noisy machines can be fully or partially enclosed or an acoustic cover can be placed around a noisy part of a machine.

Screens and barriers

This involves placing a physical obstacle between the noise source and the employees. The path between the points at which noise is generated and the workplace/receiver point can sometimes be modified by using screens or barriers.

Noise refuges

The employee workstation itself can be 'enclosed' by providing a cabin or 'noise refuge', which is an acoustically designed enclosure (with proper regard for its ventilation and seating arrangement). If controls are brought into the cabin it will be possible to reduce the need to enter noisy areas.

Protective Devices

Devices can often be provided to minimise the amount of noise produced by the equipment. Examples are:

Avoiding impacts

Try to avoid impacts, or make arrangements to cushion them, for example; ensure that the cutting edge is always sharp on abrasive wheels to reduce the impact noise.

Damping involves adding material to reduce induced vibrations and the tendency of machine parts to 'ring', for example; bolt together, instead of welding, the individual steel plates joined to produce large structures. Proprietary magnetic damping material can be obtained.

Isolation involves separating the machine from its surroundings. Flexible isolators made of rubber or springs can be used to reduce the spread of structure borne sound through a machine frame, for example purchase or hire equipment fitted with anti-vibration mountings to reduce the transmission of sound from hydraulic power supply pipes to the cab floor on an earth-moving machine.

Silencers are attachments fitted to the inlet or exhaust (or both) of a moving air or gas stream emitted from machines. Mufflers or silencers can reduce noise transmitted along pipes and ducts, for example; exhaust and intake silencers on internal combustion engines; mufflers fitted to pneumatic breakers.

Personal Protective Equipment

Where the above avoidance strategy cannot effectively reduce the noise levels to a safe level, the issue and use of aural protection will be implemented.

To ensure the issue of PPE is effective the following will be implemented:

- Ear muffs or plugs will be issued to operatives at risk
- They will be a personal issue
- Operatives will receive suitable training in their correct use
- Suitable storage issued and used

6.32 Overhead Power Cables

The company are aware of the significant risks from overhead power cables and will ensure that during planning the presence of overhead electric lines will be taken into account since vehicles, plant and equipment will not be allowed to be in a position within 15m of overhead lines from steel towers or 9m in the case of wooden poles.

Consultation with the Safety Officer and the area Electricity Company will take place at the earliest opportunity, since it may be possible for them to divert the line and as much time as possible will be allowed for this work to be done. If the overhead lines cannot be diverted or made dead, then precautions, depending on the nature of work, will be taken.

Where no work has to be carried out or plant to pass under the overhead lines, barriers will be erected parallel to the overhead line and not less than 6m distance from it.

The possibility of mobile cranes etc., encroaching on the minimum distance will be taken into account and where necessary the 6m distance increased. These distances are subject to agreement with the local Electricity Company and may be dependent upon the voltage of the overhead line.

The barriers will be surmounted by coloured bunting which forms an additional warning. If access is only possible from one side, then a barrier on that side will be sufficient.

Where Plant May Pass Under the Line

If it is necessary for plant to travel to and fro under overhead lines, the area where they may pass will be as small as possible and not more than 10m wide. This passageway will be clearly defined by the use of fencing barriers and goalposts will be in position across the width of the passageway. The goalposts will be of rigid construction and of a non-conducting material, distinctly marked in order that they may be clearly identified.

Warning notices will be provided on each side of the passageway advising persons of the hazard and giving the cross bar clearance in order that drivers realist that they will lower their jibs etc. To give crane drivers sufficient time to lower the jib before reaching the goalposts, it is advisable to position advance warning notices as far from the goalposts as is required by the length of the jib on the machine.

Where Work Will Be Carried Out Beneath the Overhead Line

If it is essential for work to be carried out beneath the overhead lines and they cannot be diverted or made dead, it will be necessary to take precautions in addition to those noted above. The Electricity Company, Safety Officer and the Health and Safety Executive will be consulted for advice on what additional precautions will be required.

Plant, equipment or tools that could reach beyond the safe clearance limit will never be taken under the line. Plant such as cranes and excavators will be modified by the addition of suitable physical restraints so that they cannot reach beyond the safe clearance limit.

When work has to be carried out on a structure with a consequent reduced safe clearance, the Safety Officer and the Electricity Company will be consulted about proposed working methods. A responsible person familiar with the hazard will be appointed for the purpose of ensuring the observance of safety precautions and the work carried out under his direct supervision.

6.33 Prefabricated Aluminium Towers

The company is aware of the significant risks involved in the assembly and use of a prefabricated aluminium towers and will have in place such arrangements, procedures and training to minimise risks to an acceptable level.

Information

Different types of prefabricated towers are erected in different ways and suitable for various maximum permitted loads. Manufacturers, suppliers and hirers should provide adequate instructions for their erection, which must be available to and followed by users. Erection must always be supervised by a competent person. Users should seek advice from suppliers/manufacturers on the availability of fittings capable of taking either a second guardrail, or a meshing system which may be clipped on.

Structure

Vertical members are normally joined by means of socket and spigot connections. These must be properly seated and the locking pin, where applicable, must be engaged correctly. All components must be inspected before use for damage, cracks, broken welds, or any defect which may affect their load-carrying ability. Where members are connected by latching hooks, these should be inspected to ensure that the spring and the release trigger are operative.

Stability

Manufacturers' recommendations will specify either the maximum height to which a tower should be erected, or the maximum height to least base ratio for free-standing towers. In each case, the height of a tower is that to platform level.

For aluminum alloy towers, recommendations for maximum height to least base ratio are normally:

- Internal towers 3.5:1
- External towers 3:1

Stabilisers, with pad feet, or outriggers, with castors, may be used to increase the effective base size, as illustrated opposite. These should be positioned to make the effective least base dimension as large as possible. Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is not more than 2.5 times the effective least base dimension. An example of a prefabricated tower with outriggers is shown overleaf.

Access

Climbing, using the horizontal members of end frames should not be permitted. Access should be provided by:

- Vertical ladders attached internally to the narrow side.
- Internal inclined ladders, or an inclined stairway or
- Ladder sections, integral with frame members, as illustrated.

These should be climbed from the inside. The rungs should be no more than 300mm apart and the stiles not more than 480mm apart.

Competency

Prefabricated aluminium towers may only be constructed by trained and qualified operatives or under the instruction of the trained and qualified Supervisor who will then sign of the weekly register and complete the Scaff Tag and ensure that the tower is subject to an inspection every seven days and this inspection is also recorded in the weekly register and on the Scaff Tag.

6.34 Power Tools/Equipment and Plant

Fredereck Sage & Co Limited are aware of the significant risks involved in working with tools, equipment and plant and recognises their duties concerning the Provision and Use of Work Equipment Regulations 1998 that require risks to people's health and safety, from equipment that they use at work, to be prevented or controlled. In addition to the requirements of PUWER, lifting equipment is also subject to the requirements of the Lifting Operations and Lifting Equipment Regulations.

It is the policy of the company to ensure that equipment provided for use at work is:

- Suitable for the intended use.
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure this remains the case.
- That all employees are aware that work equipment that require specialist training must have suitable and sufficient training before we do so. (E.g. abrasive wheels, welding equipment, power washers and Power Tools).
- Used only by people who have received adequate information, instruction and training; and accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

It is the responsibility of the project management team to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools will always be requested from the manufacturers/suppliers, which by law are required to provide such information. Tools will be regularly checked on issue from and on return to the store.

Operatives will only operate equipment for which they have been thoroughly trained and use the correct tools and equipment for the job. Also to ensure that equipment supplied is accompanied with the operator's instructions and check that the equipment is safe and fully efficient. Equipment will be guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools will be reported immediately to their Superior.

Operatives will be instructed not use unsafe defective equipment until it has been put back in good safe condition and not attempt to repair or maintain equipment unless they have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Operatives will be instructed to ensure that guard protection is always in place where required and to ensure the working environment meets the safety requirements for operating the type of equipment and tools they will be required to use, i.e., adequate space and lighting etc.

Compressors

These will always be under the supervision of a competent person who will be responsible for ensuring that the machine is kept in good order and that regular checks are made to ensure that oil feed to the airline is properly topped up. Air receivers will be marked with a safe working pressure and distinguishing number. They will also be fitted with safety valves, pressure gauge, drain cock and manhole. Hose connections will be properly clamped - it can be dangerous to have loose or over-tightened connections. Air receivers will be cleaned and thoroughly examined at least every 26 months.

Cartridge Operated Tools

These will only be used by properly trained and certificated persons over the age of 18 years. Supervised test runs are always advisable before using cartridge operated tools. When operating cartridge tools, operators will wear head, ear and eye protection. Major hazards in using cartridge tools apart from malevolent firing are as follows:

- Where material is of a soft nature, the fastener can puncture and emerge from the other side.
- Where the material is brittle or of uneven constituency, the fixing device may turn back on itself and injure the operator.
- The material may splinter at the point of impact.
- Recoil, which can throw the operator off balance.
- Excessive noise levels in certain circumstances, for example, confined spaces.

6.35 Protective Clothing and Equipment

Fredereck Sage & Co Limited are aware of the significant risks involved when at work and recognises their duties concerning the provision and use of personal protective equipment at work, as directed by the requirements of the Personal Protective Equipment at Work Regulations 1992. The identification for the requirement of personal protective equipment will be determined primarily by the Employers responsibilities under the Management of Health and Safety at Work Regulations 1999 (as amended 2006), in the undertaking of an assessment of risk to determine foreseeable hazards and the likelihood of the risk occurring.

It is the policy of the company to ensure that equipment provided for use at work by:

- Properly assessing the personal protective equipment before use to ensure that it is suitable.
- Maintaining and storing the personal protective equipment properly.
- Providing instructions on how to use the personal protective equipment safely.
- Ensuring Employees use personal protective equipment correctly.

All personnel will wear/use protective clothing and equipment where and when required, e.g.: Safety footwear, gloves, goggles, waterproofs, ear muffs/plugs, high visibility clothing and masks, will be worn where relevant.

Safety harnesses, lifelines, gas detectors, emergency breathing apparatus, underground service detectors, will always be used where and when required.

All site personnel are required to wear all appropriate clothing and equipment when and where required.

Safety Helmets - to be worn whenever there is a likelihood of head injury from either falling/flying objects or head strikes against fixed objects. Safety Helmets: BS EN397.
Safety Footwear - appropriate footwear will be worn for respective trades. Trainers and lightweight shoes are not permitted. Safety Boots: BS EN20345-S1P.
Gloves - appropriate gloves will be worn for respective trades particularly when demolition works are concerned so that hands are protected from cuts and abrasions so that it prevents the likelihood of catching Leptospiral Jaundice from rats' urine. Working Gloves: BS EN 388 (general use)
Overalls - appropriate overalls are to be worn for respective trades when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type.
Eye Protection - will be worn whenever there is a likelihood of eye injury.
Safety Glasses CL2 BS EN166-1 FEN170
Goggles CL1 BS EN 166-1
Respiratory Protective Masks - of the appropriate type will be worn when and where required.
Disposable: BS EN149-2001+ A1 2009
Half Masks: BS EN140-EN-UNE-EN141-1992 (P1 filter for general use)
Ear Protection - will be worn when noise are in excess of 85 dB (A)
Earmuffs: BS EN352-1
Ear Plugs: BS EN352-2
Safety Harnesses – in accordance with NASC SG4:10 and SG4:05 Guidance.
High Visibility Jackets - to be worn on site and in areas of traffic movement
Hi Viz Jackets: BS EN71 CL2 (single band and double band)

Further guidelines with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature. This information will be contained in the COSHH Safety Data Sheets. COSHH Assessment Sheets will be supplied to the site before the materials are used.

It is the Company's policy that on all sites, Employees, all Sub-Contractors Employees, all visitors and purchasers, will wear safety helmets. The wearing of safety helmets is mandatory throughout the site, with only the following exception: Inside site offices and huts as long as no works are being conducted in those areas or within the immediate confines of these areas.

6.36 Scaffolding

The company are aware that there are many types of scaffolding used for many different reasons. Scaffolding can impose hazards not only to persons erecting or using the scaffold, but also persons nearby or underneath. Employees are required to be mindful of this at all times and will be professionally conscientious with regards to their work and how it may affect others.

From a technical point of view scaffold structures will be in compliance with The Construction (Design and Management) Regulations 2015, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998, The Approved Codes of Practices and all appropriate British Standards. Persons involved in providing, i.e., Designing, Planning, Managing, Erecting, Maintaining, Dismantling, Testing and Inspecting of scaffolding will do so in accordance with all appropriate Health and Safety Law and Codes of Practices etc.

Erection and dismantling of scaffolding will be undertaken in compliance with guidance provided within NASC SG4:10 and SG4:08 The Use of Fall Arrest Equipment Whilst Erecting, Altering and Dismantling Scaffolding, with respect to the use of fall arrest systems.

Certification Scheme

The CITB operate a certification scheme for basic and advanced scaffolding courses and issue and control individual training record cards. Scaffolders are grouped into three categories, Trainee, Basic Scaffolder and Advanced Scaffolder and before Scaffolders can be classed as basic or advanced, they will have completed an appropriate course and have had specific minimum experience. Effective training of persons that provide a scaffold service is an essential factor in preventing accidents to Scaffolders, persons who use scaffolds and the general public who may be affected by a scaffold operations or work that will be carried out on the scaffold. The scheme applies, at present, only to Scaffolders who work on scaffolding more than 5m (16.5 ft) high.

Participation in this scheme is not a legal requirement, but the scheme will lead to a general raising of the level of expertise throughout the industry. It is important to note that the legal requirements relating to the training of workers in the Health and Safety at Work etc., Act 1974 and to the competence and experience of Scaffolders, apply to all scaffolding work.

This Code of Practice represents a standard of good practice. Compliance with it does not confer immunity from relevant legal requirements, including regulations and bylaws.

Scaffolding will only be erected/adjusted/dismantled by qualified competent Scaffolders. After scaffold has been erected/adjusted, the Scaffolder will issue a certificate of worthiness stating that the scaffolding is in good order. Any area of scaffolding which is not in good order, will be guarded off from areas required to be used and have 'Scaffolding incomplete - do not use' signs displayed on it. Scaffolding not in good order will not be used.

Inspections

Where it is possible for a person to fall from a working platform, the platform and associated parts will be inspected by a competent person, before first use, after substantial alteration, after any event likely to have affected its stability, for example, following strong winds and at regular intervals not exceeding seven days. The person in control will have the inspections carried out by a competent person. Whoever controls the activities of others who use a scaffold also needs to ensure it is safe before they use it for the first time.

If the competent person is not satisfied that work can be carried out safely, they will advise the person for whom the inspection was carried out as soon as possible. The workplace will not be used until the defects have been put right. A written report will be made following most inspections.

All working platforms where it could be possible for material/equipment to fall will be fitted with safe toeboards to the outside edges and the ends of the platforms. The toeboard height will not be less than 0.150 metres. Working platforms will be a minimum width of 600 mm, be wide enough for required access, work, persons and materials. They will be adequate for the weight loadings to be imposed upon them.

Guard-rails are required to be fitted to all working platforms, where it could be possible for someone to fall and be injured.

All ladders will be secured into position preventing them from slipping/moving. The ideal angle for a ladder is 72 degrees. Safe opening will be provided in guard-rails and toeboards for unobstructed ladder access. Ladders will extend at least 1.05 metres above the landing level for adequate handhold. Damaged ladders will not be used.

An efficient lighting system will provide adequate illumination for the work being done and illuminate passages and gangways. A general overall illumination of 250 lux is satisfactory, but people doing specialised work may need double this amount of light over their work; this applies especially to people over 50 years of age. To avoid glare, all lamps will be properly shielded or diffused. Particular attention will be paid to the positioning and shielding of local lights. Lighting will be installed in such a way as to avoid shadows.

Fluorescent lighting overcomes problems of glare and shadow, but can occasionally cause rotating parts of machinery to appear stationary. The hazard resulting from this stroboscopic effect can be overcome by adjacent lamps being wired off different phases of the 3-phase supply or by using localised incandescent lamps.

6.37 Site Machinery

The company are aware of the significant risks involved in working with site machinery and will ensure that the use of site machinery will be undertaken in compliance with various regulations to ensure health and safety risks to operatives using such equipment and those around are eliminated or reduced to an acceptable minimum.

This will include:

- Safe use and maintenance of machinery - Provision and Use of Work Equipment Regulations 1998.
- Exposure to noise whilst using machinery – Control of Noise at Work Regulations 2005.
- Exposure to hand/arm and whole body vibration – Control of Vibration at Work Regulations 2005.

It is the responsibility of project management to provide the right kind of tools, equipment/machines for the job and to see that Employees properly use them. Information concerning the safe use of machines and equipment will always be requested and obtained wherever possible from the manufacturers/suppliers who by law are required to provide such information. Machines and equipment will be checked on issue and regularly tested and inspected whilst in use in accordance with the Manufacturers/Suppliers Guidance. They will also be checked when being returned to the store. Details of the Law and Codes of Practices can be found in the Company's Library of Safety Information.

Main Requirements

- Persons required to operate tools/plant/equipment/machines etc., will only do so if they have been thoroughly trained on the safe use and the necessary precautionary measures to be taken.
- Use the correct tools and equipment for the job.
- Ensure that equipment supplied to you is accompanied with the operator's instructions.
- Check that the equipment is safe and fully efficient. The Company will maintain a record of checks and services.
- Equipment will be guarded and equipped with safety devices where required.
- Equipment will be tested in accordance with all applicable Regulations.
- Defects in equipment and tools will be reported immediately to your Superior.
- Tools/plant/equipment/machines will be used within their safe limitations.
- Do not use unsafe defective equipment until it has been put back in good safe condition.
- Any plant found not in good order will be taken out of service immediately, safely isolated and locked off. "Out of Order" signs/labels will be displayed on defective equipment until in good order.
- Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics.
- Ensure that guard protection is always in place where required.
- Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.
- Ensure when operating equipment, other persons that may be affected will be adequately safe-guarded/protected.
- All appropriate Personal Protective Equipment will be worn/used as and when required.

Plant layout

Machines will be sited with safety in mind, to the following general principles:

- Lay out machines in operational sequence.
- Provide a minimum of 1m backspace for the machine operator.
- Ensure that materials being processed do not interfere with operations on adjacent machines.
- Provide clear passageways.
- Keep all materials not in use properly stacked and away from machines.
- Take account of any special materials handling requirements.

Forklift Truck Operations

General Training Requirement

All operators must successfully complete a forklift training course, which includes formal training (by an accredited provider) practical training, evaluation and certification. (The company only use the CITB training providers)

The operator is required to:

- Be able to demonstrate the safe operation of the equipment.
- Point to and explain the following controls: lift, tilt, forward and reverse gears.
- Perform all driving and loading/unloading manoeuvres deemed necessary by the examining official.
- Refresher training will be conducted at least every three years.

Operating Rules and Practices

- Unauthorised personnel shall not be permitted to ride on or operate powered industrial trucks.
- Safeguard pedestrians at all times.
- Do not drive a truck up to anyone standing in front of a stationary or fixed object (e.g., a bench or parked vehicle).
- Do not allow anyone to stand or pass under the elevated portion of any truck or lift.
- Do not allow anyone to ride the forks.
- Do not put arms or legs between the uprights of the mast or outside the running lines of the truck.
- Obey all safety signs and markers.
- When you park the machine or leave it unattended, lower the forks so that they are flat on the ground. Controls shall be made safe, power shut off, brakes set, key or connector plug removed. Block wheels if truck is parked on an incline.
- Maintain a safe distance from edges, ramps, and platforms.
- Be sure of sufficient head room under overhead installations, lights, pipes, and sprinkler systems.
- Use an overhead guard as protection against falling objects.
- Use a load backrest extension whenever necessary to minimize the possibility of the load or part of it falling rearward.
- Never exceed trucks' rated capacity.
- Never travel with load above five feet.
- Avoid sudden stops and starts when loaded.
- Do not use fork extensions unless authorised to do so.
- Report to Supervisor all accidents involving personnel, building structures, and equipment.

The Provision and Use of Work Equipment Regulations 1998 cover many different aspects relating to the safety of equipment – below are some of the main issues:

Reg. 4	SuitabilityofWorkEquipment	Reg. 18	Controlsystems
Reg. 5	Maintenance	Reg. 19	Isolationfromsourcesofenergy
Reg.-6	Inspection	Reg. 20	Stability
Reg. 7	SpecificRisks	Reg. 21	Lighting
Reg. 8	Informationandinstructions	Reg. 22	Maintenanceoperations
Reg. 9	Training	Reg. 23	Markings
Reg. 10	ConformitywithCommunityrequirements	Reg.-24	Warnings
Reg. 11	DangerouspartsofMachinery	Reg.-25	CarryingEmployeesonmobileworkequipment
Reg. 12	Protectionagainstspecifichazards	Reg.-26	Rollingoverofmobileworkequipment
Reg. 13	Highorverylowtemperatures	Reg–27	Over-turningofforklifttrucks
Reg. 14	Starting andmodifyingoperationcontrols	Reg–28	Self-propelledworkequipment
Reg. 15	Stopcontrols	Reg–29	Remote-controlled self-propelled work equipment
Reg. 16	Emergencystopcontrols	Reg–30	SeizureandSafe-guardingofdriveshafts
Reg. 17	Markingandsafepositioningofcontrols	Reg–37	TransitionalArrangements

Guarding – General Principles

Keep the hands of machinists as far as possible from cutting edges by:

- Using properly enclosed automatic feeding units wherever possible.
- Providing guards which enclose the cutters as far as possible.
- Providing wherever possible, jigs, holders, guides and push sticks.
- Guards will be robust and strong enough to contain flying cutters, securely fixed and easily adjustable, where necessary, by using manual methods of locking and release such as wing nuts, hand wheels and handles. Guards will also be maintained in good condition and capable of free movement to the limits of their adjustment.

Manufacturers Operators Manuals/Specification Information for machines, equipment and tools will be fully considered and accommodated where they meet appropriate safety standards. This information will be available to Operators, Managers and Maintenance Personnel.

Training

When considering training requirements in relation to equipment/machines/tools etc., it is important to bear in mind that three categories of persons have to be considered:

- Machine operators.
- Other persons who work at machines, such as “takers-off” and cleaners.
- Young workers.

It will be noted that experience alone in working with equipment/machines/tools etc., is not enough and that merely giving instruction cannot be regarded as training. Actual demonstrations will be given by the person in charge, followed up by such supervision as necessary to ensure that the lessons have been completely absorbed and that the trainee is competent to follow the prescribed practices.

Lighting requirements

The Workplace (Health, Safety and Welfare) Regulations 1992, compliment the requirement for suitable and sufficient workplace lighting. An efficient lighting system will provide adequate illumination for the work being done and illuminate passages and gangways.

A general overall illumination of 250 lux is satisfactory, but people doing specialised work may need double this amount of light over their work; this applies especially to people over 50 years of age.

To avoid glare, all lamps will be properly shielded or diffused. Particular attention will be paid to the positioning and shielding of local lights. Lighting will be installed in such a way as to avoid shadows.

Fluorescent lighting overcomes problems of glare and shadow, but can occasionally cause rotating parts of machinery to appear stationary.

The hazard resulting from this stroboscopic effect can be overcome by adjacent lamps being wired off different phases of the 3-phase supply or by using localised incandescent lamps. Consideration will also be given to protect lamps from being damaged by machine operations and material handling.

Ventilation

Adequate ventilation/extraction will be provided to safeguard the health of equipment users and others who may be affected. For example, machines that generate dust, fumes and vapours etc., which could be hazardous to health.

Harmful substances

Some machine operations may involve the use of substances which may be hazardous to health; therefore, the Control of Substances Hazardous to Health Regulations 2005 will be complied with. For example, dust, fumes, vapours and oils, etc.

Noise Generation

The Noise at Work Regulations 2005 will be complied with when operating machines, equipment and tools. Where machinery is noisy to such an extent that it may damage hearing, noise levels can be reduced by:

- Anti-vibration mountings.
- Damping doors and panels to eliminate vibration and rattle.
- Exhaust silencers.
- Separation of noisy machines by distance or screening.
- Machine enclosures.
- Using helical cutters on planing machines.
- Damping vibration of saw blades.
- Efficient maintenance.

If, in spite of such engineering controls, persons are still at risk of exposure to noise above the action levels of 80dB(A) or 85 dB(A) over an 8 hour period or its equivalent, other measures will be taken, such as to:

Reduce personal exposure times – for example, by shifts, quiet refuges, and job rotation.
Provide ear protection. Areas where ear protectors are required will be clearly marked and entry strictly controlled.

Regulations

The Health and Safety at Work Etc., Act 1974, The Provision and Use of Work Equipment Regulations 1998, The Pressure Systems and Transportable Gas Containers Regulations 1989 and The Electricity at Work Regulations 1989 will be fully complied with. The Lifting Operations and Lifting Equipment Regulations 1998 also apply to equipment used for lifting operations. There are certain Approved Codes of Practices, British Standards and HSE Guidance Notes related to Plant and Equipment/Tools that will also be considered.

6.38 Site Welfare Facilities

Fredereck Sage & Co Limited will implement the following arrangements to ensure that site welfare facilities are considered when providing a safe place of work during site work. This section highlights the main requirements and the Company's Policy for compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.

Site workers will have adequate toilet and washing facilities, a place for warming-up and eating their food and somewhere for changing/storing clothing. The Company is responsible for providing or making available such welfare facilities as necessary for its site workers whether they are direct Employees or Sub-Contractors.

The welfare facilities will be sufficient for everybody who is working on the site and can be arranged separately or jointly with others under Shared Welfare arrangements. When working on Client's premises carrying out small works operations, often the Client will be in the position to provide suitable welfare facilities.

The status of the Company on site would determine whether the Company's Site Management would be in control of the site welfare facilities that would also include First Aid provisions.

Sanitary Conveniences

The number of toilets required will depend on the number of people working on the site. Wherever possible, toilets will be flushed by water, but if this is not possible the use chemical toilets may be used for short contracts. Rooms containing sanitary conveniences will be adequately ventilated and lit. Men and women may use the same toilet, provided it is in a lockable room and is suitably positioned away from any urinals that may also have been provided. A washbasin with water, soap and towels or dryers will be close to the toilets if the toilets are not near the other washing facilities provided on the site.

Washing Facilities

On all sites, there will be basins large enough to allow people to wash their faces, hands and forearms. All basins will have a supply of clean hot and cold, or warm water. If mains water is not available, water supplied from a static tank may be used. Soap and towels (either cloth or paper) or dryers will also be provided.

Where the work is particularly dirty, or workers are exposed to toxic or corrosive substances, for example, during work in contaminated ground, showers may be required. Full consideration will be given to comply with the COSHH Assessment Control Measures where hazardous substances are concerned. Men and women can share basins for washing their hands, faces and arms.

Both men and women may use a shower provided that it is in a separate, lockable room so that one person can use the room at a time. Rooms containing washing facilities will be sufficiently ventilated and lit. Washing facilities will be provided adjacent to all drying rooms and sanitary conveniences.

Drinking Water

The company will ensure there is a supply of drinking water. Drinking water direct from the mains if available otherwise bottles or tanks of water will be supplied. If water is stored, it will be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. Containers of drinking water will be clearly marked. Drinking water taps will be clearly marked and cups or other drinking vessels will be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (for example, a drinking fountain).

Storage and changing of clothing

The company will ensure there are arrangements for storing clothing not worn on site and for protective clothing needed for site works. Where there is a risk of protective site clothing contaminating everyday clothing, these items will be stored separately. Where men and women are working on site, separate changing arrangements will be provided. There will be somewhere to dry wet site clothing.

Rest Facilities

Facilities for rest and meal breaks will be available. The facilities will provide shelter from the wind and rain and be heated as necessary. The rest facilities will have tables and chairs, a kettle or urn for boiling water and a means for preparing food.

Smoking

All premises occupied or controlled by Fredereck Sage & Co Limited will be done so in strict compliance with the requirements of the Smoke Free Regulations 2006. This will include Company vehicles, as covered by the Smoke Free (Exemptions and Vehicles) Regulations 2015.

Location of Welfare Facilities

Welfare facilities will be easily available to people working on the site. Toilets need to be easily accessible from where the work is being carried out. Hand basins will be close to toilets. Washing facilities need to be near rest rooms so that it is convenient for people to wash before eating. In most cases these facilities will be provided on site.

Where work is done at occupied premises, arrangements can be made with the occupier to use the facilities provided for the people who normally use the premises. In some cases, welfare and toilet facilities may be made available in nearby premises. This is acceptable, providing these arrangements are clear and agreed with the occupier of the premises. Such arrangements may be appropriate for short duration work or work done by mobile gangs.

If mobile gangs are being employed at work at a number of locations over a few days, facilities can be provided at a central location. This is on condition that they are available to workers within reasonable walking distance or within a reasonable time, taking into account any transport that is available. Alternatively, arrangements can be made at local houses, cafes or other premises.

However, these arrangements will be made and agreed in advance by Managers or Supervisors of the Company. Arrangements with local cafes etc. would not be suitable where Employees need suitable facilities for personal hygiene regarding hazardous substances or contaminated sites etc. Workers will not be left to make their own arrangements.

All welfare facilities will be kept clean and if food is stored on site, it will be kept in a hygienic manner and at the correct temperature. The changing of clothing or the storage of equipment and tools are not allowed in the canteen. Food scraps and rubbish will be removed from sites as soon as possible.

All personnel will change their clothing and wash themselves before taking meals particularly when working in environmental conditions that have exposed them to bacteria and harmful substances.

6.39 Site Planning and Layout

Fredereck Sage & Co Limited will implement the following arrangements to ensure that site planning and layout is considered when providing a safe place of work during site work. This section provides a checklist of items, which will be taken into account to achieve Health and Safety in site planning and layout. Following a preliminary appraisal, the checklist is sub-divided into Administrative and Operational Sections and both are presented in logical sequence.

Preliminary Appraisal

The company will examine contract documents and specification and establish constraints that affect planning of site layout and methods of construction.
Define logic of the work sequence.
Define area of site available for plant, access, temporary buildings and services, materials storage and welfare requirements.

Once the basic appraisal is complete the contract will be planned with due regard to the principles established by the Health and Safety At Work etc. Act - in particular that the employer shall provide:

- A safe system of work.
- Safe plant and equipment, safe erection and testing.
- Safe handling, storage and transport of materials.
- Safe place of work, safe access.
- Safe working environment.
- Information, instruction, training and supervision.
- Adequate welfare facilities, in compliance with Schedule Two of the Construction (Design and Management) Regulations 2015.
- Protection of all persons likely to be affected by work activities, including the public, particularly children.

Fredereck Sage & Co Limited will pay considerable attention to site planning and layout. The Company knows from experience that fore-thought in this direction will be more than repaid by the savings effected in reducing hazards to people, equipment, plant and materials. The Company knows too, that elimination of hazards is inherent in producing a job that runs smoothly - with materials delivered as and when required, with statutory requirements taken into account, with storage, fire precautions, health and welfare arrangements all worked out in advance. It even pays to devise safe ways and means of bringing money from the bank and to arrange parking space for Employees' cars to prevent obstructions on site.

Statutory Undertakers

Water authorities, telecommunication companies, gas and electricity companies will be contacted regarding the following:

- Request in writing to locate existing services, including gas, water, electricity, British Telecommunications and Sewers etc.
- Give instructions to isolate or divert existing supplies.
- Arrange isolation or diversion of overhead supplies or provide adequate protection.
- Arrange for temporary earthed supplies (single and three phase) for electricity.
- Consider safe location of sub-station for electricity.

First Aid for Site Works

Where Fredereck Sage & Co Limited is the appointed Principal Contractor for the site, First Aid arrangements will be provided in compliance with the Health and Safety (First-Aid) Regulations 1981. Individual Sub-Contractors will be required to make adequate provisions for First Aid in addition to the site provisions. This would be confirmed prior to their commencement at site.

6.40 Site Safety Registers

At all construction projects undertaken by Fredereck Sage & Co Limited, a Site Safety Register will be developed and maintained. This will be held on site and will assist with the recording of all relevant permits, statutory documents and registers. This also provides a uniform system of working across all Fredereck Sage & Co Limited projects enabling company operatives to be fully aware of the procedures required. The Site Safety Register will work to the principals of the following sections:

Contents

Admin F001Site Safety Set-up/Contact Details F002 Record of Employment of Young Persons	Weekly Inspection Records F015 LOLER Inspection Record F016 Work Equipment Inspection Record F017 Records of Inspections and Testing of Portable Electrical Appliances F018 Hop-up Inspection Record F019 Mobile Tower/Podium Inspection Record F020 Weekly Scaffold Inspection Record F021 Housekeeping Inspection Record
Risk Assessments F003 Specific COSHH Assessment F004 Hand Arm Vibration Assessment F005 Vibration Exposure Record F006 Manual Handling Assessment F007 Noise Hazard Assessment Record	Training Records F021 Safety Awareness Induction Training and Safety Rules F023 Sub-Contractor/Employee Training Records F024 Employee Toolbox Talks
Permits F008 Permit Issue Record F009 General Permit to Work F010 Permit to Dig F011 Hot Work Permit F012 Permit to Lift F013 Permit to Use Electrical Equipment	Fire Safety F026 Fire Prevention Measures, Emergency Evacuations and Check F026-1 Portable Fire fighting Equipment F026-2 Emergency Lighting Weekly Inspection Record
Monitoring F014 Project Safety Inspection Form	Personal Protective Equipment F027 Personal Protective Equipment record
Accident Incident Investigation F028 Aide Memoir F029 Accident Incident Investigation Form	

This Register will be developed by the Site Foreman/Supervisor and will be used in conjunction to the systems established and/or required by the project Client.

6.41 Small-Scale Use of LPG in Cylinders

Fredereck Sage & Co Limited are aware of the significant risks involved in the use of Liquid Petroleum Gas (propane or butane) and to control these risks will implement the below arrangements:

Fixed Cylinder Installations

Where one or more cylinders are fixed in position for connection to an appliance, the company will ensure that they are located in a safe place and have all the necessary safety devices to protect the hoses, pipework and appliances attached to them. The following precautions will be followed:

- Ensure the cylinders are kept in secured in position and are not tampered with.
- Retain all paperwork relating to any maintenance or leasing arrangements.
- Do not let any person work on the installation unless they are verified as being suitably trained and competent.
- Ensure all Operatives liable to use the equipment are aware of the contents of the operating instructions and emergency procedures.
- Ensure 'No Smoking' signs and appropriate warning notices are clearly displayed.

Cylinders Not Fixed in Position

- Keep all cylinders in a safe, well ventilated place preferably in the open air, and away from occupied buildings, boundaries and sources of ignition and of heat.
- Make sure the cylinders are properly secured and kept upright.

For All Installations

Whether the cylinders are fixed in position or not, the company will:

- Keep rubbish and any other combustible material well away from the cylinders, and keep weeds and grass in the vicinity cut down. Don't use a chlorate-based weed killer, as it can be a fire hazard.
- Only the vehicles which are designed for use by LPG will be allowed near the cylinders.
- Do not smoke when changing cylinders.
- Keep people not involved with the changing of cylinders away.
- Check pipework and flexible hoses and report any accidental damage or failure.

In An Emergency

Do not attempt to extinguish a fire involving LPG. Evacuate the area and call the local Fire Brigade immediately. An overheated cylinder can explode long after the fire has been extinguished. Inform the emergency services there is LPG on the premises and activate the fire alarm.

6.42 Transporting / Storage of Petroleum Spirits / Gases

Fredereck Sage & Co Limited is aware of the significant risks involved in the Transportation and the storage of petroleum spirits and gases. To control these risks the company will implement the below policy:

- Employees carrying out these duties will receive suitable information, instruction and training to ensure they are competent to discharge their duties safely.

- Petroleum-Spirit/Gases will not be transported in vehicles unless it is essential and that the vehicles have the appropriate signs displayed on them and suitable fire fighting equipment in them.

- Explosion proof metal petrol containers (BS Approved) will be used for storage/transportation and they will be marked: "Petroleum-Spirit - Highly Flammable" and must not exceed the capacity of 10ltrs.

- Petrol containers when being transported in vehicles will be secured in position and protected from other equipment in the vehicles from damaging them.

- Gas cylinders, full or empty, must be kept upright and adequately secured to prevent movement when in vehicles.

- Dry Powder Fire Extinguishers will be located in the vehicles in an easily accessible position for emergency (fire).

Specifications of the type of fire extinguishers are as follows:

  - Dry Powder
  - Transport type (with strap)
  - Empty/full gauge
  - British Kite Marked
  - Size: (1.5 kg)

- Suitable warning signs will be displayed on the rear of vehicles which carry Petroleum-Spirit/Gases. Warning notices should also be displayed inside vehicles.

- Vehicles carrying Petroleum-Spirits/Gases will be adequately ventilated.

6.43 Underground Services

The company are aware that works undertaken by Fredereck Sage & Co Limited and appointed Sub-Contractors may include tasks which will include ground penetration or disturbance where underground services are present. To control these risks the company will implement the following procedures and practices:

A safe system of work will be devised prior to the commencement of any ground disturbance, with guidance given below on the minimum steps required. Further guidance is given within HS(G)47 Avoiding Danger from Underground Services.

Service Plans

Plans or other suitable information about all buried services within and around the proposed disturbance area will be obtained prior the commencement of any works. All plans will be as up-to-date as possible, readable and shows the recorded line and depth. Where ground disturbance is required near or on a recently developed scheme, it will be remembered the service drawings may be out of date by virtue of recently laid services not being shown.

All plans are subjected to error during drafting, showing incorrect scale, and may not show where cables have been moved or where older services lie.

Locating Devices

The Service Plans will be taken to site and along with a suitable locating device, each service shown will be located and marked, on the surface of the ground with wooden pegs (on unsurfaced areas) or biodegradable paint (on surfaced areas). Metal pins or spikes will not be used.

Only Operatives who are trained in the correct use of the locating device will use such equipment. This will include previous experience with the equipment and sufficient knowledge to understand the limitation of locating devices.

The locating device will be used and calibrated in accordance with the manufacturer's instructions and regularly checked.

The locating device may not distinguish between cables or pipes running close together, or below each other. Exposing one cable does not mean that there is not another close by. Frequent and continued use of the locator will be made throughout the works, even after excavations have commenced. Remember, many telecommunication cables cannot be located by locating devices.

Once all known services are located within the disturbance area, the surrounding area will be covered with the locating device to establish if there are any other services present. Where cables or services are identified which do not appear on service plans or site drawings, they will be reported before further works commence.

Safe Digging Practices

If services lie within the area where the ground is to be disturbed and the locating device has been used to determine position and route, trial holes with suitable hand tools will be dug to confirm the position. Hand held power tools and mechanical excavators will not be used at this stage.

Trial holes will not be directly above the service. They will be made alongside with final exposure being made by horizontal digging. Spades or shovels are suitable tools for this purpose.

Once underground services have been uncovered, failure to identify their nature is a common cause of accidents. Where there is doubt about the identity of an exposed service, it will be assumed as being live and treated as an electricity cable or gas pipe until proven otherwise.

Personal Protective Equipment

Safety footwear, protective headwear and high visibility vests will be worn when carrying out such works. Additional personal protective equipment may be required if the ground is contaminated. As burns are the main injuries that result from damage to live buried services, the wearing of man-made fibres such as nylon will be reconsidered, as these types of clothing may melt and stick to the skin, increasing the severity of the burns.

In the Event of a Cable Strike

If a cable strike occurs, all works in the area will stop and the Site Management will be notified immediately. The immediate area will be cleared.

Any casualties will not be moved. They may still be in contact with live services.

Where it is apparent the casualty or tools/equipment is not near any services, it is important to remember electrical burns can be deceptive, with damage far more serious than appears. Immediate medical advices will be sought.

Following medical treatment etc. a full investigations will be conducted to establish the facts of why the cable strike occurred. This may include the reporting of the incident or injuries to the Health and Safety Executive, in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The event will then be reported to the Client with recommendations of how the incident will avoid repetition in the future.

If a gas leak is suspected, the area will be evacuated immediately and Transco will be telephoned.

6.44 Visiting Sites and Unoccupied Premises

The company is aware of the significant risks involved in attending sites and unoccupied premises to carry out surveys or other works and have assembled these arrangements to minimise the risk from visiting sites and an occupied premises.

Attending Unoccupied Premises

From time to time, Company employees will be required to attend sites and unoccupied premises. As a rule, do not visit an empty building or unoccupied site on your own. Make sure that someone, preferably in the office, knows where you are and when you expect to return.

Do not visit an empty building if you fear it may be unsafe or an unoccupied site if it may be dangerous. Common dangers could include possibility of collapse, insecure floors or stairs, hidden pits or openings, fragile sheeting, space unused or unventilated for some time, live services, contamination and possible presence of intruders or sharps (e.g. hypodermic needles, razor blades, etc.). Liaise with the CDM Co-ordinator where appointed to identify any potential hazards.

Plan the visit and ensure that you take appropriate equipment and clothing. As a minimum do not enter any premises without a fully charged mobile telephone and torch and familiarise yourself in advance with the plan of the building, especially exit routes. Make sure that security devices at exits will enable you to reach safety quickly.

Look ahead for defects in the fabric of the building such as wet areas or materials that may be covering up holes. Walk over structural members whenever possible and do not rely on floorboards alone.

Do not walk and write at the same time. Keep one hand free at all times when walking. Make sure that you are in a safe and balanced position when taking notes or photographs. Check on protection when approaching stairwells, lift shafts and roof edges. Do not enter any roof area unless it has been verified suitable protection against falls is in place.
Do not assume that service cables or sockets are safe or have been isolated.

Attending Sites

Prior to entering any site, ensure the Principal Contractor has provided you with a Site Safety Induction.

If you visit any building or construction or survey site for any reason while on business you will have the appropriate Personal Protective Equipment for the conditions prevailing. There are absolutely no exceptions to this principle.

If the site is not a construction site and has no hazards normal business clothing may suffice, normally however, there are severe risks on entering any site and it is the responsibility of each individual to arrive fully prepared. The Site Manager will not permit anyone to enter who is not fully equipped. It is the company's responsibility to provide the appropriate equipment. For most situations this will consist of the following:

A hard hat that can be adjusted to fit correctly with no visible damage labels or inappropriate markings, it will also be within the expiry date on the inside of the hat.

Boots with steel toe caps and steel sole plates they also will be water proof and fit the individual correctly. They will also protect the ankles and be readily identifiable as safety foot ware. High visibility clothing, normally a vest to wear over normal clothing. In circumstances where regular /full time site working is required particularly in winter a jacket will be used. Other clothing may be required from time to time including harnesses goggles and full weather protection these will be provided following agreement with the Company health and safety officer.

If you sustain cuts, penetration by nails or other injury, seek immediate medical advice and make a report in the office accident log book, as well as the Principal Contractors accident book.

6.45 Weil's Disease

Fredereck Sage & Co Limited are aware of the risk from Weil's disease and recognises its duties concerning the prevention of employees from becoming infected with Weil's disease while at work. The identification of the arrangement required will be determined primarily by the company's responsibilities under the Management of Health and Safety at Work Regulations 1999 (as amended 2006), in the undertaking of an assessment of risk to determine foreseeable hazards and the likelihood of the risk occurring.

It is the policy of the company to ensure that controls required to minimise the risk are implemented by:

- Providing information, instruction and training for employees.
- Employing competent contractors to provide a pest control services to exterminate or control pests and vermin and to monitor site activity.
- To maintain good housekeeping on sites to minimise pest activity and harbourage.
- To provide suitable welfare facilities to allow good personal hygiene of workers.
- Properly assessing the personal protective equipment before use to ensure that it is suitable.
- Maintaining and storing the personal protective equipment properly.
- Providing instructions on how to use the personal protective equipment safely.
- Ensuring Employees use personal protective equipment correctly.

Employees will be required to report any illness related to the symptoms of Weil's disease when confirmed by a medical practitioner.

6.46 Welding

The company are aware that works undertaken by Fredereck Sage & Co Limited and appointed Sub-Contractors may include tasks which will include hot work including welding operations. To control these risks the company will implement the following procedures and practices:

Hazards associated with welding

The principal hazards associated with gas welding are fires, explosions, burns, eye damage, heat stress, respiratory disease and systemic poisoning. As such, suitable control measures will be required for all such works, as determined by an assessment of risk, required under the Control of Substances Hazardous to Health Regulations 2005. Additional hazards, which may result from arc welding, are electric shock, ultra-violet radiation and ozone.

The potential for fires and explosions is always present unless gas cylinders are stored and handled correctly. When any type of welding equipment is in use, the naked flame, or arc, provides a source of ignition for any combustible material, flammable gas or vapour.

Where possible, flammable materials will be kept out of any area where welding is taking place. Where such a course of action is not practicable, fire-resisting sheets will be used to protect the surroundings from the flame and from spatter. At least one fire extinguisher will always be immediately available in the area of any welding operation.

Skin burns may result from metal spatter or from touching hot work pieces. The hands, arms, legs and feet are particularly vulnerable so will be protected by gloves or gauntlets, spats and jackets made from chrome leather. The use of leather safety footwear is also recommended.

Prolonged exposure to the heat from welding may lead to reddening of the skin of the face. In the case of gas welding, discomfort May be avoided by the use of a hand shield.

During any welding operation, sparks, spatter, slag and other foreign bodies may penetrate the eyes. During gas welding, infrared and of course, visible light is emitted, but not ultra-violet light. Infrared may dry the outer surface of the eye, which may become irritated. The eyes will be protected from infrared and visible light by means of box goggles with a housing made to BS 1542 and filters made to BS EN 169.

Ultra-violet (UV) radiation, to which the eyes are very sensitive, is produced during welding. The effect from UV radiation on the eyes may vary from conjunctivitis to possible permanent damage to the retina. In order to avoid these injuries, welders will, again in order to comply with The Protection of Eyes Regulations, use a welding helmet or hand screen, with housing complying with BS 1542 and fitted with appropriate filters to BS EN170. Persons working in the vicinity of arc welding also need protection from UV radiation. This protection can be given by means of screens placed around the extent welder's working area.

The longer duration of welding, the hotter the surroundings, including the welder, become. This heat stress is intensified the smaller the confines in which the welding operation is taking place. In extreme cases, the welder may faint. If thermal stress is envisaged, then ventilation will be introduced and consideration will be given to having a second person on standby in case of emergencies.

Every welding process produces gases and fumes which may result in respiratory disease.

Before carrying out welding operations, the materials involved will be identified, the risks assessed and necessary control measures established.

It cannot be assumed that natural ventilation will produce acceptably low gas and fume concentrations in the welder's breathing zone. If a number of welding operations are being carried out in the same area, or the work is being carried out in a confined space, then the risk is obviously increased. The most effective form of fume control equipment is the type, which allows the extractor hood to be placed as close to the weld as possible.

Systemic poisoning

The fumes from galvanised metals, lead coated or other toxic metals may affect not only the respiratory system, but also the rest of the body, particularly where the work, which produces the fumes, is carried on for any length of time in poorly ventilated conditions. The provision of an exhaust ventilation system for this type of work is essential and in addition, the use of respirators may be required. Air sampling will be carried out to confirm the adequacy of the precautions. Where the burning or cutting of lead coated steel takes place, the requirements of the Control of Lead at Work Regulations 1998 will be observed.

Oxygen cylinders are painted black.

Acetylene cylinders are painted maroon.

Propane (the most commonly used LPG) cylinders are painted red.

Oxygen has no smell and is not itself flammable. However, too much oxygen in the atmosphere can be extremely dangerous. If the gas impregnates materials, which normally do not burn, they are liable to burst into flames. Acetylene is highly flammable and with air or oxygen, may form an explosive mixture. LPG is heavier than air and may therefore, collect in low-lying areas.

Storage of gas cylinders

Oxygen cylinders will be stored at least 3m away from those containing acetylene or LPG, since any mixture of oxygen with one of the fuel gases, which may result from a leakage, could be highly explosive.

Gas cylinders will preferably be kept on a hard standing in a safe place in the open air. Where this is not reasonably practicable, flammable gases will be kept in a storeroom.

Acetylene and LPG cylinders whether full or empty, will always be kept upright.

Oxygen cylinders may be stacked horizontally.

Full cylinders will be kept separate from empty ones.

Cylinders in use will normally be kept and moved in purpose built trolleys. Under no circumstances will cylinders be rolled along the ground.

Guidance

In order to undertake welding works in a safe and controlled manner, a safe method of work statement will be required for the operations, based on findings derived from an assessment of risk, and in compliance with guidance provided within HS(G)139 *The Safe Use of Compressed Gases in Welding, Flame Cutting and Allied Processes.* All such works will be conducted under a Permit to Work system and in compliance with the Gas Association Codes of Practice Part Five – The Storage and Use of LPG on Construction Sites (May 2000), and the Pressure Systems Regulations 2000.

6.47 Working On or Alongside Roads

The company is aware of the significant risks of working on or alongside roads, and have assembled these arrangements, to reduce the risks of working on or alongside roads.

The operations of Fredereck Sage & Co Limited include the need for operatives to work on or alongside public roads. Such operations are recognised as being hazardous to the Company's operatives, pedestrians and road users alike. The Company's management undertake to minimise the hazards presented by assessing the hazards and likely risks, and implementing control measures to reduce the risk as far as is reasonably practicable, in compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended 2006).

Control measures will be based on the findings of Risk Assessments and will allow the devising and implementation of a safe system of work that addresses the risks posed by working on or alongside public roads. All works undertaken on or near a public road will comply with the requirements of the *New Roads and Street Works Act 1991*.

It is necessary to ensure the safe movement of vehicles and pedestrians particularly where the public is involved. This will be attained by the fixing of continuous rigid barriers to mark any temporary footway and to protect pedestrians from traffic, etc. Handrails will be fixed at between 1m and 1.2m above ground level. Traffic barriers, used to indicate the road works and to segregate traffic from the works, will be of an innocuous type, designed so as not to cause a further hazard, if hit by a moving vehicle. They will be of a conspicuous colour and kept clean.

Other safety matters

The following additional general recommendations will be implemented to avert accidents:

- Except when parked facing traffic flows, all vehicles drivers and other occupants will vacate their vehicle by the near (left) side.

- All vehicles will be equipped with two high intensity rear reversing lamps that are automatically switched on when reversing, plus an automatic audible reversing alarm to warn operatives of the danger from a reversing vehicle.

- In addition, it is highly desirable to have all reversing manoeuvres directed by a banksman located towards the rear of the vehicle but within sight of the driver.

- In order to enable works to proceed smoothly on heavily used roads, consideration will be given, where possible, to:

- Working during light traffic flows only.

CHECKLIST

Before work starts

- Has the signing and guarding of the works been planned?
- What width of carriageway can be kept open and is it enough for two-way traffic?
- What width of footway can be kept open and is it enough?
- What form of traffic control is needed?
- Have the appropriate authorities been notified?
- Has high visibility clothing been provided?
- Have hazards from noise and fumes been assessed and control measures introduced?
- Has personal protective equipment been provided?
- Has all necessary instruction and training been given?
- Have First Aid and emergency procedures been made?

When work is in progress

- If circumstances change, has the signing been appropriately altered?
- Are signs, cones and lamps regularly cleaned, maintained or replaced?
- Has authorisation been obtained to cover changed circumstances?
- Are traffic control arrangements reviewed as work progresses?

When work is complete

- Have all signs, cones and lamps been removed?
- Have all permanent signs been restored?
- Have appropriate authorities been notified that work is complete?

6.48 Working at Height

The company are aware that works undertaken by Fredereck Sage & Co Limited and appointed Sub-Contractors may include tasks which will include working at height. To control these risks the company will implement the following procedures and practices:

The company will ensure that:

Works will not be carried out at height if the works can be carried out safely otherwise than at height.

Where works are carried out at height the company will take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To which:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed and appropriate equipment is selected and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained.
- Every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used.

To control the hazards presented by the Working at Height Environment. Every existing place of work or means of access or egress at height will:

- Be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used.
- Where applicable, rest on a stable, sufficiently strong surface.
- Be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there.
- Possess suitable and sufficient means for preventing a fall.
- Possess a surface which has no gap through which a person or any material or object could fall and injure a person or
- Giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk.
- Be so constructed, used and maintained in such condition, as to prevent, so far as is reasonably practicable.
- The risk of slipping or tripping or
- Any person being caught between it and any adjacent structure.
- Where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

To control the hazards presented by falls from height the company will:

- Avoid work at height where it can.
- Prevent falls where it cannot avoid working at height.
- Minimise the distance and consequences of a fall where the risk of a fall cannot be eliminated.

Reducing the effects of any falls from height

Where despite the introduction of measures designed to prevent the risks of persons falling, there still remains a risk of such an event occurring then Fredereck Sage & Co Limited will employ measures to ensure that the effects of any falls are reduced. There are many systems that could be employed to either limit the amount of distance that a person could fall, or to provide a safe landing area. As with any control measure, consideration will always be given to measures that provide collective safety such as advanced guardrail system.

Care needs to be exercised to ensure that manufacturer's instructions are followed and the systems are properly deployed. Fall-arrest systems, although effective in limiting the distance that a person could fall, pose additional problems owing to:

- Ensuring the correct selection of equipment for the type of work to be undertaken.
- Finding suitable anchorage points.
- Inspection and maintenance issues (a high level or inspection and maintenance is required for both-anchorage points, lanyards and harnesses).
- A higher level of supervision to ensure that they are being properly utilised; difficulties that may be encountered in trying to effect a rescue.

Careful selection of any personal fall arrest systems will be required and will always include a suitable margin for safety above the limits of force that are likely to be applied.

Effective planning will take place before work commences to ensure that will anyone fall, a quick rescue can be affected. Additional injuries (suspension trauma) can be sustained after a fall where a person is left hanging motionless for a period of as little as five minutes.

The Work at Height Regulations 2005 details within Schedule Two the requirements for scaffolding, as such:

Means of protection shall be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable, secured to prevent being accidentally displaced; and placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.

In relation to work at height involved in construction work the top guard-rail or other similar means of protection shall be at least 950 millimetres or, in the case of such means of protection already fixed at the coming into force of these Regulations, at least 910 millimetres above the edge from which any person is liable to fall. Any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

Means of protection shall be removed only for the time and to the extent necessary to gain access or egress or for the performance of a particular task and shall be replaced as soon as practicable. The task shall not be performed while means of protection are removed unless effective compensatory safety measures are in place.

Strength and stability calculations for scaffolding shall be carried out unless a note of the calculations, covering the structural arrangements contemplated, is available; or it is assembled in conformity with a generally recognised standard configuration.

Depending on the complexity of the scaffolding selected, an assembly, use and dismantling plan shall be drawn up by a competent person. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and be suitably delineated by physical means preventing access to the danger zone.

Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken, and more particularly in:

- Understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned.
- Safety during the assembly, dismantling or alteration of the scaffolding concerned.
- Measures to prevent the risk of persons, materials or objects falling.
- Safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned.
- Permissible loadings.
- Any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Use of Ladders

Ladders will only be used for work at height only if a risk assessment under Regulation 3 of the Management Regulations has demonstrated that the use of more suitable work equipment is not justified because of the low risk and the short duration of use; or existing features on site which he cannot alter.

Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it. A ladder will be positioned as to ensure its stability during use.

Ladders will be erected on a firm level base and the ladder supported by the stiles only. On sloping or uneven surfaces an adjustable safety foot can be used to ensure equal support; loose packing will not be used. The use of non-slip pads, caps or sleeves is recommended, especially on slippery floor surfaces. The head of the ladder will rest on a firm, solid surface. A ladder stay can be used where the support may otherwise be unsuitable, such as at a plastic gutter. The correct slope for a ladder is an angle of about 75° to the horizontal, i.e. one metre out for every four metres of height.

All ladders between places of work will be secured against slipping and all ladders, which are 3m, or more in length will be secured, where possible, near the top. This is normally achieved by lashing or clamping each stile to a convenient secure anchorage. In certain cases the use of spreader arms attached to the top of the ladder may satisfy this requirement to secure, but it will first be established that the ladder, so fitted, cannot slip in the circumstances in which it is to be used.

On long ladders an intermediate tie rope is necessary to prevent swaying. In use, a ladder will be placed so that there is space behind each rung for proper foothold. Rungs will be clear of grease, oil or other slippery substance. Only one person will be permitted on a ladder at any one time.

6.49 Working in Occupied Buildings

The company are aware that working in partially occupied premises and adjacent to the general public calls for particular care, and special precautions will be taken to protect the occupants and visitors. Their means of access and escape will always be maintained and additional temporary measures as may be necessary. Measures will also be taken to protect them against trips, dust, fumes and other hazards.

Fire

The fire alarm and detection system will be maintained, although part of a smoke/heat detection system may have to be temporarily isolated when hot work operations are carried out; a hot work permit system will be laid down for such work and a fire watchman will be in place until the works have been completed. All planning will be carried out in close liaison with the building occupier and where appropriate, the local fire authority.

Services

The need for services to be inspected before commencement of work is particularly important when dealing with partially occupied buildings. Arrangements will be made before the starting date to ensure that services to the occupied section are not attached and that the power supply is adequate to cope with both the needs of the company and the remainder of the building. Consideration will be given to fitting residual current earth leakage circuit breakers on services, which may be damaged by company's activity.

Occupational Health

There can be major hazards with noise levels and vibration which affect not only the workers, but also other persons and their employees during office or opening hours, depending on the use of the buildings and the hours being worked. In such cases planning needs will be directed towards noise-reduced machinery in order to minimise the inconvenience. Where noise levels are written into the conditions of contract, it will be necessary to carry out a noise monitoring exercise to ensure compliance and to satisfy the occupants of the building or adjacent buildings that the contractor has treated the matter seriously.

Fabric Protection

In order to protect the client's property the company will assess the requirements to use corrugated plastic sheets in order to protect from damage any equipment, decorations, high-value objects or equipment from damage.

This could be:

- Corridor walls and floors (carpets and laminate floors)
- The insides of goods or passenger lifts
- Glass and other fragile materials
- Any other areas that the client wishes to protect

6.50 Yard/Workshop Premises

The company are aware of the significant risk involved in working in Workshops and Vehicle/Storage Yards and therefore have assembled these arrangements to reduce the risk of injury or illness to the workforce.

It is the responsible of all employees for the storage and loading and unloading of all materials and equipment, however packed, and carrying out safe handling methods, which including the loading and unloading of lorries, at all times avoiding twisting, stooping or over reaching & lift materials, Wherever possible using mechanical means provide.

Responsibilities are:

- To check that all plant, including power and hand tools, are maintained in good condition, handled and used with care.
- Use the correct tools and equipment for the job, use safety equipment and protective clothing supplied; for example, safety helmets eye protection, ear protection, hi visible vests and gloves.
- Keep tools in good condition.
- Report defects in plant or equipment to the Foreman.
  To ensure that when an accident occurs the appropriate action is taken to obtain medical help and ambulance service in the event of serious injury. Report any accident direct to the company.
- All persons however employed by the company shall set a personal example and assist in the implementation of the safety policy of the company in general and this instruction in particular.
- Fredereck Sage & Co Limited will continue the policy of consultation and participation of all those employed by the company to actively suggest any improvements to promote 'SAFETY' within the company.
- All operatives, however employed by the company are reminded of their duty under sections 7 of the Health and Safety Work Etc. Act 1974 to take reasonable care of their own safety and the safety of others who may be affected by their own acts and omissions.
- All yard drivers are to co-operate with the company in its arrangements to perform and comply with any instruction, verbal or written, and satisfactorily carry out responsibilities associated with yard and lorry operations.
- Develop a personal concern for safety – for yourself and others.
- Avoid improvising, which entails unnecessary risks.
- Suggest ways of eliminating hazards. (Hazard = something with the potential to do harm.)

Personal Protective Equipment for Yard Activities

Personal Protective Equipment and clothing issued is worn and used. Protective clothing also includes protective/safety equipment, head protection and suitable safety footwear and gloves will be provided and worn to protect the hands against cuts, scratches or entrapment.

All PPE to the following standards:
Safety Helmets: BS EN 397 (JSP-MK 2 basic hardhat)
Hi Vis Jackets: BS EN71 class 2 (double band of chest)
Safety Boots: BS EN20345-S1P
Disposable masks: BS EN149-:2001+ A1: 2009. Half masks: BS EN140 -EN UNE-EN141-1992 (P1 filter general use)
Eye Protection: BS EN166.1. F EN170 Glasses Cl2 Eye Protection: BS EN166.1. B Goggles Cl1
Eye Protection: BS EN166.1. B Face shield CLI. Eye protection: IP-20874 (welding mask)
Ear Protection: Muffs BS EN 352-1. Earplugs BS EN 352-2
Hand Protection: BS EN 388 (general use), Hand Protection: EN 388 (welding),
BS EN420 (long sleeve chemical gauntlets)
BS EN420 (super touch PVC knitted wrists gloves) BS EN407 Cut Level 2 (Kevlar long sleeve-gloves)
BS EN388 EN ISO1081 (Anti-vibration gloves)

Yard Conditions and Housekeeping

Good housekeeping practices in the yard area are particularly important for providing a safe workplace. By maintaining all work areas in a neat and orderly condition, a majority of accidents can be prevented. Specifically, Fredereck Sage & Co Limited employees will observe the following guidelines for implementing good housekeeping technique in the workplace.

- Materials will not be left where they may fall, nor should they be placed against any supports which are not designed to support the load.
- Footpaths/walkways will be kept clear of any tripping hazards.
- Waste will be removed and disposed properly on a daily basis or more often as necessary.
- Keep areas around the cutting bench or machinery clear of materials which could interfere with the equipment or operator or otherwise create an unsafe situation.

The workplace will be kept uncluttered and safe at all times. Unsafe conditions will be eliminated and prevented. If an unsafe condition does occur, work will be interrupted until the condition is corrected.

The yard foreman is required to inspect the workplace daily and will immediately correct all safety – related problems.

7.0 Measuring Performance

7.1 Reactive Monitoring

Certain injuries, ill health and dangerous occurrences are required by law to be reported to the enforcing authority (usually the Health and Safety Executive), under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR). See Section 5.1 of further information.

However it is the policy of Fredereck Sage & Co Limited to investigate all accidents and incidents, including near misses. The purpose of the investigation is to identify the causation and to establish and enforce measures to prevent reoccurrence and not to apportion blame.

Some organisations claim to have a 'no blame culture' for accident reporting and investigation to ensure that every employee feels that they can report accidents and co-operate with any investigation without fear of retribution. However, we promote a 'just and fair culture', which is similar to 'no blame', but there may be some apportion of personal responsibility. Investigations will not lay blame indiscriminately; all accident investigations shall be objective, open and fair.

All employees are encouraged to report all accidents or incidents no matter how minor. The reporting of accidents by employees to the Company shall always remain a high profile topic e.g. regularly repeated toolbox talk, notices etc.

Any employee who fails to report a work-related accident or fails to co-operate with or deliberately misleads an investigation will be referred for disciplinary action.

All injuries will be reported to the immediate Line Manager who will ensure that the appropriate level of investigation is undertaken and the records kept. The following matrix is a guide to the appropriate level of investigation required.

	Fatality*	RIDDOR Major Injury*	RIDDOR OTD Injury*	RIDDOR Dangerous Occurrence*	RIDDOR Disease*	1-3 Day Injury	Minor Injury	Significant Near Miss	Near Miss
Senior Director(s)	x	x		x	x				
H&S Consultant	x	x	x	x	x			x	
Safety Manager	x	x	x	x	x	x		x	
Manager	x	x	x	x	x	x	x	x	x
Supervisor	x	x	x	x	x	x	x	x	x

7.2 Proactive Monitoring

Fredereck Sage & Co Limited will conduct a system of site safety inspections. Where a site safety inspection is conducted, the site agent will be issued with a copy of the Safety Inspection Report, which will detail any issues, which have been noted during the inspection. The Site Agent will be expected to comply with any requirements stipulated by the Inspecting Person immediately (where practicable). Enquiries will be first addressed with the Inspecting Person. If further issues are to be addressed, Fredereck Sage & Co Limited Management is to be contacted. Where requests for works to cease are made on safety grounds, this will be complied with and any enquiries will be made with Fredereck Sage & Co Limited Management.

7.3 Key Performance Indicators

The senior management of the Fredereck Sage & Co Limited will set targets year-on-year for improvement based on the KPI's.

However it is important to note that the primary purpose of the KPI's and targets is not to penalise failure but to identify opportunities for improvement and recognise success. It is very important not to place too much emphasis on achieving targets as this may have a negative effect resulting in deliberate under reporting.

7.4 Safety Improvements

Fredereck Sage & Co Limited is always looking for ways to improve the standards of safety regarding operations. If any members of staff have any ideas which could contribute to safety on site, then the Senior Directors Responsible for Health and Safety or the Company's Safety Officer would be pleased to hear in either in person or in writing. Both will be in the strictest confidence.

Fredereck Sage & Co Limited aims to actively audit Company procedures in relation to Health and Safety procedures both on site and within the Company's offices to ensure compliance with the Company's Health and Safety Policy and all current legislation. The Company therefore expects the co-operation of all staff in the manner detailed within Section One of the Policy. Where it is highlighted the requirements of the Policy are not being adhered to the appropriate action will be taken to remedy any problems. This would include providing the appropriate training, equipment and where negligence of individuals is a factor, disciplinary action.

8.0 Reviewing Performance

8.1 Health and Safety Committee

As part of their commitment to ongoing improvements in health and safety standards, the Senior Management of Fredereck Sage & Co Limited will form a health and safety committee. The committee will meet every three months and will provide an open forum for all persons in attendance to raise any issues, in accordance with the agenda circulated in advance. All meetings will be minuted and will be open to all Fredereck Sage & Co Limited employees, with advance notice.

It is recognised that consulting employees in this way is very importance in creating and maintaining a safe and healthy working environment. This will assist in motivating staff and making them aware of health and safety issues, in order to become more efficient and reduce the risk of work related illnesses.

8.2 Annual Health and Safety Strategy

The Company Health and Safety Strategy aims to build on the work already achieved from previous improvements in health and safety management systems implemented. This document will be subject to annual review and, if necessary, amended during the period.

This Strategy will be jointly endorsed by the Senior Directors Responsible for Health and Safety within the Company.

Its overall aim is to enable the full implementation of the Company Health and Safety Policy Statement, and will form the basis of the annual planning and review processes, in line with guidance provided within HS(G)65 Successful Health and Safety Management, as published by the Health and Safety Executive.

A further aim of the strategy is to mirror the Revitalising Health and Safety strategy as laid out by the HM Government and the Health and Safety Commission to improve health and safety standards at work.

By these means, Flood Projects LLP aims to provide support and guidance to improve health and safety management systems continuously thereby, reducing injuries, damage and loss to the Company and making the workplace a better place to be for all.

9.0 Auditing

9.1 Annual Baseline Audit

The annual SMS audit is on instruction undertaken by the Health and Safety Consultants to ensure its effectiveness. A full audit report is produced detailing the findings of the audit and any recommended actions. A summary of these actions is prepared in the form of a bullet point management action plan.

9.2 Management Action

To help monitor implementation of the SMS and outstanding actions a Management Action Plan (MAP) has been developed, based upon the SMS format. Priorities are highlighted on the MAP and checked off when completed.

9.3 Annual review and update of policies.

Upon request The Health and Safety Consultants will be requested to carry out a review and update of the company's Health and Safety Policies each 12 months or as statute requires and or the company's arrangements change. Any changes shall be recorded on the policy as to identify the changes and amendments made during the review and update.