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HEALTH & SAFETY POLICY

Revision 13
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STONEHEALTH



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GENERAL HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the company and the director's duty to ensure that they provide adequate protection and ensure the health, safety, and welfare of its employees, sub-contractors, site visitors, delivery drivers, clients and the general public or any other third parties that may be affected by the work carried out by the company. The company will comply with all existing and new relevant "codes of practice" and meet their legal obligations.

The directors of the company will at all times ensure that there is good communication, support and working relations with the above mentioned parties in all aspects regarding health & safety issues.

One of the company's main objectives is to ensure that accidents are kept to an absolute minimum with all possible precautions taken. All employees must fully understand that this is a main priority of the company and that safety is taken as a serious matter and that it is their duty as an employee to ensure that this objective is maintained at all times and their full co-operation and support is expected at all times.

The directors of the company will maintain a policy of ensuring all personnel have the minimum of required safety training qualifications to carry out their work in a safe manner, with the main objective of ensuring that all personnel attend training courses and hold adequate qualifications for the type of work they carry out. Safety training needs must be observed and identified and raised at the quarterly management safety meetings, with a total review at the annual safety meeting and incorporated into the "Health & Safety Procedures" annual review.

Non-compliance of health and safety needs will be regarded as a serious issue and dealt with as outlined under the heading "Disciplinary procedures" in the policy.

Financial provisions for the health and safety of its employees has been set aside by the company directors. A set sum per employee is allowed for per year, including money which relates to the company's turnover which will increase or decrease and is reviewed on a yearly basis.

The company has appointed Mr W Sampson as Director having particular responsibility for health safety and welfare and to whom reference should be made in the event of there being any difficulty arising out of the implementation of this policy. The management adopts a friendly, welcome response to anyone's queries or concerns regarding all aspects and issues regarding safety and no one should be afraid or concerned to raise any issues what so ever.

The policy is intended to comply with all statutes and regulations as are relevant, but in particular the Health at Safety at Work Act (1974), Construction Design and Management Regulations (2007) (CDM), COSHH, Noise at Work (2005), Working at Height (2005), Control of Asbestos (2012), RIDDOR and Regulations governing the safe use of Work Equipment and Lifting Operations, Manual Handling & Lifting, Use of VDU Equipment and Personal Protective Equipment (PPE).

Adaptations will from time to time be made to the policy to comply with new or revised legislation and the director in charge will authorise an annual review of the safety policy to formally incorporate changes in legislation and current thinking into a revised document.

The Health and Safety Executive receives the full co-operation of the company in the implementation of safety measures and any action recommended by their Officers would be acted upon.

It is intended that the safety policy is made freely available for reference by any employees and other parties as required, at all sites and workplaces.

Name: Wayne Sampson (Director)

Signed:

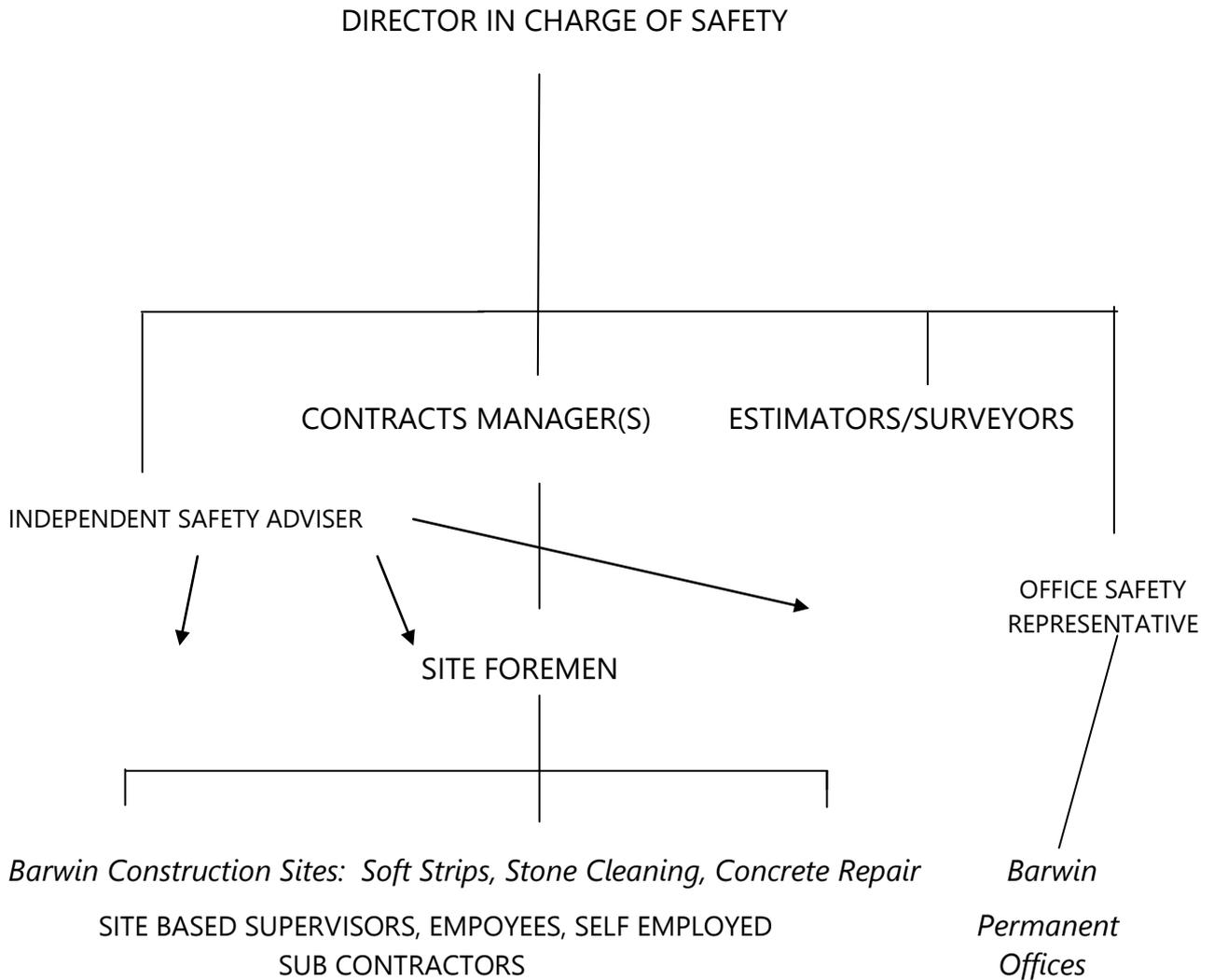


Date: 8th August 2014



H & S STAFF STRUCTURE AND LINES OF RESPONSIBILITY

SAFETY ORGANISATION PLAN



MANAGEMENT RESPONSIBILITIES

The management's policy is to provide a safe working environment for its employees, sub-contractors, other parties on site and clients, to minimise the risks and provide adequate protection to the general public. They must promote safe practices by their own attitude and example and continually review their working practices to seek improvement.

The Director in charge of safety policy is ultimately responsible for the implementation and resourcing of all matters concerning safety on site from tender stage to completion and in permanent company offices. He is responsible for drawing up an overall strategy for the well being of all parties via this policy and associated documentation.

He is responsible for the correct setting up and strategic assessment of safety matters on all sites, the vetting of potential sub-contractors and the day to day central availability of resources to this end. He will appoint a Contract Manager for each site (which may be himself), and in consultation with the contract manager, select a permanent site based responsible person (foreman or chargehand) in charge.

The Director in Charge and Contracts Manager are jointly responsible for employee training, liaison, and consultation, safety information provision and for discipline in cases of unsafe work practices by employees. They must observe and be mindful of the overall welfare of employees and be aware of poor attitude, performance or attendance which may be a sign of ill-health or stress. They will draw up written procedures and a risk assessment (including those for sub-contractors) relevant to the site and disseminate this information to the person on site and other parties.

Collectively, they are responsible for:

1. Ensuring that the company health and safety policy and procedures are carried out, regular safety meetings are held with supervisors, with any potential problems brought to their attention and recorded in the safety meeting book. They are responsible that all operatives and sub-contractors observe the policy.
2. Ensuring that the clients safety rules and regulations are observed and a good relationship with the client is maintained at all times
3. Providing the means to adequately protect members of the public, visitors and delivery drivers at all company workplaces.
4. Notifying all statutory bodies of the existence of sites - using the correct forms and that proper site safety records are kept for all sites including; CDM regulations, risk assessments and COSHH data sheets.
5. Providing adequate welfare facilities, safety and protective wear for all sites

The Contract Manager must satisfy himself that the site or sites in his charge are reasonably safe place(s) of work, implement the procedures on safety drawn up for the site and allocate the necessary labour and equipment resources to safely conduct the work. He must regularly liaise with the Safety Manager or Director and with any sub-contractors to ensure the continual safety of the site and remedy any shortcomings. He is responsible to:

1. Organise work under his control with the objective of minimising risks. He must be fully conversant with the company's safety policy.
2. Ensure all personnel on site are aware of site rules and that everyone working there has attended a site safety induction course and know the company safety policy.

3. Provide adequate protection arrangements for all site visitors, delivery drivers, and the general public.
4. Carry out safety checks on the required basis for scaffolding, plant, equipment or check that a suitably trained person has done it.
5. Arrange for the correct warning signs to be erected and maintained as he sees fit.
6. Ensure that the correct fire extinguishers and other safety equipment including adequate stocks of the correct PPE as defined in the method statement or contract documents are on site and regularly inspected.
7. Ensure that sufficient welfare facilities must be on site and maintained and to report back to the safety manager if this is not the case.
8. Find out and ensure only qualified operatives use plant, equipment and machines.
9. Record all accidents in the accident book and report them to the safety manager.
10. Check that the site is kept in a clean and tidy state, with hazardous goods and materials correctly stored.
11. Maintain good communications with the client and/or the clients representative.

Estimators and Surveyors:

Persons responsible for measuring and costing work the Company carries out must maintain safety standards. When preparing estimates they should make due provision for safety resources, both labour and equipment. They must consider safety related conditions imposed by clients at tender stage and consult with the Director or Managers where necessary.

On site, Estimators and Surveyors must set a good example by their behaviour, act responsibly and not take actions that endanger themselves or others. If they spot employees acting irresponsibly, or observe any unsafe condition this should be notified to the Contracts Manager or Foreman to rectify.

SAFETY MONITORING AND ASSISTANCE

The responsibilities set out in the above corporate structure chart are periodically reviewed by the board of directors to ensure they are still functioning and in line with the company's working practices. In addition it is also the responsibility of each person within the structure to monitor both their own function and that of persons who report to them. Any deficiencies highlighted by the monitoring process should be brought up at director level for review.

The Company also engages the services of an independent safety adviser to assist in the monitoring of its operations. The adviser will keep the directors abreast of developments in safety legislation and current practice, audit sites, investigate accidents and advise on training needs. He reports to the safety manager and directors.

Further monitoring procedures are listed in the Employee Consultation, Reporting of accidents, Hand arm vibration and Health Surveillance sections.

SITE BASED STAFF AND THEIR RESPONSIBILITIES

The person appointed by the Safety and Contract Manager to run the site, referred to here as the foreman, is responsible for the day to day running of the site and the implementation of all safety procedures communicated to him. He should consult the Managers or one of the Directors if there are any doubts as to the safety of any persons on site.

The Foreman has the authority to instruct and carry out the following steps and all site based employees and operatives are expected to co-operate in their implementation:

1. The overall maintenance of a safe-as possible site in which no person takes unnecessary risks.
2. To read, understand the implement measures in the Company's Health and Safety Policy and all other assessments, posters and relevant information supplied to site and co-operation on the attendance and understanding of Company training initiatives
3. The incorporation of Safety instructions into routine orders e.g. "No Smoking" near flammable materials, Site Tidiness, the correct use of tools and handling of materials etc.
4. The distribution of plant, materials and resources such as PPE and the correct and responsible use thereof.
5. The Reporting of any defects of plant, equipment, material, storage vessels etc. and shortages of safety equipment via the Foreman to the Company management and ensuring a hazard does not develop from any of these situations.
6. The encouragement of operatives to check or ask if they are unsure of any process before embarking upon it - at possible personal risk.
7. The awareness of all personnel of the location of fire extinguishers and hoses, fire blankets, alarms, first aid kit (and who administers it), exits and telephones.
8. A co-ordinated, Foreman led effort to make new-to-the-site employees aware of potential site hazards and notify the managers of the need for their attendance at induction training.
9. Insisting staff report and seek medical attention for even minor injuries, cuts, allergic rashes and persistent skin disorders. Such occurrences may need to be entered in the accident book.
10. The disallowing of "horse play" or dangerous practical jokes and the reprimand of those who consistently fail to consider their own safety or that of others around them.
11. The maintenance of all Company sites as alcohol and drug free, and the reporting of offenders.

The Foreman has the full authority of the Company to take whatever reasonable steps he considers necessary, however unpopular, to ensure the safety of all personnel.

The law makes all employees personally responsible for their own safety and that of others and they should therefore be ever vigilant.

SECTION "B" – GENERAL ARRANGEMENTS

PROCEDURES FOR STARTING UP A NEW SITE

The Company will fulfil its duties under the Construction (Design & Management) Regulations (2007) Part 2, Regulation 13 and, when acting as Principal Contractor, Part 3, Regulations 22 to 24. In accordance with Part 4 of the Regulations, it will provide information which might affect the health and safety of any person who has a connection with a project, specifically as defined below. The Company must provide this information to the Principal Contractor or client and enforce the recommendations included in the statement.

On receipt of an initial enquiry or invitation to tender, the Director and Estimator will assess the scope of works commercially and from a health and safety point of view. Information such as type of access, nature of welfare facilities, hazards from other trades or activities which may affect its own operations will be requested.

Barwin acting as a main contractor

Prior to the commencement of work on site, the Contract manager is responsible for preparing the construction phase Health and Safety Plan. In addition, if the company is directly carrying out contract works, a method statement and fully comprehensive risk assessment relating to all processes undertaken and addressing any other hazards. Pre-tender information will be requested from the will be obtained to assist in this process and enable assessment of any hazards previously present on site.

Issues such as work at height, manual handling, use of plant, PPE and assessment of each specific process will be addressed.

Risk assessments and method statements will be required from subcontractors and their operations will be reviewed to ensure resources are available to counter hazards and to eliminate as far as possible, by programming and liaison, unconnected personnel being put at risk.

The Contracts Manager is responsible for approaching the contract co-ordinator who will have notified the HSE of details of the site where notification criteria are met. A copy of the F10 or other notification must be requested for records and display.

Barwin acting as a subcontractor

For non notifiable or short term or small value contracts, the Company will provide either a brief written description and risk assessment of their works, possibly embodied in a tender or confirm agreement to proceed in accordance with the Client's works description.

If the Company is a subcontractor on a notifiable project, a bespoke written risk assessment, including a material assessment as per the COSHH regulations will be provided detailing what risk reduction procedures will be in force for each of the operations it conducts. A copy of the Safety Policy will be provided with the aforementioned statements.

All employees must observe the safety procedures laid down by whoever controls the site.

RISK ASSESSMENT AND MONITORING PROCEDURES

The Contracts Manager and Safety Manager are responsible for preparing the risk assessment for the new works. The following procedure will be adopted to carry out this task:

- a) Identify all the hazards faced by Barwin's own operatives and any that may affect others. These may be generic, i.e. related to the types of routine work that the Company conducts, or job specific i.e. as a result of the site itself, its location (including height, confined spaces etc.), geography, other trades, public access or that unusual procedures are being carried out that generate specific hazards.
- b) Consider the hazards faced by operatives, or other unconnected persons, whether the operation generates harmful substances (e.g. dust) or other hazards (e.g. spray drift, welding arc, Weil's disease near water).
- c) Deduce all the risks that result from the above hazards, both to site personnel and others. Calculate just how serious the risks are in terms of the number of people affected, the severity of the risk and the length of time exposure is anticipated.
- d) Identify the control measures needed to reduce these risks to as low a factor as is reasonably possible. Processes will be reviewed to see if they are needed at all or can work be done in a different way or place. When this exercise is complete, local protection measures such as PPE, screening or exclusion should be recorded and resourced. Is specialist assistance required (e.g. hoist fitters, slingers, traffic control), or specialist training needed for a particular item of plant, or process.
- e) Once the risk assessment has been prepared, the Contracts Manager in liaison with the Foreman should periodically review and obtain feedback from others on the effectiveness of the assessment.
- f) With information from the feedback, he must revise the control measures if deemed necessary to reduce, or further reduce the hazards and associated risks arising from the work.

The Company expects its trade subcontractors to have conducted such assessments as are appropriate to their works, and submit their risk assessment prior to commencement on site. The Director is responsible for reviewing the assessment and if it is deemed inadequate, not allowing the subcontractor to proceed on site until it is revised to meet the above standards.

Prior to commencement of works on site, the Company management must impart to the selected foremen all the above documentation and other resources required to carry out the works safely. Emphasis should be placed on any potential hazards either observed on site or notified by others. This information is passed to employees by the Manager and Foreman.

Monitoring the works

The Contracts Manager, Site Manager or Foreman and Safety adviser will co-ordinate to monitor the site as work proceeds and liaise with all parties to eliminate any problems or matters arising that are causing hazards.

Sub contractors will be subject to similar checks and asked to address any hazards arising as a result of their works.

SITE LAYOUT, WELFARE AND EMERGENCY PLANNING

Senior Management should collectively examine the project specification, and ensure there are areas suitable for welfare facilities, material storage and delivery and safe access supplied either directly or

by the main contractor. The following should be considered enabling a site plan and method statement to be drawn up:

1. The Company must provide a safe and secure working environment with correct and relevant signs for pedestrian and vehicular traffic.
2. Fire and emergency procedures, including escape routes, fire fighting equipment, a telephone, first aid box, and someone to administer it. This information must be clearly displayed to all employees.
3. Provision of safety documentation as listed in the section on page 11.
4. The legal requirement of welfare facilities must be provided.
5. There must be safe access, scaffolding etc. and all plant and equipment must be in good working order.
6. There must be a safe method of handling, storage and transport of materials, including a safe vehicle delivery area and suitable means of waste disposal.
7. Adequate site safety information must be given to operatives including procedural training and site induction.
8. Protection of the public likely to be effected by work activities must be taken into consideration as detailed in the section on page 12
9. The state of any electricity supply must be assessed. A site supply should be checked or installed by a qualified electrician.
10. The company policy is to avoid " lone working " where ever possible, there should be at least two people on every job. Where lone working has to be carried out approval must be obtained from the Managing Director first.

Site Fire and Emergency procedures

Site fire precautions should be considered at the earliest stages.

The provision of emergency resources and arrangements is the responsibility of the Contracts Manager or foreman who collectively must either deploy them and keep them in order or ensure the main contractor on site has them in place.

1. All persons, including site visitors, must be aware of the evacuation plan and know their muster point outside the site. The plan should be displayed in easily understandable form in the canteen or other communal area.
2. There must be adequate and appropriate means to detect fire and give warning.
3. Signs denoting fire escape routes, and the location and operation of fire fighting equipment must be maintained.
4. There must be adequate escape routes and they must be kept clear at all times.
5. Fire equipment must be kept in the correct location, maintained in good working order, and serviced at the manufacturer's service intervals.
6. Ensure rubbish is disposed of in the correct waste containers and not allowed to accumulate elsewhere causing a fire hazard or obstruction. Waste containers must be kept in their designated areas and are cleaned on a regular basis.

Safety Documentation and Warning Signs

The following are mandatory where Barwin are acting as main contractor:

1. "Health and Safety Law" poster (issued by HSE).

2. Company Certificate of Liability Insurance.
3. Tear out style Accident Book to comply with Data Protection Legislation
4. Emergency procedures poster
5. Copy of the Safety Policy.
6. A health and safety plan and risk assessments.
7. An appropriate scaffold register or stock of standard inspection report forms.
8. A supply of induction forms for issue to new starters on site that they can sign and return to the foreman.

Where the Company acts as a subcontractor, most of the forgoing should be made available by the Main Contractor. Barwins must still supply a suitable risk assessment.

Items 1 to 5 should be on display and available at all of the Company's permanent offices.

The incorporation of safety posters and warning signs should be considered at the planning stage as part of the overall risk assessment. They should be selected on the basis of relevance to the perceived hazard. Ideas can be gleaned from the current "ROSPA" or any commercial catalogue from specialist suppliers or from the Safety adviser. Foremen are asked to return posters etc. to the office at the conclusion of contracts.

Completed accident forms and registers must be returned and kept with the contract file.

Visitors to sites or workplaces

Persons visiting places where the Company is operating have a duty in law to themselves and others to act safely and responsibly at all times. This Policy can provide guidelines if required. They should be encouraged to ask a Company representative if they have any queries.

The senior person on site should draw the attention of visitors to the fire and emergency evacuation plan.

Visitors should have, or be issued with safety helmets and any other appropriate PPE if they are to go onto the site itself.

The Company will require any person who consistently disregards the forgoing to leave the site in the interests of both parties by the senior member of staff present.

PROTECTION AND WELFARE OF THE PUBLIC AND OTHERS ON SITE

Members of the public and others not generally familiar with the hazards of a site are at risk when near to construction work. Account must be taken of the needs of children, people with prams, the elderly and disabled.

The following is a brief checklist for the establishing and maintaining of protective safety steps. For managers seeking detailed guidance when assessing the risks to the public et al, further information can be obtained from the HSE publication : "Protecting the Public – your next move" ref: HS (G) 151.

1. Falling materials: Protect scaffold with brickguards or netting (the latter being suitable only for light materials) and scaffold fans. Consider plastic sheeting and spot boards in the work area.
2. Position gin wheels and other hoists away from public access points.
3. Keeping working platforms tidy and free of dust and debris, which may fall or blow off.
4. Exclude unconnected personnel from dusty and noisy operations by barriers, signs, hoardings etc.
5. Ensure site visitors are directed to report to the Site Manager, using signs and notices. Those visitors not familiar with sites must be provided with safety helmets and accompanied at all times.
6. Use dust chutes and covers over skips to control waste.
7. Exclude unauthorised members of the public with perimeter fences and signs. If work is in occupied premises or near schools, a verbal and written liaison system should be introduced.
8. Provide and ensure the use of barriers around work areas, signing, and lighting. Avoid tripping hazards or storing materials in access paths.
9. Consider arrangements for the timing and extent of noisy operations especially in sensitive areas such as schools or hospitals.

Management should help establish a checking procedure for Foremen to implicate at the end of the day, or even for breaks, considering locking doors, gates and windows, securing or immobilising plant, locking away materials and equipment and generally tidying up.

HEALTH & SAFETY IN OFFICES

The Director must also appoint an office based representative capable of being trained to monitor the state of company offices, especially the environment and maintenance of equipment. He/she should be responsible for the up keep of the first aid box or kit and be considered the appointed person in the event of an emergency to administer first aid and summon the emergency services. He/she should notify the Director of any matters that may affect the welfare of occupants.

Through the Director, The Company must provide and ensure:

1. Draw up a series of office rules and draw the attention of all staff to their existence including the implementation and monitoring of a "No Smoking "policy.
2. Create and review a suitable fire and emergency plan. See that all fire fighting equipment, escape routes, signs and first aid resources are maintained in good order at all times.
3. Provide suitable, ergonomically adjustable workstations with adequate surrounding space to enable employees to work in relative comfort.
4. Purchase and ensure the maintenance of office equipment; see that it is fit for purpose and safe and reasonably comfortable to use.
5. Provide reasonable welfare arrangements, toilets and washing facilities which must be externally ventilated and sufficient hygiene resources, an area to make hot drinks and a clean supply of drinking water. Ensure they remain reasonably clean and tidy.
6. Provide adequate lighting, natural if possible and sufficient heating and ventilation to maintain the ambient temperature at around 16 deg C
7. See that buildings and their contents, including heating and ventilation systems remain reasonably clean and in good repair.
8. Floors, corridors and stairs (especially fire exits) are well lit, free of trip hazards, trailing cables or obstructions.
9. There is no danger of falling objects e.g. unsafe or overloaded shelving.
10. Power points do not become overloaded with excessive adapters.
11. A report form from the accident book is properly filled in should there be an accident.

All Office staff are expected to:

1. Read and understand at least this section of the Health and Safety Policy and carry out work in accordance with its requirements.
2. Keep office equipment especially electrical items in good condition and report any damage stating why or how it occurred.
3. Work in a safe manner at all times and do not take unnecessary risks, which could endanger themselves or others.
4. Report any injury which results from an accident at work and report or seek medical advice if persistent headaches, eye strain, pain or stiffness in back or upper limbs occur.
5. Ensure they are acquainted with the location of fire extinguishers, alarms, first aid (and who administers it), exits and telephones.

SUB CONTRACTORS

The company requires its sub-contractors, whether they are sole traders or companies themselves to behave responsibly as required above and adhere to policy guidelines. Sub- contractors are to work in a safe manner and not take risks to endanger themselves or others and also work within the rules of the Health & Safety at Work Act and any other relevant codes or statutory requirements.

The Directors are responsible for vetting the suitability and substance of potential sub-contractors using the company's standard assessment form.

The following requirements apply to sub-contractors:

1. A risk assessment and method statement stating the method of work and the safety precautions to be implemented shall be provided prior to commencement. This is to include the necessary COSHH data sheets.
2. They must notify the supervisor the name of their competent person on site.
3. They are to ensure the work is carried out by suitably qualified, experienced operatives.
4. All the necessary safety equipment and protective clothing (including hard hats) will be provided and used by their operatives.
5. All sub-contractors to attend a site safety induction course before commencing work.
6. Any potential hazards or accidents are to be reported to the main contractor immediately.
7. Good working relations communications and co-operation must be maintained at all times with the main contractor.
8. Any matters regarding health & safety issues must be raised in the first instance with the Contracts Manager

The Company will remove from site either individual employees of, or a sub-contractor as a whole if they consistently disregard the above for the protection and well being of all parties.

ENGAGING NEW EMPLOYEES

The Contract Manager and Foreman should co-ordinate to explain to a new employee:

1. Their responsibilities and lines of communication.
2. Where the Safety policy is and how to use it.
3. All potential hazards on the site and what they are expected and prohibited to do.
4. Accident procedures, First Aid Locations, Fire procedures and welfare locations.

The new employee should be asked if they have any illnesses or disabilities which may affect safe working and should be issued with protective clothing and equipment as necessary. They should be asked for details of previous experience and consideration should be given to this when allocation tasks. It must be recommended to a new employee that he should obtain suitable steel toed protective footwear if he has not already done so.

Additional procedures are required for employees under 18, notably that they must not drive or operate any type of tool or equipment

HEALTH SURVEILLANCE

The work practices in which the Company is involved are not considered especially hazardous, but the Director, Managers and Foremen will remain alert to any deterioration in employees' health. As an example, alcohol abuse and stress in employees becomes a Company issue if the employee becomes increasingly unable to safely do their job.

Procedural risk assessments carried out by management at commencement of works will review the possible effects of processes on employee's health.

Employees are expected to be responsible for their own health and are encouraged to seek assistance if there is a deterioration in their health, especially if this is work related e.g. handling materials or using computers.

The company has identified the following hazards which, if not managed correctly may be detrimental to the occupational health of individuals.

Hand arm vibration: obtain low vibration tools, rotate operatives to limit exposure, encourage good practice, use of PPE, written records of usage times etc.

Noise: Design out noisy operations where possible. Provide screening around noisy operations. Issue high attenuation ear defenders to those directly affected by noise.

Dermatitis and illness brought on by contact with hazardous product: substitute hazardous products where possible. Encourage good hygiene and tidiness on site. Issue correct PPE to minimize contact, especially with the hands.

Dust: employ dust extraction equipment at source. Provide decent ventilation. Sweep up regularly. Provide dust masks and ensure their correct use.

Manual handling: drop materials as close to the work area as possible. Use mechanical means for preference. Assign adequate operatives to lifting tasks and ensure they are lifting correctly. Review lifting operations around office areas and minimise manual handling where possible

Muscular injury from use of computers: VDU assessments for regular computer users.

The company, through the contracts managers, will from time to time review the health of operatives working for them. This will be done by consulting with operatives, checking that their health is not suffering as a result of the above or for other work related reasons, and completing records to that effect. Operatives are expected and advice to inform their foremen all contracts manager if they consider they are suffering from work-related injuries, and to seek medical advice.

CONSULTATION WITH EMPLOYEES

Under the Health and Safety (Consultation with Employees) act 1996, the Company must open up channels of communication with all levels of employees to allow feedback on health and safety matters.

The *modus operandi* of the Company is fairly static and significant changes are rare. These would be notified to employees via a memorandum and reaction and feedback encouraged at the time. Minor changes made at a particular workplace are notified by the foremen who should report any feedback to the Contracts Manager and Directors. A similar channel would be available to office staff through the appointed representative. Feedback from employees is encouraged at the end of each tool box talk.

SAFETY INFORMATION - TRAINING AND EXTERNAL ADVICE

It is the stated objective of the Company to gather and keep pace with the most up to date safety procedures and legislation, to process the resulting information into an understandable format for distribution to its employees, using external advice sources as it sees fit.

Training and Safety Familiarisation

The intent is to provide employees with a level of training on safety matters relevant to their skills, tasks and position within the company. The Safety Director must take reasonable steps to keep abreast of developments in safety thinking from literature, HSE news sheets etc., from the safety adviser and from external training courses. Any relevant developments should be communicated to middle managers and site foremen.

The Safety Director and Contracts Manager are jointly responsible for arranging training seminars from time to time to remind and instruct Staff and Foremen on safety matters. A memorandum on its content may be issued for the Site Foreman and Contract Manager to communicate to all site employees.

The Contract Manager and Foreman are jointly responsible to ensure site employees are able to safely carry out the tasks allotted to them, e.g. use of plant, handling particular materials, hazard awareness and emergency procedure. Deliberate attempts should be made by the foremen and Managers to alert employees to risk assessment, literature and posters on site. Similarly Safety awareness must also extend to staff in Company Offices. Information posters must be displayed and staff made aware of their responsibilities (see the section on Office based Staff).

Specific training courses must be arranged by the Directors to cover matters such as Abrasive Wheel Usage, Material Handling and First Aid so that employees are trained to deal with situations they may encounter.

New employees must be given a basic training in safety matters by the Foreman or Contracts Manager prior to commencement of works (See relevant section).

External Sources of Information

The company engages a Safety adviser to perform tasks in support of its commitment to Health and Safety, in particular the following:

To monitor and update its Safety Policy and other Company data sheets and obtain relevant Health and Safety literature for reference.

To provide general advice as required or research and assess a more specific, less familiar hazard or required safety procedure.

To carry out safety audits on sites or workplaces both as a general assessment and report any matters which affect any person's welfare.

To assist as requested in employee training, client liaison, preparing risk assessments or method statements and the monitoring and assisting of company employed Sub Contractors.

DISCIPLINARY PROCEDURES

The company prefers to eliminate dangerous working practices by establishing a safety ethos through example and training. However it should be clear to all employees of the company that flagrant or careless disregard to correct safety procedures will not be tolerated.

The Company Directors administer the Disciplinary procedure and must themselves set a good example. They should thoroughly investigate breaches of discipline and, along with Contract Manager and Foreman, watch for hazardous behaviour or examples of disregard for procedure.

Investigation of alleged breaches of safety is ultimately the responsibility of the Managing Director but instigation thereof may be made by any member of staff in authority. The person against whom allegations are made should receive a fair hearing and staff should be prepared to review any safety procedures to ensure they are adequate, e.g. was sufficient PPE on site at the time? If the individual concerned is considered to have broken safety guidelines then appropriate action must be taken.

- An informal verbal reminder is sufficient for minor indiscretions.
- A sterner, possibly formal, verbal warning is for a careless or slightly less minor breach.
- A written warning should be given for overtly negligent, potentially hazardous or persistent breaches of procedure.
- The Directors should dismiss an employee found guilty of a major breach of safety procedure which had or could have caused injury or worse, or has received two written warnings.

FIRST AID

Management must maintain that every work area meets the legal first aid requirements. The legal requirements will differ from work location to work location due to the varying type of works carried out and the number of personnel at that particular work location. It is not a legal requirement to have a first aider if there are under 50 employees however it should be the company's policy to have a suitably trained person where ever possible.

A recognised first aider will be some one trained by the British Red Cross, the St Johns Ambulance Association or other recognised training provider.

Each work location must have an "appointed person" capable of handling an accident and dealing with a situation where a person has incurred a serious injury or illness.

All work locations should have a first aid box or kit meeting the legal requirements for that particular work location. The first aid box or kit must be checked on a regular basis by the appointed person to ensure it has the right contents and none of the contents have expired.

All first aid boxes or kits must be correctly stocked in accordance with the latest standard and made clearly accessible along with the appropriate signage.

All accidents and first aid cases must be logged in an accident book and reported to a manager.

First aid on site is dependant on the position of the company on site. On most sites it will be the responsibility of the main contractor to provide first aid support/facilities.

ACCIDENT REPORTING AND RECORDING PROCEDURE

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) apply. All employees should be aware that these regulations require the reporting of dangerous occurrences irrespective of injury. The following procedures should be adopted.

1. Each site must have a supply of Accident Book forms, either under the Company's control, or that of the main contractor.
2. Where injury occurs to an employee, subcontractor or unconnected person, or if there is a dangerous occurrence such as a structural collapse, fire, explosion, acts of violence to or by site personnel or incident which may threaten life and health, the details must be entered in the book, preferably by the injured person, and the form removed for reasons of confidentiality.
3. The Foreman should notify the office of the entry.
4. Office personnel may then check the HSE website to see if the incident is "notifiable" or "dangerous". The link is: www.hse.gov.uk/riddor/what-must-i-report.htm
5. If the injury is notifiable, the company will send an Incident report form F2508 to the RIDDOR Report Centre as soon as possible, but no later than 15 days after the incident.
6. If an individual becomes ill as a result of working on site, the office must be informed, and the H.S.E. contacted immediately, via form F2508"A".
7. A fatal or major injury, or a dangerous occurrence as defined in the above regulations must be notified to the H.S.E. immediately by telephone, then followed up as above.
8. The Foreman/ Supervisor must take immediate steps (but with regard to his and others' safety) to ensure no repetition of the incident and no-one is at risk from its consequences.

Irrespective of HSE action, a notifiable incident must be investigated by the Contracts Manager or other appointed competent person and a report detailing remedial steps compiled.

Recommendations or control measures arising from the report should be reviewed by senior management and implemented as soon as possible. Consideration should be given to informing insurers via a standard Incident form.

On conclusion of the contract, the accident form must be returned to the office and remain on file with contract documents for a minimum of 3 years.

Incidents are dealt with by:

THE INCIDENT REPORT CENTRE, CAERPHILLY BUSINESS PARK, CAERPHILLY, CF83 3GG.

Tel: 0845 300 9923. Internet site: www.riddor.gov.uk

Persons who are required to report an incident of any kind should follow this link:

<http://www.hse.gov.uk/riddor/report.htm#online>

SECTION "C" – SPECIFIC WORKPLACE HAZARDS

This section covers the most common hazards encountered by the workforce and others involved in operations traditionally carried out by the Company. On exceptional occasions, unusual working conditions are encountered or processes not defined below are carried out. Examples are: work in confined spaces, on public highways, below ground, involving asbestos, mobile plant, cranes work near water or other specialist operation.

In such cases, a process specific method statement and risk assessment is drawn up by the Contracts Manager assisted if necessary by the Safety Adviser and issued prior to any works commencing.

Operations would be reviewed from a safety angle at appropriate intervals as is the norm.

SITE ELECTRICITY

The design and installation of site electricity must only be carried out by properly qualified personnel. All works carried out must comply with the necessary regulations and codes of practice.

Voltage levels for sites:

1. Site huts; 240 volts
2. General site lighting; 110 volts single phase
3. Some heavy plant; 415 volts 3 phase
4. Portable tools; 110 volts and battery

Site Electrical Procedures

Before any work is carried out, the following procedures must be implemented:

1. The electrical services should be made dead where it could pose a risk to the building work to be carried out.
2. The appropriate warning signage must be clearly displayed
3. Electrical cables and equipment should not be positioned in such a way that it could pose a danger to others
4. All electrical equipment and cables should be given adequate protection against site operations
5. All electrical equipment once installed should be checked that it is in a safe working order and any safety devices fitted also work correctly
6. Only properly qualified operatives must use electrical equipment such as angle grinders
7. Before any work commences all operatives must be made aware off the location off all electrical services and cables in the area they will be working in. Any new operatives or visitors must be made aware of the dangers.

MANUAL HANDLING AND LIFTING

Thirty percent of all reported accidents (and probably many more unreported) occur as a result of incorrect manual handling and lifting. The intention is therefore to reduce the risk of injury.

The company is committed to reducing need for its operatives to undertake manual handling by employing mechanical lifting techniques wherever reasonably possible. Site managers will request the use of items such as hoists, cranes, telehandlers and fork lifts to manoeuvre materials and equipment around site if appropriate. Items such as wheelbarrows, trolleys, sackbarrows and pumprucks will be supplied as the situation requires.

Risk assessments will detail what mechanical steps are to be taken and will state that manual handling will only be employed where necessary and will be undertaken correctly.

The Manual Handling Operations Regulations 1992 govern the way employees should be expected to lift and move materials. These regulations state that "a person shall not be employed to move any load so heavy as to be likely to cause him injury".

The following points should be borne in mind:

1. Suitable gloves and footwear should be worn as appropriate.
2. Always lift loads with a straight back; do not bend from the hips to pick loads up.
3. Site Managers should ensure that sufficient labour is assigned to heavy lifting tasks, such as unloading, filling skips etc. If a shortage is foreseen, management should be informed.
4. Watch for sharp edges on metal handles and cans, especially damaged ones.
5. Management and the foreman should obtain suitable lifting equipment (e.g. gin wheel, pallet truck, slings etc) in advance of their being required. Employees then have a specific duty in law to properly use the equipment provided. Even a wheelbarrow or sackbarrow is a positive aid to handling heavy materials or plant.
6. There is a general duty under the Regulations for suppliers to provide materials in units of 25 kg or less and the Company is entitled to query supply of goods in larger units with the supplier.
7. If hoists are being used or if additional information is required in relation to manual and goods handling, consult pages 45-51 of Health and Safety in Construction HS(G) 150, third edition (revised 2006) for further information.
8. Remember - if the load is too heavy or awkward persons should ask for help.

NOISE

Control of noise on sites is a requirement mainly of the Control of Noise at Work Regulations (2005). The onus is on both employers to control noise and on employees to protect themselves from the cumulative, irreversible handicap of deafness brought on by continuous loud noise. As a rule of thumb, if a person engaged in a noisy operation cannot talk to someone 2m away without having to shout to be understood, then protective measures must be taken.

The Managing Director should consider the level of risk posed by the generation of noise as part of the overall site hazard assessment, ideally prior to works commencing. This assessment should be ongoing to take into account any changes in noise levels as work proceeds, both by the Contracts Director and by the Safety Adviser as part of routine Audits.

The current regulations require that the matter is addressed in the following order:

1. Eliminate the noise altogether
2. Remove the source of noise from the environment, or relocate persons away from it.
3. Protect persons against extensive exposure to noise.

There is a requirement to take specific action if a person is exposed to a regular level of noise between 80dB – 85dB, or a peak sound pressure of 135dB. Exposure to levels of noise in excess of 87dB must not be exceeded.

As a guide a busy office would be 55dB, Scaffold dismantling at 10m, 80dB, unsilenced pneumatic breaker at 1m (130dB - also the threshold of pain). 0 dB represents the threshold of hearing.

Breaking out concrete or gritblasting works typically generate noise well in excess of 87dB. Site staff must watch for operations carried out by others on site which become noisy and take steps to protect themselves accordingly. If there is doubt or query about the extent of noise levels, then specialist advice should be sought.

If noise is deemed to be in excess of 85dB, operatives should wear ear defenders or at least, close fitting ear plugs. For noise levels in excess of 87dB, ear defenders are compulsory and all possible steps must be taken to reduce noise levels as far as reasonably practical. Exposure to noise should be defrayed where possible by rotating operatives engaged in breaking out and suchlike. Plant should be fitted with silencers, mufflers etc. and special consideration given to noise when in confined spaces, near the general public, at night or near Hospitals.

Personnel must watch for the following symptoms in themselves and others, which may signify excessive noise levels and hearing impairment: noise or ringing in the ear, trouble hearing speech or TV/radio at average volumes, difficulty hearing high or soft sounds (e.g. a watch ticking). If they suspect there is a problem they should seek medical advice.

STORAGE, TRANSPORTATION AND USE OF FLAMMABLE AND CORROSIVE SUBSTANCES

The safe handling of and exposure to materials is subject to several regulations but mainly the Control of Substances Hazardous to Health (COSHH) Regulations. This requires the Company to assess the level of risk associated with handling of products used and substances generated prior to their use. No materials should be allowed on site, whether sourced by Barwin or a sub contractor, without an assessment having been undertaken and provided to site.

If an alternative process can be found that eliminates use of hazardous materials, this will be communicated to the client's representative. This is however unlikely. The choice of materials is usually determined by its suitability for the task, and by client specification. If on assessment, the Contract Manager considers substitution of a safer material to be a viable option, he will communicate this to the client and make efforts to effect the change.

Materials that are supplied to the Company with hazard warning labels or with such references on supplier's safety literature, or are generated as a by-product of its operations, eg dust, sawdust, will be assessed by the Contract Manager prior to commencement of the works. Any known or perceived hazards, risks and consequent control measures will be noted and supplied to all parties in form of a written COSHH assessment.

This information will be communicated to operatives, the favoured method being in the form of posters and information sheets displayed in canteen and common areas.

The company's ongoing training alerts personnel to the hazards of COSHH registered substances, and suitable PPE is issued as a last-resort to protect the user from their effects.

The principal hazards which may arise are as follows:

- 1 Contamination of eyes or skin by coatings, dust or particles.
- 2 Harmful effects caused by inhalation of dust or vapours produced.
- 3 Toxic effect resulting from oral ingestion or skin absorption.
- 4 Fire or explosion caused by smoking or improper use or storage of certain flammable or volatile materials e.g. petrol.

Safe handling of materials

Persons involved in handling materials must observe the following at all times:

- 1 Wear correct PPE as described in the Personal Protective Equipment section.
- 2 Read handling and safety literature printed on or accompanying the material.
- 3 Strict attention should be paid to cleanliness. Tools, mixers and workwear must be kept clean. In the working area, used bags and containers should be cleared away as directed. Do not screw lids tight on to empty solvent cans as vapour may build up and the can explode.
- 4 Never eat or drink near materials and wash hands after using them. Any deficiencies in the toilet/washroom areas should be notified or rectified immediately.
- 5 Replace lids and caps when the materials are finished with. Put half used bags of cement products into polythene bags, label and fold down. Store carefully in the designated area.
- 6 Wash all splashes of resins, solvents, dust and paints off the skin immediately with soap and water or a resin removing cream. Dry hands and skin with paper towels or hot air dryers. Never use solvents to clean the skin. They contain harmful chemicals, dry out the skin and thin the chemical thereby increasing penetration into the pores.

7 Be aware of hazards on and around sites which may not have been realised were present when the necessary risk assessments were drawn up. Examples are:

- Asbestos (see page 32)
- Needles or syringes which may have been used by drug addicts.
- Broken glass and other sharps
- Dust, from whatever source (see next section).

All these should be regarded as hazardous, left alone and reported to the site management if unexpectedly encountered.

Storage of materials

Storage and use of flammable or corrosive products must comply with the relevant legal requirements. The materials that come under this category used by the company will be solvents, cleaners and resin based paints.

- 1 Extinguishers should be provided in accessible locations and clearly signed.
- 2 Solvents, fuels, corrosive and resin based products must be kept in a secure, preferably ventilated storage compound, clearly marked with the necessary signage. Petrol and diesel should be stored in correct cans with a fluid tight top and pourer.
- 3 All other materials should be securely stored to when not required to prevent unauthorised interference and keep sites tidy.
- 4 Materials in transit must be secured or wedged so as not to roll about in transit. All vehicles must have adequate ventilation

LPG and other compressed gas cylinders

The two most common types of LPG used are Butane (Blue bottle) and Propane (Red bottle). Some appliances can use either, but because the operating pressures are different, it is important to use the correct regulator and they are not interchangeable.

When handling compressed gas cylinders, the following should always be remembered:

- Prior to use, a responsible person should check for dents in cylinders, split/perished hoses and damaged fittings, unions and connections.
- Make sure means of lighting the gas are available before it is turned on. Watch and listen for "blowback", switch the gas off immediately if this is suspected and try again more carefully.
- Cylinders must be stored in secure ventilated gas cages, **not** enclosed site containers
- Follow the instructions carefully when fitting, removing and using cylinders.

If the regulator is off and gas is smelt, or if the gas will not turn off raise the alarm, evacuate the area and call the fire brigade. Do not use LPG in a confined or enclosed area or look for leaks with a naked light.

DUST AND WASTE

The risks associated with dust should not be underestimated. Apart from being unpleasant, dust presents a hazard to eyes, respiratory tracts and skin. Cutting, grinding, sweeping, blasting, cement handling and windy weather all generate potentially harmful dust.

Grit blasting generates high velocity dust and particles, possibly containing lead (from old paint) or iron oxide (rust from steel). A higher level of protection is required to operatives in the work area.

Cutting, sawing or sanding wood for shuttering etc generates sawdust and particles of adhesive in bonded sheets such as MDF or ply. The hazards posed by sawdust must not be treated lightly and operatives must wear dust masks, keep work areas clean and warn other personnel.

Consider the following measures:

1. Use different materials e.g. pastes not powders
2. Vacuum rather than sweep floors
3. Avoid blowing dust with compressed air
4. Use dust extraction equipment ensuring dust is safely expelled
5. Handle cement bags carefully
6. Try wet cutting or blasting

Safe Disposal of Waste Materials

If the Company is a Principal Contractor, it will be necessary to prepare a site waste management plan for contracts of a certain value. As a subcontractor they should comply with any plan in place on the contract.

Disposal from site is usually done by placing in skips. The Controlled Waste Regulations (1991) require those who collect waste to be registered carriers. The company must check that a skip provider is so registered as they would be responsible if the waste were fly tipped.

There is a general duty on site staff to keep work areas clean and tidy. Operatives must safely and securely store rubbish, ideally into a skip but otherwise in polythene bags awaiting disposal. They should be aware that rubbish should be regarded as hazardous, either it contains sharps, hazardous product and dust, and bags of it may be heavy.

Rubbish piles must be kept as confined as possible and not impede gangways or roads.

Managers assessing materials under COSHH must note down any special disposal requirements of either material or container.

PERSONAL PROTECTIVE EQUIPMENT AND SAFETY HELMETS

The European regulations on PPE put onus equally on to employers to assess and provide PPE and on operatives to wear and look after it.

The Contracts Manager is responsible for supplying to site sufficient PPE (including visitor's hard hats) for staff to work in safety. The site Foreman must ensure as far as reasonably possible that PPE is issued, used correctly and looked after. All operatives must properly wear the protection supplied in accordance with written rules and signs. They must take reasonable care of it and report loss or obvious defect. It is made clear via posters and induction that abuse of PPE is unacceptable and subject to disciplinary procedure. Sub-contractors are required to supply PPE and comply in all respects with regulations and site notices.

The basic range of PPE provided by the Company to protect against the harmful effect of substances is as follows, and lists the EN standards with which the PPE must comply. Further protection would be needed for more hazardous operations, e.g. grit blasting:

Eyes/face: Hazard: low level impact (dust) and minor chemical splash,
Protection: Clear Acetate visors with headband/browguard or Direct vent Goggles or spectacles with clear polycarbonate lens to EN166.

Mouth (respiratory): Hazard: Dust, Spray mist & some fumes.
Protection: Dusmasks to minimum standard EN149 FFP2. For protection against fine dusts, spray or organic vapour consult the PPE supplier or the Safety adviser.

Other Procedures: Supply adequate fresh air/ ventilation (against fumes). Restrict or substitute solvent based products.

Hands: Hazard: dusts, chemical contamination, cuts or abrasion.
Protection: Lined abrasion, puncture or chemical resistant gloves .Rigger cloth gloves.

Other Procedures: Substitution of harsh chemical products. Barrier cream.

General skin and body: Hard hats to EN397, Ear defenders to EN352, parts 1 (over 90dB) and 2 (over 85dB). Waterproofs where needed, suitable gloves, Wet work barrier cream. During high volume grit blasting, positive pressure equipment as below. PVC or similar long sleeved jacket/trousers and gloves.

The Company expects all employees to purchase and wear steel toed safety boots on all sites.

Safety Helmets

Whilst the use of other PPE is subject to assessment, the wearing of safety helmets to EN397 is compulsory in designated areas and enforceable in law. Foreman must be fully aware of hard hat areas designated by the company or main contractor and enforce the wearing of helmets, particularly by example. Employees will be subject to disciplinary action and non-employees asked to leave site if they refuse or forget to comply. Paints, solvents, cleaning agents or non approved stickers must not be applied to helmets. They must be kept out of hot areas (e.g. car rear windows) and replaced if badly scratched, cracked or over 2 years old.

There are no common, valid medical reasons for not wearing a helmet.

PLANT AND POWER TOOLS

The following steps should be observed when using any type of plant:

1. All plant should be supplied to site in a safe working order, all safety devices must be in good working order along with all the necessary noise reduction systems.
2. The correct eye/face, ear, hand and head protection should be worn.
3. Only staff who are properly trained should use plant and they have a responsibility to look after the equipment, check it is in good working order on a regular basis and report any faults or services due.
4. Transformers and generators should not be overloaded. Advice should be sought from the power supplier if generators cut out, fuses trip or blow or plant labours or runs hot.
5. Power cable should run clear of access ways and/or securely tied above head height. Avoid tripping hazards.
6. Loose or frayed cable, cracked cases, missing guards, loose or intermittently working switches, overheating and other noted damage should be reported and the tools not used.
7. Tools must not be lowered/raised by the cable. Use the proper handles.

Compressors and air powered tools

As with other tools, the end user is responsible to look after and use tools correctly. In addition to the test certificates mentioned above, the Client may reasonably request sight of a recognised pressure test certificate for the receiver on a compressor. Plant hire companies must be alerted to this possibility by the Contracts Manager.

- 1 Compressors should be checked by a competent operative on arrival on site especially the jockey wheel, brake, engine cover stays. They should be depressurised, locked, wheel clamped, removed to a secure area and/or disabled (eg. remove the fuse and battery) to prevent tampering when not in use. Diesel must be stored in correct containers in a secure place.
- 2 Air tools, lines and fittings must also be checked prior to use for damage, fitness and excessive wear and tear.
- 3 Employees must wear protective footwear.
- 4 Disciplinary action will be taken against any employee seen directing a live air hose at other people.

Other Plant

The company endeavours to provide training and familiarisation on the safe use of all regularly used hand tools. However, angle grinders with abrasive or diamond wheels and all forms of nail gun and cartridge based fixing tool are regarded as requiring particular attention. Persons using these tools will undergo separate specific training prior to their being allowed to start work.

If the Company becomes involved in the use of unusual or unfamiliar types of plant then the supplier should be approached for guidance and training in its use. Examples are:

1. Mobile elevating work platforms.
2. Cradles or mastclimbers
3. Hydraulic or hydrodemolition equipment
4. Tippers, mechanical diggers, forklifts, dumpers and other types of mobile plant. Persons under 18 will not be allowed to drive these vehicles .
5. Cranes and hoists

Plant Maintenance

The Work Equipment Regulations require that plant systems are constructed and maintained properly, are fit for purpose, regularly tested and also advises that records of such tests are kept.

The Contracts Manager is responsible for ensuring company owned plant should be maintained and inspected by the supplier or suitably qualified person, and a certificate of test requested from them for the record.

Where plant is hired, the items should be supplied with a test certificate or tag, and this should be dated to give guidance as to when the next test is due on long term hire. The Manager should take into account the willingness of Hire Companies to provide examples of records of inspection when engaging their services.

Equipment maintenance applies to office based items too, such as kettles, computers etc. It is the responsibility of the office safety representative to see that electrical items are maintained in good condition, and records kept.

End users are reminded continually in induction training, posters and training courses to visually check the condition of all plant given to them prior to use.

Lifting equipment including harnesses must be given a thorough examination every 6 months by a competent person.

USE OF VEHICLES AND MOBILE PHONES

Employees driving vehicles on behalf of the Company must drive it in a responsible and safe manner at all times. If the driver is found guilty of dangerous driving or driving under the influence of alcohol or drugs the person's employment will be terminated.

Only operatives carrying the correct drivers licence are allowed to drive company vehicles, when given permission to do so by the company management. Before any personnel are allowed to drive their licence must be checked for the type of vehicle they are allowed to drive, including any endorsements. The personnel must also be told of their responsibilities which normally are:

1. The Company must encourage and the driver must co-operate in maintaining the vehicle in good condition and observing recommended service intervals and maintenance on tyres, brakes and MOT tests.
2. Any loads being transported should be securely tied down.
3. Any hazardous loads should have the necessary TREM cards displayed on the vehicle.
4. The vehicle must be checked to ensure it has the necessary fire fighting equipment on board when carrying hazardous loads.
5. The vehicle must be driven in a responsible and safe manner at all times. If the driver is found guilty of dangerous driving or driving under the influence of alcohol or drugs the person's employment will be terminated.

In the event of an accident the names of the other drivers involved in the accident, and their insurance details, the make, model, and registration of damage done to other vehicles and the names and addresses of any witnesses should be obtained. If necessary the policy should be notified. It is important that no fault is admitted at the time.

The directors and other senior staff responsible for setting Schedules for themselves and other employees must take into account the length of time within a day, or the number of consecutive days a person is being asked to drive significant distances.

The employee must alert senior company staff if he or she feels that the amount of driving they are doing is significant, and contributing to fatigue.

The use of hand-held mobile phones while driving, or even stationary in a queue, is now prohibited by law, and subject to a fine and penalty points. This is now Company policy.

The senior company management must consider strategies to ensure no employee is expected to make and receive calls while driving. The following should be considered:

- Employees and plant driver/ operators must be actively instructed to switch their phones off when driving.
- Voice mail messages can be changed to alert the caller that the recipient does not take phone calls when driving. They should be encouraged to leave a message or send texts.
- Senior management must oversee the supply of hands-free systems if receiving calls while driving is essential.

Notwithstanding the presence of a hands-free system, using the keypad when driving and operating plant is also now prohibited and employees must be encouraged to stop the car if they have to make a call.

WORK AT HEIGHTS

50% of fatalities at work involve falling from heights. It is vital therefore that the access offered to or selected by the Company is safe and suitable. The basic rules to follow – in preferential order - are:

1. **Avoid** working at height unless it is essential.
2. Make sure that working platforms are secure, they will not topple, they can be safely reached and will support the weight of workers and materials likely to be used and stored thereon.
3. **Prevent** persons falling using guard rails, barriers etc. at open edges, including floor edges and openings.
4. **Minimise** the fall distance using safety harnesses with proper lanyards, safety nets and similar.

Handover tickets must be obtained from fixed scaffold or cradle suppliers at initial installation and after moves or adaptations.

The company site arrangements must adequately control or address the following:

- Falling debris. There must be adequate toeboards, brickguards or other barrier in place. Site operatives should consider cordoning off the area where debris may fall
- Weather. The regulations require this to be considered so the contracts manager should incorporate a provision for operatives to deal with deteriorating weather, e.g. stop using cradles, ladders etc. at a certain point.
- Emergency procedures. If employees are wearing harnesses, or are in access such as MEWP or cradles, then a written emergency procedure in the event of fall or failure must be prepared and communicated to operatives.

The Work at Height Regulations call upon those controlling all forms of temporary access, fixed or mobile to inspect them at least every week or after high winds. If the Company is responsible, then the Managing Director must ensure that whoever is entrusted with inspection is capable and confident in doing so. In any event they should be sufficiently trained to do simple access assessments and recognise a badly unsafe working platform.

All Barwin personnel must report defects in access systems through normal channels. Individuals who are uneasy or panic at height or in some types of access must be treated with sympathy and should be reassigned other tasks. The Company will not carry out any type of work off bosun's chairs or rope cradles.

TYPES OF ACCESS

The managing director is responsible to ensure the correct type of access for the job in hand is selected, using the criteria established above.

Operatives should be trained to erect or inspect the type of access they propose to use if they are responsible for either. Where access is supplied by others, the Managing Director must ensure directly or through a competent employee that access is safe and suitable for company employees to work on.

Fixed tubular scaffold: This should possess adequate guard-rails and toeboards all around every lift. All components must be in working order. Any protection fans or hoarding should be fit for their purpose. Ladders throughout to be tied and protrude one metre above the top platform. Those to first lift level must be removed at night. Scaffold must not be altered in any way by site staff except to lift inner boards to access the face of the structure - these should be immediately replaced.

Mobile Tower scaffolds: These must be erected by a competent person trained in the assembly of mobile tower scaffolds using "continual handrail" method. Note especially: Overhead obstructions, proper use of outriggers, vertical alignment, safe working loads and moving of towers only when there is no one on it. There must be adequate cross bracing, forming a criss cross pattern up the tower.

Podium Steps: these platforms can be hazardous if not used correctly. The user must be familiar with the way podium steps are assembled. Steps should be in the correct place, cross bracing properly fitted and the unit must not be damaged. The top handrail must always be a minimum of 950 mm above the platform. The user must close the gate and apply the brakes when on the platform. The user must not attempt to move the podium steps from the platform.

Ladders, trestles and stagings: These items should only be utilised if there is no other reasonable option as dictated by the operation and site circumstance. They must be inspected by the user prior to use and any defects remedied before they are put back into service. Ladders should be taken down and secured when not in use. They should be inspected for broken rungs, distorted frames and be properly aligned prior to use and tied in if possible. All ladders, especially aluminium must be the correct way up - i.e treads uppermost. Only short duration low risk work can be done off ladders. Operatives must not reach over too far. Ladders must be secure and stable. Stays on stepladders must be fully extended.

Trestles and stagings should be firm and level. Stagings must be sound and not too narrow. Pairs of bandstands should be identical and the correct pins chained to the frame, otherwise they should be rejected.

Mobile Elevating Work Platforms: There are many types of work platforms available, and advice is best sought from specialist suppliers on the most suitable type to use.

VIBRATION – MONITORING AND CONTROLLING

Duties are imposed on all employers and employees by the Control of Vibration at Work Regulations (2005). It is now important to manage this issue more carefully than before.

The Company recognises the hazards associated with extended use of vibrating tools and the long term health risk to users. Scabblers, hammer drills and electric or pneumatic breakers and suchlike are occasionally used by Company staff, and these pose the most serious risk.

Regular and frequent exposure to vibrating tools may lead to permanent injuries. These include damage to the blood circulatory system, sensory nerves, muscles, bones and joints, collectively known as hand arm vibration syndrome (HAV). The symptoms include any or all of: painful finger blanching and whiteness in finger ends, wrist pain loss of sensation (to touch and temperature), numbness and tingling such as pins and needles, loss of grip or strength, loss of dexterity and ability to manipulate small objects.

The Contracts Manager is responsible for overseeing that all operatives are aware, via memos and training, of the existence of HAV and its consequences. He must take seriously, any notification of the above symptoms to them by the foremen or operatives and take active steps to ensure the person affected is correctly advised and treated as outlined below. Foremen who supervise sites where vibrating machinery is used must take seriously training initiatives designed to make them aware of the need to control HAV exposure.

The following steps should be taken to control the level of exposure of HAV to operatives working with such tools:

- Managers should take advice from hire companies and suppliers enabling them to obtain tools that transmit less vibration and extend safe usage time to practical levels.
- They must instigate a rota system for operations involving heavily vibrating tools. The foreman must oversee this as far as possible on a "one on one off" basis.
- The Foreman must check the condition of the tools and fitting (chisels, points, bits, drills etc.) at each use and replace worn or damaged items. Poorly functioning tools work less efficiently and increase operatives' exposure to vibration as the job takes longer.
- Insist operatives wear warm thick gloves. Most importantly these keep hands warmer. Operatives must be told not to use breakers when hands are cold.
- Operatives should avoid hunched or twisted posture that may stress muscles and restrict blood flow.
- Operatives should stop using tools periodically, rub their hands together and flex the fingers and wrists before continuing.
- The Foreman should insist operatives do not smoke when using vibrating tools. This reduces blood supply to the hands and aggravates the condition.

In compliance with the Company's duty in regard health surveillance, foremen must ask operatives who use vibrating tools regularly:

- Whether their fingers go white if exposed to cold
- If they have tingling or numbness in fingers after using the tools
- Do they have problems moving, or pain in, hand/ arm muscles or joints
- Do they have difficulty picking up small objects e.g. nails

If the answer is Yes to any of the above, the operative should be encouraged to seek medical advice and avoid using vibrating tools. If HAV is diagnosed by a medical person, the Contracts Manager must inform the HSE as this is a notifiable injury under RIDDOR.

MANAGEMENT OF ASBESTOS

It is the intention of the company to ensure that neither its employees and subcontractors nor unconnected personnel are exposed to asbestos in any form, and thus eliminate the possibility that such persons will contract any terminal and debilitating cancers and other diseases that are associated with inhalation of the fibres given off by asbestos containing materials (ACM) if they are inadvertently disturbed.

The company restricts its involvement with asbestos to ensuring it finds out if ACMs are present on site, its operatives and subcontractors are familiar with the areas where ACMs may be found and what to do if they are.

If the building being worked upon is existing as opposed to new-build, the Contracts Manager will, prior to commencement, approach the client and enquire if there is an asbestos register. This information will be used to review whether company personnel are likely to be exposed to ACMs and what can be done to mitigate the risk of contact.

Assuming the ACMs are removed or can be avoided, there remains a small residual risk that hitherto undetected examples may still be present. The company, as part of its commitment to training will progressively educate its frontline employees on techniques of how to recognise ACMs, where they might be found, and what to do if a suspect material is encountered.

If a suspect material is discovered, operatives must notify the foreman immediately. Work in the area should stop and the directors alerted. The company may, in liaison with the client, arrange for samples of the material to be removed by competent personnel and sent for analysis. If ACMs are present, then a way forward will be agreed with the client prior to work recommencing.

In suspect properties, posters will be displayed, induction procedures will be modified and instruction issued to keep the issue of the possible presence of asbestos at the forefront of the site personnel's thinking to ensure they remain vigilant and do not disturb suspect materials inadvertently.

Operatives engaged in ACM removal must undergo regular professional health surveillance and screening to ensure they remain unaffected by the material and can safely continue to carry out such works.

ENGAGEMENT OF FOREIGN WORKERS ON SITE

Barwin do engage workers who do not have English as a first language. Such persons may not be able to interpret instructions, especially safety related, in a timely manner and arrangements must be made to accommodate their requirements.

It is unusual for foreign workers with little English to be engaged on a site where there are no others of his nationality and the Company will avoid that scenario. Generally a number of workers whose command of English varies are engaged, one of whose number will be able to act as interpreter for some of the others.

The following steps will be taken on sites where this scenario exists:

- At induction, whether from Barwin or the principal contractor, the interpreter will be present to guide the individual through the instructions and warnings.
- The company's supervisor will determine the individuals level of skill, probably with the aid of the interpreter, but otherwise as he would with any new starter, and allocate work accordingly.
- The individual will be put to work alongside other persons (this tends to be the norm for new starters regardless of nationality) one of whom is sufficiently able to interpret.
- If any supervisor or manager speaks to or issues instructions to the individual, they should have an interpreter present to ensure the message is clearly understood.
- The Company will try to provide training and promotion opportunities to the individual as they would for all employees, but for safety and administrative reasons, would have to take into account the level of his ability to speak English.
- Other than that the individual's working conditions will be monitored by company supervision and management in exactly the same way they would for all employees.
- Should disciplinary action be necessary, the individual will be allowed to have with him an interpreter to help him make his case.