

**HEALTH AND SAFETY AT WORK ETC
ACT 1974**

**HEALTH AND SAFETY
POLICY**

**SMITH CONSTRUCTION (HECKINGTON) LIMITED
Station Road
Heckington
Sleaford
Lincs
NG34 9NF**

Version 2(g) - 20th January 2013

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1.0 INTRODUCTION

The prevention of accidents and ill health is one of the most important functions of all our Managers and supervisory staff because:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that this Company intends to manage health and safety and to meet the requirements of Section 2(3) of the Health and Safety at Work etc Act 1974 which requires an employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of the Health and Safety at Work etc Act 1974 and subsequent relevant Regulations and Codes of Practice.

The employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees by providing: a safe system of work; safe plant and equipment; safe means of handling, transporting, etc, articles and substances; adequate training, instruction, information and supervision; a safe place of work with safe access to and egress from the place of work; a safe and healthy environment; adequate welfare facilities; arrangements for joint consultation where safety representatives have been appointed.

The employer must also ensure that the way his/her work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than his/her employees, e.g. other contractors, visitors, public.

If the employer controls a site or premises where other persons are required to work he/she must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises, does not present a risk to their health and safety.

Persons, who manufacture, supply, etc, any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use, etc, the article or substances, etc.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the employer to assist in meeting the statutory requirement.

No person must recklessly or willfully interfere with anything provided for health and safety. Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or to prosecution of the Company.

Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work. Further information and advice on these requirements is available from our Safety Consultants - Smith Construction (Heckington) Limited - 01529 461500. British Standards, Health and Safety Executive Guidance Booklets and other publications referred to are maintained at Smith Construction (Heckington) Limited.

2.0 SAFETY POLICY STATEMENT

The Company is aware that control of health and safety in its operations, and arising out of its work activities, is an essential function of good management which leads to efficient operations, the protection of its workforce and the quality of its work.

It is the Company's policy to give a high priority to the health and safety of all of its employees in their working environment.

The Company is committed to providing, so far as is reasonably practicable, a place of work that is safe and without risk to the health and welfare of all our employees, sub-contractors and any other persons including members of the public.

Whilst accepting the responsibilities imposed by the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999 (as amended), and all relevant Regulations made under them, it is the Company's intention to be self-regulating.

This objective can only be realised through clearly defined safety responsibilities and suitable arrangements designed to reinforce the General Statement of Policy.

The specific objectives of the Company are:

1. TO SAFEGUARD EMPLOYEES AND ENSURE SAFE WORK METHODS AND WORK AREAS AND THEREBY REDUCE INJURIES, ACCIDENTS AND DAMAGE TO PROPERTY.
2. TO MAINTAIN AN UP-TO-DATE KNOWLEDGE OF RELEVANT LEGISLATION, CODES OF PRACTICE AND TECHNICAL DEVELOPMENTS IN CONNECTION WITH THE COMPANY'S OPERATIONS.
3. TO ENSURE THAT ALL EMPLOYEES KNOW AND UNDERSTAND THEIR RESPONSIBILITIES TO THEMSELVES AND TO OTHERS IN RESPECT OF HEALTH AND SAFETY MATTERS.
4. TO IDENTIFY AND TAKE MEASURES TO SAFEGUARD EMPLOYEES FROM ANY POTENTIAL HAZARD TO SAFETY OR HEALTH, RESPECTIVE TO THEIR PLACE OF WORK.
5. TO MAINTAIN PROPER PROVISIONS FOR FIRE PRECAUTIONS, FIRE FIGHTING AND SYSTEMS FOR EVACUATION IN THE EVENT OF AN EMERGENCY.
6. TO INSIST THAT THE RELEVANT SAFETY INSPECTIONS ARE CARRIED OUT AND THAT SAFETY SYSTEMS AND PROCEDURES ARE FOLLOWED.
7. TO PROVIDE INDUCTION SAFETY TRAINING FOR ALL NEW ENTRANTS AND TO IDENTIFY, SYSTEMATICALLY, TRAINING NEEDS FOR ALL LEVELS OF EMPLOYEES IN THE AREAS OF HEALTH AND SAFETY AND TO DESIGN TRAINING PROGRAMMES TO MEET THESE NEEDS.
8. TO PROVIDE APPROPRIATE MEDICAL AND RELATED FACILITIES TO SAFEGUARD THE HEALTH AND WELFARE OF ALL EMPLOYEES.
9. TO PROVIDE SUCH WELFARE FACILITIES AS IS REASONABLE, HAVING REGARD TO THE SIZE AND NATURE OF THE COMPANY.
10. TO UNDERTAKE RISK ASSESSMENT FOR ALL ACTIVITIES AND TO INFORM EMPLOYEES OF THE RESULTS.

11. TO RE-APPRAISE AND UPDATE THE HEALTH AND SAFETY POLICY AS AND WHEN NECESSARY BUT IN ANY CASE ON AN ANNUAL BASIS FOLLOWING LIAISON WITH HEALTH AND SAFETY CONSULTANTS. COMMUNICATION OF ANY SUCH CHANGES WILL BE MADE TO ALL EMPLOYEES.
12. TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE THE HEALTH, SAFETY AND WELFARE OF ALL THOSE WHO ARE NOT MEMBERS OF OUR COMPANY, BUT WHO COULD BE ADVERSELY AFFECTED BY OUR ACTIVITIES.
13. AS FAR AS IS REASONABLY PRACTICABLE TO CONSULT AND LISTEN TO ALL MEMBERS OF THE COMPANY ON MATTERS RELATING TO HEALTH, SAFETY AND WELFARE.

Signed:

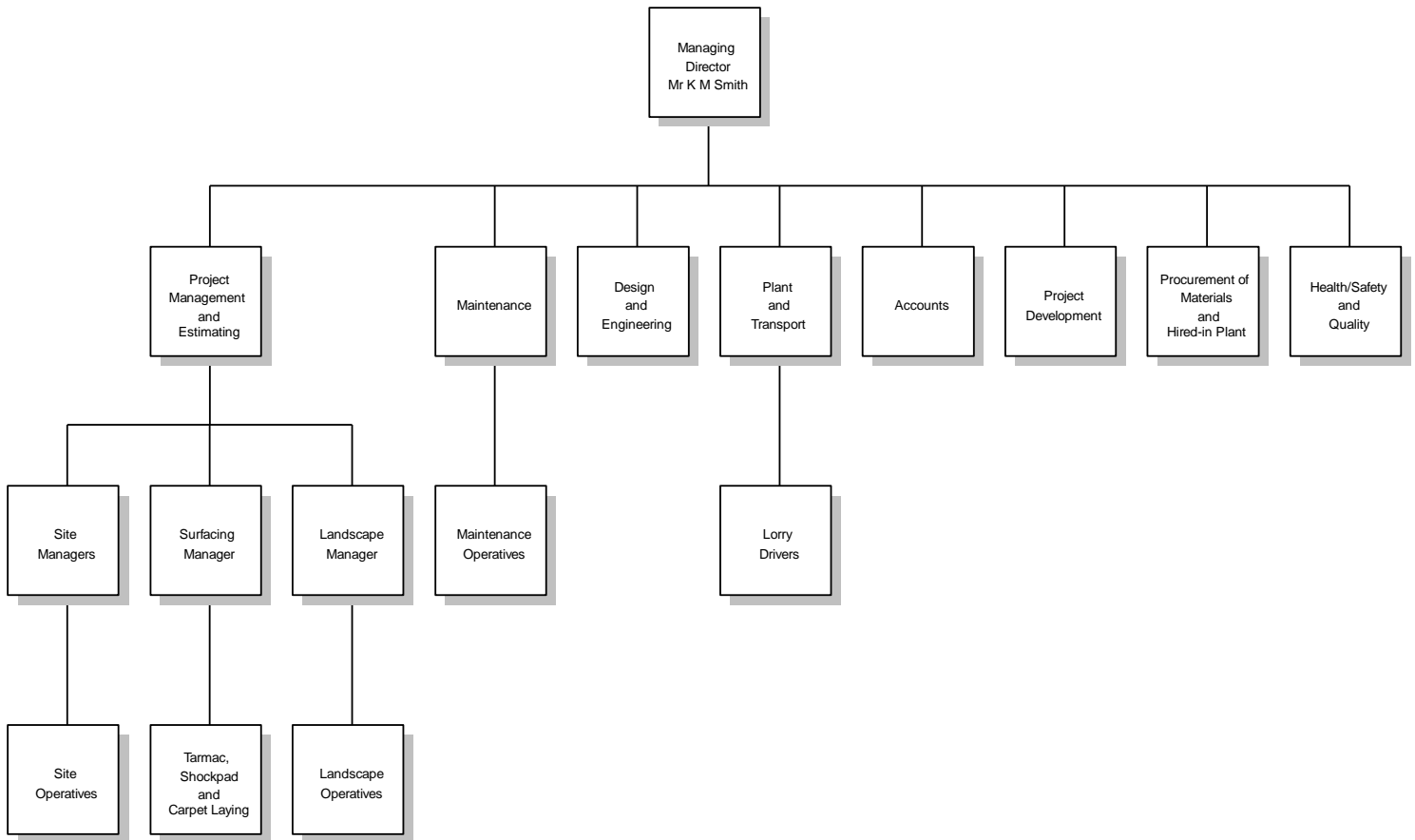

(MR K M SMITH, MANAGING DIRECTOR, FOR AND ON BEHALF OF
SMITH CONSTRUCTION (HECKINGTON) LIMITED)

20th January 2013
Date:

HEALTH AND SAFETY POLICY - SMITH CONSTRUCTION (HECKINGTON) LIMITED

3.0 ORGANISATION AND RESPONSIBILITIES

ORGANISATION CHART



The MANAGING DIRECTOR will:

- a) Accept ultimate responsibility for ensuring that compliance with all statutory responsibilities and the objectives of the Health and Safety Policy are met.
- b) Maintain an up-to-date knowledge of legislation and Codes of Practice as they affect the Company's activities. All Statutory Regulations and Codes of Practice must be adhered to and observed on site, as required.
- c) Arrange for funds and facilities, as deemed necessary, for the purpose of ensuring the upkeep and improvement, are available to meet the requirements of this Policy, as necessary.
- d) Prepare and keep up to date a statement of the Company's policy for health and safety and ensure that it is brought to the notice of all employees.
- e) Provide adequate and appropriate training for all staff as necessary.
- f) Prepare tenders that are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
- g) Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

- h) Be responsible for accident reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended) and maintain the Accident Book.
- i) Set a personal example when visiting sites by wearing appropriate protective clothing.

THE CONTRACT MANAGERS will:

- a) As far as is reasonably practicable comply with all statutory responsibilities and that the objectives of the Health and Safety Policy are met.
- b) Monitor the effectiveness of the Policy and, in consultation with the Managing Director, institute any necessary changes.
- c) Promote safe working practices among Company employees.
- d) Maintain an up to date knowledge of legislation and Codes of Practice as they affect the Company's activities. All Statutory Regulations and Codes of Practice must be adhered to and observed on site, as required.
- e) Provide adequate and appropriate levels of training for all employees.
- f) Co-operate with and act upon, any requirements of the Health and Safety Executive, Environmental Health Officer or appropriate body, as far as is reasonably practicable.
- g) Instigate liaison with external accident prevention organisations and encourage the distribution of pertinent information throughout the Company.
- h) Liaise with the nominated Health and Safety Officer whenever necessary and meet as necessary to discuss health and safety matters.
- i) Monitor maintenance of plant and equipment, in association with other nominated personnel.
- j) Undertake periodic safety inspections of the workplace and bring to the attention of others, any matter where failure to comply with statutory regulations has occurred.
- k) As far as is reasonably practicable ensure that all visitors, and contractors to site, abide by the Company's stated policy with respect to health and safety matters on site.
- l) Communicate the objectives of the Policy to all employees so that they fully understand and observe the safety rules and procedures laid down by the Company.
- m) Understand the Company Policy for health and safety and ensure that it is readily available on each site. The will plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.
- n) Determine at planning stage:
 - i) The most appropriate order and method of working.
 - ii) The provision of adequate lighting and safe method of electrical distribution.
 - iii) The allocation of responsibilities between this Company and others on site.

- iv) Hazards arising from underground and overhead services.
 - v) Welfare facilities required.
 - vi) Fire precautions.
 - vii) Any particular training or instruction required for site personnel.
 - viii) Temporary works provision (scaffolding, excavation support, etc).
 - ix) An assessment of the risk involved with the use of any substance or process hazardous to health.
 - x) Operations which may result in noise levels where action is necessary.
 - xi) Areas on sites where safety helmets must be worn.
- o) Provide written instructions on unusual situations not covered by Company Policy to establish working methods and sequences outline potential hazards at each stage and indicate precautions to be adopted. Obtain Risk Assessments and Method Statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc.
 - p) Obtain details from sub-contractors of assessments of risk associated with substances or processes hazardous to health that they intend to use and check that their planned control measures will provide protection to others on the site.
 - q) Inform sub-contractors of the proposed areas on site where safety helmets will be worn.
 - r) Ensure, so far as is practicable, that work once started is:
 - i) Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - ii) Carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
 - s) Reprimand any member of the supervisory staff for failing to discharge safety responsibilities satisfactorily.
 - t) Check over working methods and precautions with site management and Smith Construction (Heckington) Limited before work starts (preferably at a pre-contract meeting).
 - u) Take appropriate action when notified of disregard on site of Smith Construction (Heckington) Limited advice.
 - v) Set a personal example when visiting site by wearing appropriate protective clothing.
 - w) Ensure that Smith Construction (Heckington) Limited are notified of all new sites giving as much notice as possible.
 - x) Carry out any necessary notifications to Local Authorities, Police, etc, as required by Company policy.

PLANT OPERATORS will:

- a) Read and understand the Company Safety Policy and carry out their work in accordance with its requirements.
- b) Know the legal requirements affecting the use of their machine and ensure that the machine is used in accordance with those requirements.
- c) Ensure that any defect in the machine is reported immediately to the Plant Manager. Do not continue to operate the machine if the defect affects its safe use.
- d) Make regular inspections of their machine for defects at least once a week.
- e) Ask for, and use, ear protection to ensure they do not suffer from gradual loss of hearing due to prolonged exposure to noise.
- f) Never try to use the machine for work for which it was not designed. If in doubt ask the Plant Manager for advice.
- g) Wear suitable safety footwear and protective clothing as they are exposed to the same hazards as others on the site when not in the cab of their machine.
- h) Suggest ways to eliminate hazards or improve working methods.
- i) Ensure when operating their machine that other persons are well clear, especially if reversing.
- j) Ensure, if necessary, that they work with a signaller and, if so they are both sure before starting work of the meaning of signal which may be used.
- k) Report all accidents or damage, however minor, to their Manager.
- l) Check, prior to starting work, with the Site Agent or other supervision of the location of underground or overhead services. Do not approach or excavate within distances of services given in the Company Safety Policy.
- m) Ensure that if their machine is used for lifting purposes it is sited on firm, level, well consolidated base, with suitable bearing timbers used under extended outriggers, if applicable.
- n) Fulfil their legal duty to co-operate with the Company on all matters relating to health, safety and welfare.

TRANSPORT DRIVERS will:

- a) Read and understand the Company's Safety Policy and carry out their work in accordance with its requirements.
- b) Ensure that any defect in their vehicle is reported immediately to the Transport Manager.
- c) Make regular inspections of their vehicle for obvious defects.
- d) Wear suitable safety footwear and protective clothing as they are exposed to the same hazards as others on site when not in the cab of their vehicle.
- e) Always report to Site Office or a Site Supervisor before travelling around any site.
- f) Get out of the cab of their vehicle when it is being loaded with loose materials (unless suitable means are provided to protect the cab).

- g) Drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- h) Ensure before reversing that there are no obstructions or people behind their vehicle.
- i) Ensure that when reversing or driving towards an edge that a suitable stop has been provided to prevent the vehicle going over the edge.
- j) Ensure that when they have tipped their load, they do not travel forward until the tipper body has returned to the travelling position. This is particularly important on sites with overhead services.
- k) Ensure that there are no persons, plant or operations within 4 metres of the vehicle when tipping their load, in case the vehicle tips over.
- l) Report all accidents or damage, however minor, to the Transport Manager.
- m) Ensure that any load on their vehicle is well secured; also that their vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- n) Ensure that hazardous loads are carried in accordance with instructions, that any necessary signs are displayed and that the appropriate documents are available in the cab.
- o) Fulfill their legal duty to co-operate with the Company on all matters relating to health, safety and welfare.

SITE MANAGERS will:

- a) Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under their control. Carry out all work in accordance with its requirements.
- b) Know the Construction Regulations applicable to the work on which their operatives are engaged and insist that these Regulations are observed.
- c) Incorporate safety instructions in routine orders and see that they are obeyed.
- d) Not allow operatives to take unnecessary risks.
- e) Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
- f) Ensure that young employees (under 18 years of age) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
- g) Commend operatives who, by action or initiative, eliminate hazards.
- h) Not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- i) Report immediately any defects of plants or equipment.
- j) Report any accident, however minor, to Contracts Manager immediately.
- k) Set a personal example by wearing protective clothing and by carrying out their work in a safe manner.

- l) Look for and suggest ways of eliminating hazards and will bring to the notice of supervision any improvements or additions to the Company Safety Policy which they feel should be made.
- m) Fulfil their legal duty to co-operate with the Company on all matters relating to health, safety and welfare.

OPERATIVES will:

- a) Read and understand the Company Health and Safety Policy and carry out their work in accordance with its requirements.
- b) Use the correct tools and equipment for the job.
- c) Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, respirators and so on.
- d) Keep tools in good condition.
- e) Report immediately to supervision any defects in plant or equipment.
- f) Work in a safe manner at all times and will not take unnecessary risks which could endanger themselves or others. If possible they should remove site hazards themselves, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- g) Not use plant or equipment for work for which it was not intended, or if they are not trained or experienced to use it.
- h) Warn other employees, particularly new employees and young people, of particular known hazards.
- i) Not play dangerous or practical jokes or 'horseplay' on site.
- j) Report to supervision any person seen abusing the welfare facilities provided.
- k) Report any injury to them which results from an accident at work, even if the injury does not stop them working.
- l) Report any damage to plant or equipment.
- m) Suggest safer methods of working.
- n) Fulfil their legal duty to co-operate with the Company on all matters relating to health, safety and welfare.
- o) Be aware that all employees have a duty to take care of themselves and of others who may be affected by their work.

EMPLOYEES will:

All employees regardless of their position have a duty to co-operate with the Company in matters relating to safety, health and welfare.

Particular emphasis is placed on the following:

- a) The wearing of any protective equipment issued.

- b) Not to misuse any item of plant or equipment.
- c) To report defects in plant or equipment.
- d) Avoid improvisation.
- e) To replace any protective barriers that may have been temporarily removed
- f) Report all accidents to their immediate Supervisor.
- g) To adhere to Company rules in their place of work.
- h) To take reasonable care for the safety of themselves and other persons who may be affected by one's acts or omissions at work.
- i) To familiarise themselves with the Health and Safety Policy and conduct their work in a manner which is compatible with its aims.
- j) To inform a responsible person, in the first instance, of any hazardous situation they may recognise or any dangerous or potentially dangerous incident they may witness.

JOINT CONSULTATION/EMPLOYEE PARTICIPATION

Under the terms of the Health and Safety (Consultation with Employees) Regulations 1996, which came into force on 1 October 1996, the employer now has a duty to consult with all employees, on matters affecting their health and safety, whether or not they are covered by representatives appointed by recognised trade unions. Consultation may be made either directly or through an elected representative.

Proper consultation with employees on health and safety matters can make a significant contribution to creating and maintaining an effective health and safety culture within the business, resulting in positive motivation, awareness and importance given towards health and safety among employees.

At present, information is relayed to employees through the Managing Director and Managers during normal working hours, when business is informally discussed, including health and safety matters. In addition, the Directors meeting is held periodically where urgent issues of health and safety matters are raised. Information forthcoming from these meetings is passed on to employees, as necessary.

Furthermore, the Safety Officer has a responsibility to comment on health and safety within his/her report.

4.0 HEALTH AND SAFETY ARRANGEMENTS

Planning

The Directors of the Company will consider health and safety implications in all matters of policy decisions, taking into account representations from Managers, Departmental Heads and the Health and Safety Officer. While cost is an obvious element of consideration it will not prevent all introductions to working practices and systems of work being done in a manner which does not put employee's health and safety at risk.

Organisation

The responsibility structure is set out in the chart forming part of this policy. All members of the structure have an individual part to play in ensuring that health and safety is practised in the manner set out in this policy. It is expected that all will ensure that matters of potential improvement or of concern will be raised at the monthly safety meetings.

Control

Departmental Heads, Managers and Directors will ensure that all recording systems are being maintained as per the documentation referred to in this Policy.

Monitoring and Review

The way in which health and safety matters are working will be discussed and reviewed at board meetings every month. This does not preclude any matters that require attention being given immediate consideration.

5.0 GENERAL ARRANGEMENTS

This section defines the standards which relate to all employees, contractors and sub-contractors, whilst at work, and of visitors to site. It is the responsibility of all employees to observe these arrangements and behave in a safe and reasonable manner whilst at work.

Failure to comply may render employees liable to action involving an established disciplinary procedure, which in cases of gross misconduct may result in summary dismissal.

It should be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties, i.e., fines and imprisonment and potential consequential loss of employment.

The Company recognises that it is not possible to prepare in written form for every safety rule laid down by the Company as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to any reasonable, verbal instruction given.

5.1 ACCIDENT REPORTING AND PREVENTION

It is realised that accidents can occur, therefore the following procedures will be adopted, the main emphasis being on prevention.

Initially all accidents will be reported to the Managing Director, who will, if necessary carry out a preliminary investigation highlighting the main cause, this will include the taking a sufficient number of photographs to accurately record the incident. If necessary, the Managing Director will carry out an in depth investigation depending on the serious nature of the accident, e.g.

1. Anybody absent from work for seven days or more including rest days and weekends.
2. Death or a serious injury which requires hospitalisation.
3. A notifiable occupational disease.

All accidents involving a visit to the first aid container or more serious will be entered into the Accident Report Book and the Managing Director informed.

The Managing Director will be responsible for ensuring the Health and Safety Executive are notified of any reportable incidents, that is, to inform the Health and Safety Executive by telephone for fatal and major injuries or use the on-line reporting form within the required timescale.

In the event of a Near Miss or Minor Incident it is the duty of all employees to complete a copy of the relevant form which can be seen as Appendix 6.2 at the end of this Policy.

The relevant Site Manager will be responsible for ensuring that the Managing Director is notified of all such incidents/accidents along with the preventative measures implemented to prevent a recurrence.

It should however be noted that any employee wishing to raise any safety problem is encouraged to do so at the time by informing the Site Manager or direct to the Managing Director.

A list of reportable incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended) is to be found in Appendix 6.1.

The reporting procedure is to report all cases to a single point, the Incident Contact Centre (ICC), based at Caerphilly.

You can report incidents in a variety of ways:

1. Go to www.hse.gov.uk/riddor
2. By telephone - the telephone service can be used to report fatal and major injuries only - call the ICC on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm).

5.2 ADVICE AND CONSULTANCY

The local inspector's office and telephone number is:

Health and Safety Executive
City Gate West
Level 6 (First Floor)
Toll House Hill
Nottingham
NG1 5AT
Tel: 0115 971 2800.

The Employment Medical Advisory Service is situated at the same premises and the telephone number is as above.

The Safety Consultant's office and telephone number is:

S M Services
1 Chalfont Close
Melton Mowbray
Leics
LE13 0JW
Tel: 07954 402640

5.3 CHILDREN

Children under the age of 16 are not allowed on the premises under any circumstances other than when employed on recognised Youth Training Schemes when the requirements of the Management of Health and Safety at Work Regulations 1999 (as amended) must be met in full.

5.4 THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Company is aware of the CDM Regulations and shall only appoint or engage a CDM co-ordinator, designer or contractor when reasonable steps have been undertaken to ensure that the person to be appointed or engaged is competent.

The functions and duties of the client, CDM co-ordinator, designer, principal contractor, contractors and everyone are recognised and the Company (if acting as principal contractor) will prepare construction phase health and safety plan, contractors plans/risk assessments/method statements as required including the duties detailed below as required by the Regulations:

- Check own competence.
- Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work.
- Report obvious risks.
- Comply with the requirements in Schedule 3 and Part 4 of the Regulations for any work under our control.
- Take account of and apply the general principles of prevention when carrying out duties.
- Plan, manage and monitor construction phase in liaison with contractor.
- Prepare, develop and implement a written plan and site rules (initial plan completed before the construction phase begins).
- Give contractors relevant parts of the plan.
- Check competence of all appointees.
- Ensure all workers have site inductions and any further information and training needed for the work.
- Ensure there are adequate welfare facilities for their workers.
- Consult with the workers.
- Liaise with CDM co-ordinator regarding ongoing design.
- Secure the site.

If acting as a Contractor, we will comply with the Regulations, which are as follows:

- Plan, manage and monitor own work and that of workers.
- Check competence of all their appointees and workers.
- Train own employees.
- Provide information to their workers.
- Comply with the specific requirements in Part 4 of the Regulations.
- Ensure there are adequate welfare facilities for their workers.
- Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work.

- Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules.
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work.
- Provide any information needed for the health and safety file.
- Inform the principal contractor of problems with the plan.
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.

The Company will co-operate with all parties as required to update the Health and Safety Plan as required by the Regulations.

The Company needs to keep details of features of the project which could involve significant risks during the structure's lifetime together with details of services, plant and equipment for the CDM co-ordinator's requirements to prepare the Health and Safety File.

5.5 CONTRACTORS AND SUB-CONTRACTORS

A contractor is regarded as any person or Company who enters into an agreement (verbal or written) with a host Company to carry out services.

Under Section 3 of the Health and Safety at Work etc Act 1974, the employer has a duty to ensure the health, safety and welfare of all persons, not in his direct employment - and this includes contractors, sub-contractors, visitors and third parties. In essence any contractor, or sub-contractor, working on site will:

- Comply with all statutory legislation, particularly the Health and Safety at Work etc Act 1974; the Control of Substances Hazardous to Health Regulations 2002 (as amended); the Management of Health and Safety at Work Regulations 1999 (as amended), the Construction (Design and Management) Regulations 2007 and any other relevant applicable legislation.
- Familiarise themselves, and their personnel, with the work site and any hazards that may be encountered.
- Comply in principle, with the requirements of the Health and Safety Policy of this Company.
- Take precautions to protect the work site, all employees and any others that may be affected by their activities.
- Comply with all occupational health and safety legislation, applicable to the work being undertaken.
- Provide their own personnel with suitable Personal Protective Equipment, at their expense.
- Keep their employees within the designated working areas and access to it.
- Engage on any contract, only such persons as are skilled, experienced and competent in the performance of their trade.
- Use only plant and equipment that conforms to the Provision and Use of Work Equipment Regulations 1998.
- Notify the Company of any hazards and risks they may introduce.

5.6 DISCIPLINARY PROCEDURES

Guidance on Disciplinary procedures and actions should be obtained from the Office.

5.7 DRUG AND ALCOHOL ABUSE AT WORK POLICY

This policy is to be regarded as forming part of the Company Safety Policy.

The Company has a duty to employees, clients, the public and to statutory requirements.

No employee must report for work while unfit through drugs or alcohol or if alcohol has just been consumed or drugs administered. Possession or consumption of drugs (other than prescribed medications that have been declared safe by a medical practitioner) and alcohol is not permitted whilst at work. Non-compliance with these rules will result in dismissal.

Definition of drug abuse:

Any use of illegal drugs; misuse of prescribed drugs whether unintentional or deliberate including substances such as solvents and glue.

Effects of drug abuse:

Differing drugs acting on the brain can have nullifying effects with disastrous consequences. Prescribed drugs can combine with alcohol and produce unusual effects of behaviour. Alcohol and depressant drugs are particularly dangerous. Improper use may lead to addiction with all the trauma attached for self, family and friends.

Assistance:

If anyone suspects that they may have a drug problem it is essential that they seek help and professional advice themselves. Help can be obtained from or through your own general practitioner or the Employment Medical Advisory Service (EMAS) or by contacting your employer in strict confidence. All contacts, discussions and any subsequent treatments are in the strictest of confidence. Absence due to treatment will be treated as normal sickness.

The consequences of not seeking help will result in immediate disciplinary action.

Trafficking of drugs has to be reported to the police by law.

The fact that some of the work involves substances hazardous to health greatly increases the importance of ensuring that all operators are completely free of the effects of alcohol and drugs. To report for work under any degree of influence will result in dismissal - there is too much at stake. Do not take risks, if your doctor prescribes drugs of any description you must verify with him that it is safe to work and inform him of the type of work you do and of the existence of this policy.

Screening:

As many lives can be put at risk through alcohol or drug abuse, screening may take place on recruitment and thereafter at random for all duties that demand the guaranteed freedom from drug and alcohol. This is not a case of persecution but of fulfilling obligations on the various pieces of legislation, such as the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (as amended).

Alcohol:

No alcoholic drinks can be consumed on the Company premises during the working day. Any employee who is deemed to be under the influence of alcohol so that it has an effect on a safe and effective working environment will be sent home immediately and subject to Disciplinary Procedures.

5.8 ELECTRICAL EQUIPMENT

Relevant legislation covering electricity on site is contained in the Electricity at Work Regulations 1989.

Portable electrical appliances and extensions leads and any which may be hired in when required, are subject to an inspection and test by a competent person at a frequency determined by that person to ensure they are still safe to use. Documentation to this effect is available and results of inspections recorded for future reference. Ideally, all 240 volt portable appliances should be used in conjunction with a residual current device (RCD) which would be capable of cutting off the supply to the appliance at an earth fault level of 30 mA.

All fixed electrical equipment is subject to an inspection and test at intervals of no greater than five years, as implicated by the current IEE Wiring Regulations.

Any cable, plug or connection which appears to be faulty is reported to the Site Manager at the earliest opportunity for repair/replacement.

All portable electrical appliances used on site must operate from battery power or 110 volt. 240 volt supplies transformed to 110 volt must be through transformer centre tapped to earth (CTE)

5.9 EMERGENCY/DISASTER PLAN

This is in response to Regulation 8 of the Management of Health and Safety at Work Regulations 1999 (as amended).

The kind of incidents possible are:

1. Fire.
2. Explosion.
3. Exposure to toxic release.
4. Flooding.
5. Aircraft crash.
6. Violent weather conditions.

All Company employees, sub-contractors working on behalf of the Company and visitors should be made aware of any emergency evacuation procedures in force.

The Company procedure for dealing with an emergency is:

1. If working in premises other than those at Heckington, all employees must be aware of procedures required by the said premises in case of emergency, i.e., fire escape routes, fire drills, assembly points, etc.
2. In case of fire on any site all persons should be aware of assembly point, alarm points and position of fire appliances. Alarms should be raised in any case and appliances only to be used where no personal risk or risk to others is likely.
3. No person should re-enter the buildings for any reason until advised to do so by the Fire Officer/Incident Controller.

5.10 WORK EQUIPMENT/MACHINERY SAFETY

General statement

It is our policy to provide a safe working environment for our employees at all times. To help us do this, we have introduced a policy to cover the purchase and safe use of any work

equipment/machinery that will be used on our premises. This will apply to used work equipment/machinery as well as new.

The legal position

Our legal duties concerning the provision of machinery are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER).

These Regulations require that any equipment which we provide for use at work is as follows:

- Suitable for its intended use.
- Can be used safely.
- Maintained in a safe condition.
- Inspected as necessary.
- Only used by operators who have received adequate information, instruction and training.
- Contains safety markings as necessary.

Since July 2005, we also need to consider the implications of the Control of Vibration at Work Regulations 2005 on our activities. This is because we are required to specifically assess the risks of vibration which may arise from the use of particular machinery and electrical hand tools. In order to comply, it is our policy that a risk assessment will be undertaken for all activities where vibration is present. Where it is identified, all reasonable steps will be taken in order to reduce it. Where this is not possible, the assessment will record the reasons why.

Purchasing procedures

In order to achieve these objectives, we have introduced a policy to be followed by all personnel with purchasing authority. The first stage is to draw up a full specification of the machine. This will include installation details, access issues, size, vibration levels, weight of machine (to ensure that the floor can take the weight), power requirements and information on dust/fume extraction systems. In addition to this, the following requirements will apply to the purchase of both new and used equipment.

Safe use of machinery

Before any item of machinery is introduced for the first time, we will carry out a risk assessment. The purpose of this is to identify whether there are any particular hazards associated with its use in our workplace. For example, these could involve space constraints or noise levels. If it isn't reasonably practicable to reduce or eliminate these, then the risk assessment will describe to staff how these hazards will be dealt with, e.g. by the use of hearing protection. Any risk assessment findings will be communicated to employees.

Employee training

As part of our duty to maintain safe systems of work, only trained employees will be allowed to operate machinery. This training may be provided by a number of sources including our suppliers, as well as training on the job by our own staff. All records of staff training will be kept on individual employees' personnel files. In addition, we will maintain a register of trained users, which can be updated as necessary.

Maintenance

All machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. A sufficient budget will be made available to ensure the safe maintenance of any machinery. Should any employee experience a problem between routine maintenance, they should notify their immediate supervisor.

5.11 FIRE PRECAUTIONS

All fire extinguishers and other fire fighting equipment used, are checked on a regular basis, and any defects reported and dealt with as soon as possible. Fire extinguishers are subject to an examination and test annually, which is currently undertaken by an approved specialist Company.

In the event of a fire the first consideration is the safety of people. It is the responsibility of employees to know where the fire exits and extinguishers are situated, respective to their current place of work. Fire exits that are clearly identified must be kept clear at all times.

In the event of a fire being discovered:

1. Tackle the fire if able but without endangering oneself or others - if safe to do so isolate any gas or electric supplies.
2. As soon as possible thereafter, call the Fire and Rescue Services by telephoning 999 and giving precise directions with respect to the site, telephone number of the premises, the location of the fire, how serious it appears and a contact name.
3. Vacate the premises via the nearest exit.
4. Persons on site should assemble at the designated assembly point.
5. A roll call will be conducted here to ensure all persons are accounted for.
6. Persons should not re-enter the building or site for any reason until advised to do so by either the person responsible for fire precautions on site or a member of the Fire and Rescue Services.
7. If the fire poses an environmental threat then the Environment Agency must be informed.

All employees are aware of the basic principles in general fire fighting procedures and would act as the designated person with fire safety responsibilities, they will furnish the emergency services on arrival with all information required to deal with the emergency. In the first instance the individual will be responsible for ensuring the above procedure is followed.

Classification of Fire	Extinguishing Mode	Extinguisher
Class A Wood - paper - coal	Cooling	Water (Red)
Class B1 Liquids soluble in water - methanol	Oxygen depletion	CO ₂ (Black) Powder (Blue)
Class B2 Liquids non-soluble in water; petrol – oil	Oxygen depletion	CO ₂ (Black) Powder (Blue) Foam (Cream)
Class C Gases or liquefied gases escaping; methane - butane	Oxygen depletion in conjunction with cooling cylinders	Foam (Cream) Powder (Blue) in conjunction with cold water to cool cylinders
Class D	Oxygen depletion	Special dry powder

Metals such as aluminium or magnesium		containing graphite powder
Electrical Fire	Oxygen depletion	CO ₂ (Black) Powder (Blue)
Class F Cooking oil fires	Cooling	Wet Chemical Dry Chemical

The assembly point at the head office in Heckington is in the car park. If there is not a designated assembly point whilst working on any site, the designated assembly point will be outside of the premises, opposite the main entrance.

5.12 FIRST AID

The Company acknowledges the terms of the Health and Safety (First Aid) Regulations 1981.

The nominated first aider at the offices in Heckington is Bethan Lloyd-Hughes. First aid containers are located in vehicles and at the head office in Heckington. The user of the vehicle is responsible for maintaining stock levels in the container. Sara Ball is responsible for maintaining stock level of the first aid container at the office.

A minimum stock of first aid items would normally be:

A general guidance leaflet on first aid.

20 individually wrapped sterile adhesive dressings (assorted sizes).

2 sterile eye pads.

4 individually wrapped sterile triangular bandages.

6 safety pins.

6 medium sized individually wrapped sterile un-medicated wound dressings (approx 12 cm x 12 cm).

2 large sterile individually wrapped un-medicated wound dressings (approx 18 cm x 18 cm).

1 pair of disposable gloves.

This is a suggested contents list only; equivalent but different items will be considered acceptable.

5.13 GROSS MISCONDUCT

Rules covering gross misconduct

An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A serious or willful breach of the Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation/use of any item of machinery, plant, equipment or vehicle.
4. Unauthorised removal of any item of first aid equipment.
5. Unauthorised access onto the site at any time.
6. Willful damage or misuse of or interference with any item provided in the interests of health and safety or welfare at work.
7. Unauthorised removal or defacing of any label, sign or warning device.

8. Misuse of chemicals, flammables or hazardous substances or toxic materials.
9. Not adhering to smoking Regulations.
10. Smoking whilst handling flammable substances.
11. Horseplay or practical jokes which could cause accidents.
12. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
13. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
14. Dangerously overloading any item of lifting equipment.
15. Overloading or misuse of any vehicles.
16. Being incapable of work whilst under the influence of drink or drugs.
17. Refusal to obey any reasonable instruction.

The above list is by way of an example and is not intended to be an exhaustive list.

5.14 HAZARD AND RISK ASSESSMENT

Legal requirements under Regulation 3 of the Management of Health and Safety at Work Regulations 1999 (as amended), require the employer to make a suitable and sufficient risk assessment of each and every workplace. Therefore, a list of all known hazards has been drawn up, by a competent person, a proper assessment undertaken and the findings recorded and made known to all employees so that they are fully aware of them, for each and every job. The Company also recognises that to conform to the Regulations the assessments will be reviewed and, if necessary modified if there are new developments that suggest it may no longer be valid or that it can be improved.

Any work activity involving confined spaces, work at height, electrical equipment, abrasive wheels, work on specific hot processes, operation of cranes and fork lift trucks are considered to be in a high risk category and should, therefore, require a specific risk assessment to be completed.

5.15 HAZARDS AND HAZARDOUS SUBSTANCES

The predominant legislation is the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) whereby an inventory of all substances/chemicals is made; assessments undertaken; and any necessary control measures implemented.

As a consequence of the COSHH Regulations the Company has addressed the main issues, regarding all substances, and a number of options for the control of exposure to hazardous substances have been considered and implemented where necessary, following COSHH assessment, as required by the Regulations. These include elimination of substances, where possible; substitution by safer alternative substances; isolation of employees from areas where dangerous substances may be in use; other control measures such as providing good ventilation, a reduction in the period of exposure for employees, the prohibition of eating and drinking in the workplace; the use of Personal Protective Equipment and/or Respiratory Protective Equipment, which should be used only as a last resort and training and simple management methods such as good housekeeping. Employees are required to follow the above instructions and report any incidents or situations that might give rise to an unnecessary risk.

There is also a legal duty under, principally the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations, to provide health surveillance at work.

It is our policy to:

1. Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Health and Safety Regulations in order to decide if health surveillance is appropriate.
2. Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
3. Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
4. Inform affected employees and, where applicable safety representatives of the health risks and of the health surveillance procedure.
5. Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
6. Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
7. Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
8. Treat an individual's health surveillance records as confidential information.
9. Inform employees and, where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
10. Ensuring that health surveillance records are retained for statutory retention periods.

The most hazardous agents identified are detailed below:

Asbestos

These wastes are extremely hazardous to health.

Inhalation of fibres from airborne dust can to respiratory problems, possible lung cancer, asbestosis, mesothelioma and diffuse pleural thickening.

For further information and guidance can be obtained from:

- The Control of Asbestos Regulations 2012
- HSE's asbestos web pages at www.hse.gov.uk/asbestos
- Asbestos essentials gives guidance on non-licensed work - download it from the asbestos web pages
- Asbestos dust kills: Protect yourself, leaflet INDG419

Don't forget:

Be alert at all times to the dangers of working with materials that may contain asbestos. If you come across asbestos - stop work and tell your Site Manager. Avoid exposure to all dust. Protect your health and that of your workmates. Encourage them to do the same.

It is our policy to:

- What to do if you uncover or damage materials that may contain asbestos. Comply with asbestos essential em1.
- Take reasonable steps to locate materials that are likely to contain asbestos.
- Assume that any material contains asbestos unless there is evidence that it does not.
- Keep an up-to-date written record on the location of these materials.
- Monitor the condition of these materials.
- Assess the risk of exposure from asbestos and presumed-asbestos materials.
- Prepare and implement a management plan to control these risks.
- Ensure the written record on the location of asbestos materials is brought to the attention of persons who need to know e.g. our employees, building maintenance workers, contractors, etc.
- Only allow work on cement bonded asbestos, including its removal to be carried out by suitably trained and equipped persons.
- Only allow work on asbestos insulation, asbestos coating and insulating board, including sealing and removal to be done only by a contractor licensed by the H.S.E.
- Ensure that if asbestos is inadvertently disturbed, the offending work is immediately stopped, the affected area vacated and sealed off and urgent advice sought from a specialist Company.

Chemicals and Substances:

Exposure to some substances may injure health. Such effects may be acute (immediate) or chronic (long term).

Exposure may be experienced in one or more of the following ways.

- Contact with any part of the body including eyes and mucous membranes, e.g., corrosive or irritant resulting in burns or skin problems (dermatitis).
- Inhalation of mists, vapours, fumes, gases, or dusts, resulting in respiratory inflammation/irritation or further penetration via lungs to the bloodstream and to reach target organs such as heart, liver and kidneys.
- Ingestion - directly affects the digestive tract - also entering the bloodstream.

Prior to the introduction of any chemicals into the workplace the following will be implemented.

1. Material Safety Data Sheets (MSDS) will be obtained.
2. An assessment under the Control of Substances Hazardous to Health Regulations (COSHH) will be made.
3. Written control measures listed and implemented.
4. Appropriate proper protective clothing distributed.

All such chemicals and substances shall be appropriately labelled with their main and subsidiary risk along with the appropriate risk and safety phrases.

Chemicals and substances will be stored in the proper receptacles provided and segregated.

It will be a disciplinary offence to smoke or eat where chemicals are being used or stored.

5.16 HOUSEKEEPING

The cleanliness and tidiness of premises is the responsibility of each and every employee. Accumulation of excess rubbish should not be allowed since adequate waste bins/skips are available which should be frequently emptied for disposal from site.

All gangways and exits must be kept clear of obstructions at all times.

5.17 ISOLATION OF PLANT

The main purpose of safe isolation is to ensure that any item of electrically driven plant being worked upon is securely locked off to prevent any electrical energy being supplied and the plant being re-energised.

Ideally, when an item of electrically driven plant is to be worked on, i.e., components need changing or adjustments are needed to any machine, etc., it should be locked off using a padlock with the key being retained by the person doing the work. A safe written system of work is in place to implement this so that this procedure, and only this procedure, is used.

The policy will then be reviewed on a regular basis.

5.18 ISSUE OF HEALTH AND SAFETY POLICY

The Company's Health and Safety Policy will be given to all employees including new personnel along with their Statement of Terms and Conditions of Employment of which the policy will form part.

At all initial inductions of new personnel, the policy will be fully explained.

When the policy is revised this will be given to all employees who will sign confirmation of receipt. It will be the responsibility of the Managing Director to ensure these are actioned.

5.19 WORKING AT HEIGHT/LADDERS/ACCESS EQUIPMENT/SCAFFOLDING

Ladders

When working at a height a safe system of work must be put into operation to safeguard third parties, who may enter beneath the working area, as well as to ensure the safety of employees.

The Work at Height Regulations 2005 (as amended) require that:

Every employer shall ensure that a ladder is not used as a place of work, or as a means of access to or egress from a place, unless a risk assessment which must have been carried out prior to use of the ladder indicates that the use of more suitable work equipment is not justified because of the low risk and;

- a) The short duration of use; or
- b) Existing features on site which he cannot alter.

Every employer shall ensure that every person using a ladder:

- a) Has available a secure handhold and secure support;
- b) Can maintain a safe handhold when carrying a load.

Access Equipment

If access platforms or portable rigs are to be used these are the main considerations:

- a) Ensure wheels are locked correctly when rig is in use.
- b) Ensure the working platform size is within the base dimension.
- c) Outriggers are correctly located and locked in position with the wheels locked.
- d) Care should be taken when moving the rig. All persons, equipment and materials must be removed from the platform and the rig moved by pushing or pulling at the base level.
- e) The height of the working platform must not exceed three times the smaller base dimension.
- f) No rig should have a base dimension less than 4 ft.
- g) Working platforms must be provided with handrail and toe boards, and kept clear of materials whenever possible.
- h) When using access cage on fork lift trucks, the cage must be secured to the forks.

Scaffolding

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

The main considerations are:

- a) Scaffolding to be erected by a specialist Company.
- b) All scaffolds must be straight and square.
- c) All materials must be in sound condition and checked before use by the scaffolder.
- d) Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation.
- e) Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ledger connection as possible.
- f) Face bracing must be provided to all scaffolds.
- g) Ledger bracing must be fitted as required.
- h) Platform boards must be adequately supported.
- i) Guardrails and toe boards must be fitted to all exposed edges or working platforms.
- j) Scaffold will be inspected weekly and before first use by a competent person and the results recorded.
- k) Substantial alterations to any scaffold must be carried out by a competent person and inspected by a competent person and the results recorded.
- l) Scaffold will be inspected after inclement weather by a competent person and the results recorded.

Mobile Elevating Work Platforms (MEWP's) such as scissor lifts and cherry pickers may also be hired in for use from time to time. Only trained operators will be allowed to use these types of equipment.

Generally roofwork will only be carried out by qualified personnel and, as such, will follow the requirements of the Work at Height Regulations 2005 (as amended).

5.20 LEGISLATION

The Company takes account of all existing legislation and Codes of Practice and implements its requirements into its general arrangements for health and safety, where appropriate. All new legislation introduced is considered, related to the activities of the Company, and implemented at the earliest opportunity, where necessary, and this Policy reviewed to take account of any changes introduced.

Main legislation requirements applicable to this Company and addressed in its implementation of safety are:

- Health and Safety at Work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999 (as amended).
- Provision and Use of Work Equipment Regulations 1998.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Construction (Design and Management) Regulations 2007.
- Construction (Head Protection) Regulations 1989.
- Manual Handling Regulations 1992.
- Personal Protective Equipment at Work Regulations 1992.

- Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended).
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended).
- Noise at Work Regulations 2005.
- Health and Safety (First Aid) Regulations 1981.
- Display Screen Equipment Regulations 1992.
- The Hazardous Waste Regulations 2005.
- Lifting Operation and Lifting Equipment Regulations 1998.
- Electricity at Work Regulations 1989.
- Control of Asbestos Regulations 2012.
- Control of Lead at Work 2002.
- Work at Height Regulations 2005 (as amended).
- Control of Vibration at Work Regulations 2005.

5.21 LIFTING APPLIANCES AND EQUIPMENT

Lifting equipment is hired from a specialist hire company who will comply with the requirements detailed within the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and all equipment is inspected and tested at the requisite intervals of six and twelve months by a competent person.

Equipment will not be used beyond the specified end date of the inspection record.

5.22 MACHINERY AND GUARDING

No adjustments should be made unless they can be made without danger. Machines generally are provided with efficient starting and stopping devices, conveniently positioned for the purpose.

It is the duty of the competent person, engaged in any maintenance work, to ensure that all guards have been fitted, prior to running the machines. No machine or item of plant will be run until all guards are in place.

All Site Managers will ensure that all persons who are likely to use work equipment have received adequate training for that particular equipment. It must also be emphasised that personnel employed on or near moving machinery of any description should not wear loose or badly fitting garments and those with long hair and/or jewellery should also ensure that some means are employed to prevent entanglement with machinery.

5.23 MANUAL HANDLING

It is most important that manual handling procedures should be followed at all times, relative to the Manual Handling Operations 1992. These regulations stipulate that mechanical handling should be practised wherever possible, but if this cannot be done, manual handling should be undertaken, once suitable written assessments have been done by a person deemed to be competent. These assessments have been undertaken on site and relate to four distinct areas - the task, the load, the person and the environment and involves not only lifting and lowering but turning, twisting, pushing, pulling and carrying also. Techniques in manual handling are monitored and updated as necessary, to alleviate the problem of injury to personnel.

5.24 MOBILE TELEPHONE POLICY

The Company is a responsible employer which takes the health and safety of our employees seriously. Therefore we are introducing a Mobile Telephone Policy in response to the change in the law relating to the use of mobile phones whilst driving.

It will apply to both drivers of Company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones.

- It is now illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods.
- The only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make a call.
- Calls may be made and messages retrieved when the vehicle is safely and securely parked.
- Hands-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times.
- Calls made to and from a hands-free mobile phone should be kept as short as possible.
- Any breach(es) of the above policy will be treated as a serious breach of Company rules and may be treated as a disciplinary matter.
- If you are undertaking any work which may be considered hazardous and your telephone rings, stop what you are doing, ensure safe condition prior to answering. If in any doubt do not answer.

Note - you can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

5.25 NOISE

The Noise at Work Regulations 2005 places duties upon both the employer and employees with respect to noise in the workplace. Employers are obliged to organise a formal noise assessment in the workplace and to make this information available to employees to ensure they are aware of the dangers of noise induced hearing loss.

Under the Regulations a daily or weekly exposure level of 80 dB(A) constitutes a lower exposure action value at which employers shall make personal hearing protectors available on request to any employee who is so exposed. At 85 dB(A) the upper exposure action value or 137 dB(A) for peak noise the employer shall provide hearing protectors to any employee who is exposed.

The limits, which must not be exceeded, are 87 dB(A) for daily exposure, and 140 dB(A) for peak noise.

At levels at or above the upper exposure level, the employer shall:

- a) Designate the area a Hearing Protection Zone;
- b) Demarcate and identify by signs that ear protection must be worn;
- c) Where practicable restrict access to the area.

5.26 OFFICE SAFETY

Office staff should ensure that:

1. All places are kept clean and tidy and that entrances are kept clear.
2. Report to the Managing Director any defects or projections on equipment or furniture which could cause injury or damage to others.
3. Any spillage should be cleaned up without delay. The person responsible for the

spillage should ensure that this is done.

4. The Company recognises that to conform to Regulation 3 of the Health and Safety (Display Screen Equipment) Regulations 1992, users of Display Screen Equipment should be identified; those so designated are entitled to eye and eye-sight tests; both users and workstations should be assessed; and identified users should receive adequate training, relative to their duties. It is not considered that the situation on site poses a risk as no display screen equipment is used, but it will be kept under review at all times.
5. All fire doors should be kept shut, except when in use, and not 'propped' open by wedges.
6. The accumulation of excess flammable material must not be allowed.
7. The use of electrical output point adaptors is discouraged. If necessary further output points will be provided.
8. Trailing leads must be avoided.
9. Chairs must not be used as access aids to high shelves - suitable steps are provided.

5.27 PASSAGES AND WALKWAYS

Obstruction of passages and walkways is a serious hazard with the risk of personal injury. All passages and walkways should be kept tidy and free of obstructions to allow free passage at all times. Accumulation of packages and flammable material; in any areas should be kept to a minimum as a precaution against accidents and fire.

5.28 PERSONAL/RESPIRATORY PROTECTIVE EQUIPMENT

Adequate supplies of protective clothing and equipment are available where and when necessary and employees should ensure that they are using the correct protection for the relevant job. The relevant legislation is the Personal Protective Equipment at Work Regulations 1992 which definitely asks for an assessment to be made in respect of the availability of Personal Protective Equipment and/or Respiratory Protective Equipment (PPE/RPE) and its suitability.

Individual PPE/RPE may include:

Footwear:

Approved safety footwear should be worn when advised to do so by the Company.

Head Protection:

The wearing of head protection on the site is not mandatory, unless overhead work is involved. Head Protection must be worn in accordance with the Construction (Head Protection) Regulations 1989.

Eye Protection:

Safety goggles or spectacles should be worn whenever necessary or when advised to do so by the Company.

Ear Protection:

See comments under 'Noise' section.

Hand Protection:

Appropriate gloves should be worn whenever necessary or when advised to do so by the Company.

Inhalation of Dusts/Fumes:

In certain workplaces and in certain activities carried out on site it is necessary to wear suitable dust masks to offset the hazard of dust or fumes being inhaled. In some instances this may extend to the use of Respiratory Protective Equipment (RPE). When instructed to do so or when conditions dictate, this equipment should be worn.

General:

References may be made to the following legislation where necessary:

- Personal Protective Equipment at Work Regulations 1992.
- Noise at Work Regulations 2005.
- Control of Substances Hazardous to Health Regulations 2002 (as amended).

Forms will be completed on issue of any Personal Protective Equipment which will record information needed to use such equipment safely, maintain and store it. Such information is required by the Personal Protective Equipment at Work Regulations 1992.

5.29 SAFE PLACES OF WORK

The provision of a safe place of work, together with an acceptable working environment, is essential for better production and less risk to employees.

To this end, the relevant Manager will ensure that the following standards are maintained:

1. Suitable and sufficient lighting throughout the place of work.
2. Safe access/egress of workplaces.
3. Safe storage facilities.
4. Adequate working temperature.
5. Floors are in good order and not left slippery without warning.
6. Sufficient fresh air in enclosed workplaces - ventilation systems.
7. Suitable welfare facilities (i.e., toilets, rest rooms, eating facilities, changing facilities, etc.).
8. Segregated traffic routes, where possible.
9. Work equipment is maintained in good repair.
10. Work equipment is clearly marked as to what it controls and where its point of isolation is.
11. Working platforms that comply with statutory legislation are provided for all work above ground level.

12. All excavations which present a danger of collapse or falling in are suitably guarded and supported.
13. All underground services are located and clearly marked.
14. Overhead cables are either isolated, sheathed or clearly indicated with height restriction devices.
15. Lone worker situations are suitably provided for.

5.30 SAFE STACKING AND STORAGE

All materials for use will be stacked and stored in a manner that does not cause accidents or injury. Stacking height limits must be observed. All materials must be stored in their allocated place and not left lying around.

5.31 SAFE SYSTEMS OF WORK

Wherever necessary written safe systems of work and method statements are used to instruct personnel on procedures. Permit to work systems are used when required.

Safe systems of work and method statements are issued where required and are monitored on a continual basis to ensure they are still valid.

Hazards are identified prior to work commencing and suitable controls put in place. Should any deficiencies become apparent, these must be reported to the Site Manager immediately.

5.32 SAFETY SURVEY/INSPECTIONS

Safety surveys/inspections are undertaken on site to ensure arrangements, already set out in this Policy, are effectively being complied with and to highlight any areas where improvement might be necessary. This procedure is on-going and undertaken on a regular basis by the Site Manager.

5.33 STAFF WELFARE

Wherever possible arrangements will be made with the client and/or principal contractor for the use of welfare facilities under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site.
- Eating/rest facilities accessible on site.

Where these facilities are not provided by the client or principal contractor, the Company will provide suitable welfare facilities.

5.34 STRESS AT WORK POLICY

General statement

The Company is a responsible employer and is aware of our duty of care regarding the mental health and welfare of our staff. For this reason, we will take all reasonable steps to ensure that staff are not placed under excessive stress by their work.

Legal position

The Health and Safety at Work etc Act 1974 requires us to take reasonable steps to look after our employees' mental health and welfare. This means that we need to ensure that staff do not have excessive demands placed on them by their job. As stress is also caused by bullying, harassment and violence, we are required by law to provide a working environment which is, as is reasonably practicable, free from these influences. However, we are legally entitled to assume that all staff can cope with the normal day-to-day pressures of their job. If this is not the case, staff have a duty to inform us.

Definition of stress

The Health and Safety Executive has defined stress as follows:

"The reaction people have to excessive pressures or other types of demands placed on them. It arises when they worry that they cannot cope."

In other words, stress occurs when the pressures on a person exceed their ability to deal with them.

Procedures

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress, the following procedures should be implemented:

- At first instance, the employee should inform the Managing Director. He or she will treat the matter with sympathy and in confidence.
- If necessary, we will carry out a stress risk assessment. This will include a review of the employee's actual duties against those described in their job description.
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced.
- If appropriate, the employee will be referred to a doctor of the Company's choice for a medical assessment. Alternatively, the employee may be offered counselling.

Non-work problems

Whilst we are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance.

Therefore, we would encourage employees to make us aware of any problems which are causing them concern.

5.35 TRAINING

Training is vital and essential to a successful business, as well as there being a legal requirement, placed on the employer to train, instruct and inform. It is our intent to methodically and systematically assess on an on-going basis, our training needs and to improve performance by appropriate methods. Training includes instruction to enable employees to identify hazards, to introduce systems for controlling these identifiable hazards and the recognition of safe working practices.

The responsibility for ensuring that each employee is fully competent to perform their allocated duties in a safe and efficient manner is that of the Managing Director and will be shown by records kept.

Any external specific training necessary will be made available.

Our specific aims are:

- To provide induction training for all new employees or existing employees, where applicable. This would include:
 - i) Fire procedures applicable to the premises.
 - ii) Location of first aid containers and names and locations of authorised and appointed first aiders.
 - iii) Instructions regarding any *prohibited areas* and *no smoking laws*.
 - iv) Instructions regarding the use of Personal/Respiratory Protective Equipment, including details on when and where to use it.
 - v) Instruction relating to their specific place of work.
- To provide asbestos awareness training for all employees who are liable to be exposed to asbestos fibres at work.
- To ensure employees are fully trained in the use of any equipment they may use and for them to receive adequate safety training specific to the job to enable him/her to perform that job without risk, regarding health and safety.
- To ensure that any new equipment to be introduced is assessed for training requirements before use.
- To see that regular refresher training is provided.
- Adequate training is provided for all employees at all levels.
- To ensure adequate supervision during periods of training.

5.36 TRANSPORT AND DRIVING ON COMPANY BUSINESS (OCCUPATIONAL ROAD RISK)

General Statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on Company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-vehicle drivers on company business, as well as basic guidelines on driver health.

Legal position

We have a duty under the Health and Safety at Work Act etc 1974 to take steps, as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work to control and manage any risks which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended).

We also have duties under the Road Transport (Working Time) (Amendment) Regulations 2007, which govern the hours we expect our drivers to be on the road. Where applicable, this policy is also based on the relevant provisions of the Road Traffic Act 1988 and its subsequent amendments. Road traffic accidents that result in a fatality may also lead to action being taken under the Corporate Manslaughter and Corporate Homicide Act 2007.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- Where a Company vehicle is provided, employees must always report any suspected mechanical defects to the Plant Manager. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle.
- If an employee uses their own vehicle for business use, they will be required to maintain it in a roadworthy condition.
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure.
- Staff should follow any advice given on route planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion etc.
- Staff should also follow any instructions given relating to driving hours and in particular, any requirement to record time spent driving.
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so.
- Staff should always drive within speed limits and according to the prevailing weather conditions.
- Before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

Additional procedures regarding smoking in vehicles

The law regarding smoking in Company vehicles changed in 2007. As a result, smoking is banned in most enclosed Company vehicles.

A Company vehicle must be smoke-free if it is used for work by more than one person, even if the persons who use the vehicle do so at different times, on different days or only intermittently.

Smoke-free Company vehicles will be signed accordingly and this rule must be observed.

If an employee uses their own vehicle or a Company vehicle for business purposes, the ban does not apply unless it is being used for work by more than one person, either as a driver or passenger. Pool vehicles therefore will be designated "no smoking" vehicles.

Drivers who use their own vehicles on Company business shall prohibit smoking if passengers are carried during that business.

Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles on Company business to produce basic documentation. Where this is necessary, the Plant Manager will take responsibility for checking the following on an annual basis:

- The employee's driving licence.
- If the vehicle is more than three years old, the current MOT certificate.
- Insurance documents indicating that the vehicle is insured for business use.

Employee duties

Section 7 of the Health and Safety at Work etc Act also places a responsibility on employees to assist us in complying with our legal duties. They are required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- Ensure that they have the correct class of insurance for the use of a private vehicle on Company business.
- Keep their insurance up-to-date if using their own vehicle on Company business.

- Make available copies of the above documents annually or when requested to do so.
- Inform the Plant Manager of any changes in circumstances, e.g. penalty points, new insurance company or vehicle.
- Keep any private vehicle used on Company business in a roadworthy condition.
- Have regular eye tests and ensure that any necessary glasses for driving are worn.
- Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.
- Ensure that they keep up-to-date with changes to the Highway Code.

III-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even over short distances.

As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health.

General information

On site material handlers, scissor lifts and mobile elevating work platforms and general construction equipment and machinery are used. All drivers of these machines must have received the necessary training for this class of machine, and are therefore certificated and authorised to drive. Re-assessment driver training will be undertaken at least once during a five year period.

Under no circumstances may anybody stand or carry out any type of operation on fork lift truck forks unless an adequate platform has been provided, which conforms to the Regulations.

Drivers must not transport passengers (unless there is a seat duly provided for this purpose).

Loaded mobile elevated working equipment may not be moved unless all statutory and manufacturers requirements are met.

On parking any item of plant or equipment the handbrake should be applied and the ignition keys removed.

5.37 VIBRATION

Exposure to vibration from work with power tools held by hand such as concrete breakers, vibrating rammers, sanders, angle grinders, hammer drills, jigsaws, etc., or from other kinds of vibrating equipment, can cause reduced circulation of the blood and damage to the nerves and muscles of the arms. Collectively, the conditions that can result from vibration exposure are known as hand-arm vibration syndrome (HAVS).

The best known form of HAVS is vibration white finger (VWF) which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.

The signs to look out for are:

- a) Tingling and numbness in the fingers.
- b) In the cold and wet, fingers go white, then blue, then red and are painful.
- c) You cannot feel things with your fingers.
- d) Pain, tingling or numbness in your hands, wrists and arms.
- e) Loss of strength in hands.

Our policy for minimising the risk:

- a) When purchasing or hiring - check manufacturers' literature and information for test levels.
- b) Look for alternative ways of working which reduce or eliminate vibrating equipment.
- c) Ensure employees use the most appropriate equipment for the job.
- d) Minimise the time individuals use the equipment by job rotation.
- e) Break up periods of continuous use of equipment by introducing other tasks.
- f) Ensure that employees use good posture.
- g) Ensure tools are maintained properly.
- h) When practicable provide tool support to take the weight of the tool.
- i) As a last resort provide vibration absorbing gloves.
- j) Regularly questioning employees to see if they have any symptoms and completion of the health surveillance form.

5.38 VIOLENCE

General statement

The Company is a responsible employer and take our duties under the Health and Safety at Work etc Act 1974 seriously. For this reason we have formulated this policy to help us comply with our legal duties. These include the provision of a safe place and a safe system of work for our staff and others who may be affected by our business activities. We recognise that both violence at work and threatening behaviour are issues of concern to many staff and this could have health and safety implications for the Company. Due to its importance, this violence at work policy also forms part of the Company's overall Health and Safety Policy.

Violence at work

Violence at work has been defined as 'any incident in which the person is abused, threatened or assaulted in circumstances relating to their work'. Whilst this definition applies to all staff, some may be at more risk than others. In our own workplace, we have identified the following groups of staff as being most at risk:

- Those who deal directly with visitors and customers, employees on the premises and members of the public.

The legal position

The Health and Safety at Work etc Act 1974, S2(1) provides that 'it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees'. We also owe visitors such as customers, members of the public and suppliers similar duties.

In order for us to fulfill these duties, we will do the following:

- Carry out a risk assessment in order to assess the risks to staff and other visitors.
- Decide what control measures, if any, are necessary.
- Implement any control measures if the assessment shows that they are necessary.
- Monitor any arrangements to ensure that they are effective.

Employees' duties

All employees have a responsibility to take reasonable steps to ensure that they do not place themselves, or others, at risk of harm. Employees are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors.

Procedures

The following are guidelines on action that we will take to reduce the risk of violence to staff and visitors. They are not exhaustive, but are a set of principles to be followed if a risk is perceived.

- As part of the risk assessment process, we will talk to staff across the Company in order to assess what, if any, further measures are required.
- Staff are actively encouraged to discuss with the Managing Director any concerns that they may have and all approaches will be treated sympathetically
- Any incidents of violence must be entered in the Company accident book as well as being reported to the Managing Director. This includes all incidents of violence, threats and verbal abuse
- If an incident causes a member of staff or a visitor to suffer death, major injury or more than three consecutive days off work (including weekends) an accident report will be made under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended).

Dealing with visitors

The safety of our employees is paramount. So if anyone finds themselves dealing with rude or aggressive persons, they must never return aggression as this is how anger can escalate into violence. Try to adopt a calm and reassuring attitude and speak slowly and gently. In the unlikely event that a situation escalates, employees should always withdraw from it.

Staff training

Should a risk assessment identify that staff training is necessary in order to reduce the risks, then suitable training will be given.

Advice and counselling

The Company recognises that in the event of an employee being a victim of violence, some counselling or other specialist help may be required. So it is our intention to deal with these cases constructively and sympathetically. The Managing Director will be able to give you

advice and guidance on how to obtain help and assistance with any workplace violence related issue. All requests for help will be treated in the strictest of confidence.

5.39 VISITORS AND OTHER PERSONS

The Company is responsible for all visitors to/on site and to ensure their safety all employees of the Company are requested to co-operate in the policies created for the safety of non-employees. Visitors to site must report to the Site Manager. He, or she, will then be instructed in any specific site hazards and precautions taken. Upon departure the visitor must also ensure that the Site Manager is aware of him/her leaving the site.

The specific site hazards typically would generally be:

- To respect the smoking Regulations.
- To wear PPE as directed.
- To know how to react to a fire alarm.
- To remain in the designated walkways.
- To generally follow any reasonable instruction given by their contact on site.

As a general rule unaccompanied visitors are not allowed on any site the Company controls.

It is not permitted for any person not directly involved in any operation of the Company to approach or encroach on any of the activities. Bona fide visitors must be directed to the site office of the Company. Exceptions to this rule are personnel from the Health and Safety Executive. All employees are requested to co-operate in the enforcement of this ruling.

5.40 WASTE DISPOSAL

Any general waste produced on site is to be placed in the designated containers. The Hazardous Waste Regulations 2005 stipulate the action to be taken with all other waste material. This should be placed in appropriate containers provided for the purpose.

5.41 WORKMANSHIP STANDARDS

It is a legal requirement, under the Health and Safety at Work etc Act 1974, that all work undertaken has to be carried out in a competent and workmanlike manner to ensure the safety and health of all concerned.

6.0 APPENDICES

6.1 **Notifications required to be made to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended).**

Deaths - all deaths arising out of or in connection with work.

Reportable major injuries:

- (a) Fracture other than to fingers, thumbs or toes
- (b) Amputation
- (c) Dislocation of the shoulder, hip, knee or spine
- (d) Loss of sight (temporary or permanent)
- (e) Chemical or hot metal burn to the eye or any penetrating injury to the eye
- (f) Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- (g) Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours
- (h) Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent
- (i) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- (j) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

Over-three day injuries and over-seven day injuries

The reporting requirements for over-three-day injuries to workers have changed to over-seven-day injuries. You must now report work-related injuries where a worker has been incapacitated for more than seven consecutive days. You must still keep a record of the accident if the worker has been incapacitated for more than three consecutive days. The deadline by which an over-seven-day injury must be reported is 15 days after the accident.

Reportable dangerous occurrences:

- (a) Collapse, overturning or failure of load-bearing parts of lifts and lifting machinery
- (b) Explosion, collapse or bursting of any closed vessel or associated pipe work
- (c) Failure of any freight container in any of its load-bearing parts
- (d) Plant or equipment coming into contact with overhead power lines
- (e) Electrical short circuit or overload causing fire or explosion
- (f) Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- (g) Accidental release of a biological agent likely to cause severe human illness
- (h) Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- (i) Malfunction of breathing apparatus while in use or during testing immediately before use
- (j) Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- (k) Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall

- (l) Unintended collision of a train with any vehicle
- (m) Dangerous occurrence at a well (other than a water well)
- (n) Dangerous occurrence at a pipeline
- (o) Failure of any passenger restraint or load-bearing part of fairground equipment, or derailment or unintended collision of cars or trains
- (p) A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
- (q) A dangerous substance being conveyed by road is involved in a fire or released
- (r) Unintended collapse of: any building under construction, alteration or demolition where over five tonnes of materials falls; a wall or floor in a place of work; any false work
- (s) Explosion or failure causing suspension of normal work for over 24 hours
- (t) Sudden, uncontrolled release in a building of:
 - 100 kg or more of a flammable liquid;
 - 10 kg or more of a flammable liquid above its boiling point; or
 - 10 kg or more of a flammable gas; or
 - 500 kg of these substances if the release is in the open air
- (u) Accident release of any substance which may damage health

The full list of reportable diseases, and the work activities they relate to, can be found in regulation 5 and Schedule 3 to the Regulations.

Smith Construction (Heckington) Limited

Accident/Near Miss Report Form

For every 200 near misses there is one accident. Address the near misses and eliminate the accidents

A near miss is an unplanned incident which could under different circumstances, have resulted in injury to people or damage to property, tools or equipment	
Please enter below details that will help investigate the incident and generate action to eliminate it as a potential cause of an accident	
What happened? (Short accurate description)	
What could have happened?	
Where did it happen:	
Site:	
Area:	
Machine or equipment:	
When did it happen:	
Time:	Date:
What action was taken immediately to reduce the danger?	
What do you think should be done to permanently reduce the danger?	
To be completed by the Site Manager - action planned or taken:	
Comment on cause:	
Time Scale:	
Any short term action?	
Individuals Name:	Site Managers Signature:
Date:	Date:

Appendix 6.2