

Feltham Construction Ltd Health and Safety Policy



MAY 2024

Prepared in association with:
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Amendment Schedule

CHANGE NO.	DATE	DETAILS	BY
1	May 2010	Policy reviewed and updated	GM
2	June 2011	Policy reviewed and updated	NM
3	May 2012	Changes to Asbestos from 2006 to 2012 Regulations pg.39, 45, 46, 52, 85, 86.	NM / JA
4	June 2012	Changes to RIDDOR to reflect new timescales Pg.62,63.	NM/JA
5	June 2012	'Welfare & First Aid' section updated to reflect new British Standards for First Aid Kits	NM
6	Aug 2012	Additional sections added to the 'Equal Opportunity Policy Statement' as advised by Feltham Construction Ltd.	NM
7	June 2013	H&S Policy reviewed and updated RIDDOR notification timescales, Revocation of The Construction Head Protection Regulation 1989	NM
8	June 2014	Policy reviewed and updated	HA
9	June 2014	Policy reviewed and updated	SE
10	May 2015	Policy Reviewed & Updated	RW
11	May 2016	Policy Reviewed & Updated.	RW
12	May 2017	Policy Reviewed & Re Issued	RW
13	May 2018	Policy reviewed & re issued	AH
14	May 2019	Policy reviewed & reissued	AH
15	May 2020	Policy reviewed & reissued	MC
16	May 2021	Policy reviewed & reissued	II
17	May 2022	Policy reviewed 7 reissued, update to PPE section	II
18	May 2023	Policy reviewed & reissued: Amendment to Work at Height section equipment selection flow chart page 166	II
19	May 2024	Policy reviewed & reissued Delete Lee Cameron insert Adam Jervis Amend smoking ban section Change title of <i>stress in workplace</i> to <i>mental health and stress in the workplace</i> .	II

Introduction to Your Safety Policy

The safety policy is designed as a living document and should always reflect how your business operates.

It comprises three parts:

1. Policy Statement

This summarises the business commitment to health and safety, details general responsibilities and gives information relating to arrangements for implementing the policy and ensuring that it is kept current.

The Policy Statement should be signed by the Managing Director and be displayed prominently, or made available at all sites and workplaces.

2. The Organisation – Roles and Responsibilities

This describes the structure of the business in terms of health and safety responsibilities. There should be a section relevant for everyone in the business. This section will summarise how external health and safety assistance will fit into the business structure.

All operatives need information from this section in so far as it relates to them.

3. The Arrangements Section

This details and provides guidance on the specific day to day arrangements and responsibilities for controlling or eliminating the types of hazards to health and safety that may arise as part of the business activity.

All operatives need information in this section in as far as it relates to them and this should be included in;

- Induction training
- Health and safety booklets
- Site rules
- Tool box talks
- Refresher training etc.

If you have any queries or problems, please contact Safety Services (UK) Ltd at;

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Section 1
Feltham Construction Ltd Health and Safety Policy Statement

Feltham Construction Ltd Health and Safety Policy Statement

Feltham Construction Ltd recognises its responsibilities under the **Health and Safety at Work etc. Act 1974** and other relevant safety legislation with regards to its employees and others who may be affected. The Company also recognises that Health and Safety should be considered equally with quality and performance when work is being considered or undertaken.

Feltham Construction Ltd will provide such information, training, supervision, plant and equipment as necessary, to identify, eliminate or control hazards and risks at the workplace. Adequate resources will be provided for this purpose. The overall objective is to achieve as far as reasonably possible a safe and healthy workplace for all employees and those affected by its activities.

Any Feltham Construction Ltd employee who supervises or manages the use of work equipment shall have received adequate training for the purposes of health and safety, including training in the methods that may be adopted when using the work equipment, any risks that such use may entail and precautions to be taken.

All employees and sub-contractors are expected to co-operate with Feltham Construction Ltd in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

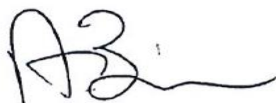
The Board of Directors has appointed Adam Jervis as having particular responsibility for Health, Safety and Welfare and is to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

The Management and staff of Feltham Construction Ltd will monitor the operation of this Policy to encourage and strive for continual improvements in health and safety performance as an ongoing action. To assist in this respect, Feltham Construction Ltd has appointed Safety Services (UK) Ltd as Safety Advisers to give advice on the requirements of the relevant statutory provisions and safety matters and, on request, to visit sites and workplaces to ensure compliance.

This Statement of Company Policy will be displayed prominently or made available at all sites and workplaces.

In addition, the Organisation and Arrangements for implementing the Policy will also be available at each site and workplace. A full copy of the Policy is held at, **Feltham House, 42 London Road, Newbury, Berks, RG14 1LA**, for reference by any employee as required.

This Policy will be reviewed on an annual basis to reflect any changes in legislation.



Signed:

Managing Director

20th May 2024

Section 2
Organisation
Roles and Responsibilities

Organisation – Roles and Responsibilities

The effectiveness of this Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with Andrew Brown but specific duties are delegated to others according to their function, experience and training.

Feltham Construction Ltd Directors, both individually and collectively will ensure that this Policy is applied throughout the whole Feltham Construction Ltd as well as within the departments for which they have direct responsibility.

Similarly, all Managers must ensure that the objectives set out in this Policy are undertaken in their area of responsibility as well as in other areas in which their work integrates.

Site Management will ensure that all operatives, sub - contractors and visitors to site adopt and implement this Policy.

Each individual person has a duty of care to themselves as well as to all those they come into contact with during any part of the working day.

Managing Director

Initiate the Company Policy for Health, Safety and Welfare to prevent injury, ill health, damage and wastage; set targets for the reduction of accidents.

Ensure that the Company Directors are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.

Encourage training for all levels of employees.

Ensure that safety directives (new legislation, etc.) are conveyed through all management levels down to site.

Sanction the necessary funding for adequate welfare facilities and equipment, training and all matters of health and safety to meet the requirements of the Company Policy.

If contacted by a member of staff or by the HSE directly regarding any potential issue that may result in prosecution, prohibition or improvement ensure that the circumstances are investigated, either personally, by a member of senior management or by the company safety advisors to ensure that the situation is remedied and that the likelihood of a recurrence is reduced.

Set a personal example when visiting sites by wearing the appropriate clothing and/or protective equipment.

Monitor effectiveness and review periodically.

Directors

Know the appropriate statutory requirements affecting Feltham Construction Ltd operations. Know and promote the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees. Ensure that appropriate training is given to all staff as necessary.

Administer the Policy throughout Feltham Construction Ltd with an individual Director nominated as being responsible for health and safety.

Insist that sound working practices are observed throughout the Company as laid down by Codes of Practice, and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, ill health, damage and wastage.

Promote liaison on health and safety matters between Feltham Construction Ltd and others working on the site.

Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.

Support arrangements for funds and facilities to meet the requirements of the Company Policy.

Set a personal example when visiting sites by wearing appropriate clothing and/or protective equipment.

Arrange for regular meetings with the appropriate personnel to discuss Feltham Construction Ltd accident prevention, performance, possible improvements etc.

Director Responsible for Health & Safety

Monitor the effectiveness of the Company Policy for Health, Safety and Welfare against the safety performance of the Company. Initiate any changes, developments and amendments to the Policy as and when necessary. Receive information regarding new safety legislation or changes in existing legislation and liaise with the Company Director's and other relevant staff regarding the interpretation of such information and the actions required in order to meet the legislation.

Promote an interest and enthusiasm for health and safety matters throughout Feltham Construction Ltd and foster an understanding that injury prevention and occupational hygiene are an integral part of business and operational efficiency.

Ensure that Feltham Construction Ltd Directors, Managers and employees are aware of their responsibilities and that each administers the requirements of this Policy within their department and with due regard to all other departments.

Report to the Board on all matters relating to safety and training, new safety directives and legislation and seek to establish the Company's response. As a result instigate the necessary changes throughout Feltham Construction Ltd.

Assist all levels of staff with implementation of safety legislation by:-

- Obtaining copies of the legislation and any codes of practice for issue to senior management.
- Arrange training for all levels of employees.
- Obtain visual aids etc. to promote awareness of injury prevention and hazards to health.
- Ensure that regular site surveys are carried out to see that only safe and healthy methods of working are in operation and that all regulations are being observed.

Maintain contact with official and professional bodies e.g. the Health and Safety Executive (HSE), Local Authorities, Fire Authorities, Royal Society for the Prevention of Accidents (RoSPA), British Safety Council, Institution of Occupational Safety and Health etc.

Inform the Health and Safety Executive (HSE) of all notifiable accidents. Assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing re-occurrence. Supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.

Set a personal example when visiting sites by wearing the appropriate protective clothing, including safety helmet and safety footwear if necessary.

Retained Health and Safety Consultants

Feltham Construction Ltd's nominated safety consultants are Safety Services (UK) Ltd whose main responsibilities are to:

- Advise Senior Management and Feltham Construction Ltd Safety Officer of any new safety legislation or changes in existing legislation.
- Provide an interpretation of safety legislation so that the management fully understands the actions required in order to comply with the requirements of the legislation.
- Assist with initial implementation of the changes in safety legislation.
- Suggest, and provide if required, suitable training for all levels of employees, suggest the use of visual aids etc. to increase awareness of accident prevention and hazards to health.
- Recommend to Senior Management ways to improve working conditions.
- Investigate notifiable accidents or dangerous occurrences, submitting to Feltham Construction Ltd a written confidential report.
- Undertake pre-arranged site audit visits submitting an audit report to the nominated individuals for information and observation 'close out'

It is Feltham Construction Ltd's responsibility to ensure that Safety Services (UK) Ltd is notified of any sites requiring audit visits.

It should be remembered that whilst there is no statutory reason for such notification consideration should be given to the nature of the work, taking into account that safety regulations apply to all sites irrespective of the time factor.

-
- Safety Services (UK) Ltd will ensure that regular systematic inspections are carried out of all sites, which have been notified.
 - Safety Services (UK) Ltd will ensure that a copy of the electronic report is forwarded to the pre agreed Feltham Construction Ltd nominated individuals.
 - The site or factory foremen, or his/her delegate, shall wherever possible, accompany the visiting Safety Adviser during their site audit.
 - The Safety Adviser will analyse site inspection reports and concentrate on weaknesses that may become evident from such reports.
 - The Safety Adviser will stop a job if, in their opinion, the place, condition or method of work is dangerous.
 - Safety Services (UK) Ltd expects Senior Management to give full backing to the Safety Adviser in all matters appertaining to safety.

Construction Director

Understand the Company Policy for Health, Safety and Welfare and administer its day to day practicalities and appreciate the responsibility allocated to each level of staff. Ensure that all works are planned in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM2015)** and other relevant legislation.

Ensure that Contract Managers carry out their work to the required standards as laid down in this Company Policy. Apply the same standards to any work personally undertaken.

Ensure that all necessary Construction Phase Health and Safety Plans are produced prior to commencing work on site.

Ensure that all contractors/designers are assessed for competence and resources, in health and safety matters, prior to their appointment to work on a project.

Ensure that Contract Managers allocate adequate resources to cover sound working methods and reasonable welfare facilities.

Take disciplinary action against those who fail to work to the required standards of health and safety.

Set a personal example on site by wearing protective clothing, including safety helmets and footwear as required.

Roles and Responsibilities;

- Understand Feltham Construction Ltd Policy for Health, Safety and Welfare and ensure that it is readily available on each site.
- Plan all works in accordance with policy requirements and ensure that it is regularly examined to establish if improvements or additions should be made
- Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.
- Determine at planning stage:
 - The requirements of the pre-construction information on CDM projects.
 - The most appropriate order and method of working.
 - The provision of adequate lighting and safe method of electrical distribution.
 - The allocation of health and safety responsibilities to each level of staff.
 - The welfare facilities and basic fire precautions required.
 - Any particular training or instruction required for personnel.
- Provide written instructions in situations not covered by Feltham Construction Ltd Policy to establish working methods and sequences, outlining potential hazards and indicate control measures to be implemented. Ensure the Risk and Method Statements produced are available to the Site Manager/Site Agent to be communicated to all relevant stakeholders.
- Ensure, so far as is reasonably practicable, that work, once started:
 - Is undertaken as planned with regular reviews of all documentation to take into account changing or unforeseen conditions as work proceeds. All relevant documentation shall be updated and communicated to all appropriate stakeholders where appropriate.
 - Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Feltham Construction Ltd Policy before work starts.
- Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.
- Lead by example regarding positive health and safety behaviours at all times.
- Ensure that all design risk assessments and Sub - Contractors method statements and risk assessments are suitable and sufficient prior to work commencing.

Roles and Responsibilities:

- Understand Feltham Construction Ltd Policy for Health, Safety and Welfare and ensure that it is readily available on each site.
- Plan all works in accordance with the Policy requirements and ensure that it is regularly examined to establish if improvements or additions should be made
- Have a wide knowledge of the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015)** and other relevant legislation.
- Determine at planning stage:
 - The requirements of the pre-construction information on CDM projects.
 - The most appropriate order and method of working.
 - The provision of adequate lighting and safe method of electrical distribution.
 - The allocation of responsibilities to each level of staff.
 - The welfare facilities and basic fire precautions required.
 - Any particular training or instruction required for personnel.
- Provide written instructions in situations not covered by Feltham Construction Ltd Policy to establish working methods and sequences, outlining potential hazards and indicate control measures to be implemented. Ensure the Risk and Method Statements produced are available to the Site Manager/Site Agent to be communicated to all relevant stakeholders.
- Ensure, so far as is reasonably practicable, that work, once started: -
 - Is undertaken as planned with regular reviews of all documentation to take into account changing or unforeseen conditions as work proceeds. All relevant documentation shall be updated and communicated to all appropriate stakeholders where appropriate.
 - Is carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other appropriate statutory requirements.
- Ensure that any electricity supply is installed and maintained in a safe and proper manner. Protect all overhead services in accordance with the service authorities or the Health and Safety Executive (HSE) recommendations and this Feltham Construction Ltd Policy before work starts.
- Ensure that temporary works are carried out and controlled as per temporary works specific section of this policy document.
- Reprimand any member of site supervisory staff or Sub - Contractors for failing to discharge safety responsibilities satisfactorily.
- Lead by example regarding positive health and safety behaviours at all times.
- Ensure that all design risk assessments and Sub - Contractors method statements and risk assessments are suitable and sufficient prior to work commencing.

Site Manager

Understand the Company Policy for Health, Safety and Welfare and ensure that it is brought to the notice of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the notice of the Contracts Manager any improvements or additions which you feel necessary.

Know the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and other relevant legislation and ensure that they are observed on site.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other Sub - Contractors, visitors, the public, equipment or materials.

Ensure that registers, records and reports are up to date and properly filled in and ensure that they are kept in a safe place. Ensure that copies of Regulations are available and statutory notices are prominently displayed.

Provide Induction training to any new employees; also ensure that all employees and sub-contractors on a new site are given pre-start training. All Induction training is to be recorded.

Where necessary, issue written instructions setting out the method of work.

Refer regularly to the prepared written risk assessments as required under: -

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004)

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

The Manual Handling Operations Regulations 1992

The Management of Health and Safety at Work Regulations 1999

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4

The Work at Height Regulations 2005 (Amended 2007)

Make them available to all operatives, including Sub - Contractors and discuss them fully.

Ensure that all hazardous materials are properly marked, used and stored, as outlined in the COSHH assessments.

Plan for and maintain a tidy site.

Arrange delivery and safe stacking of materials to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Implement arrangements with Sub - Contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.

Ensure that all information available relating to underground services on the site is obtained and available on site and that services are located, marked and plotted accurately before excavation work starts. Do not allow mechanical excavation within limits of the underground service laid down by the service authority and Company Policy.

Ensure that records are maintained of any underground services laid on site and that, wherever possible, these are defined by marker posts and signs during the construction period.

Protect all overhead services in accordance with the service authority's recommendations and Company Policy before work starts.

Satisfy yourself that the competent persons appointed to make the necessary inspections of scaffolding, excavations, plant, etc., have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary. Ensure any necessary records are kept up to date.

Ensure that the Construction Phase Health and Safety Plan where required by **The Construction (Design & Management) Regulations 2015 (CDM 2015)** is available and updated as work progresses and that all necessary method statements are available prior to starting the specific work activity.

Ensure that Sub - Contractors under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person.

Ensure that any electricity supply is installed and maintained in a safe and proper manner.

All electrical equipment must be tested for safe working, tagged and a register kept, by a competent electrician, at intervals laid down by Company Policy. No electrical equipment will be brought onto site by anyone, including Sub - Contractors, without the appropriate proof of regular testing.

All plant and machinery must be tested at the statutory intervals and will not be brought onto site by anyone, including Sub - Contractors, without the appropriate certified proof of regular testing.

Ensure that drivers of any plant or machinery hold current CPCS certificates of competence or equivalent.

Check that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue.

Set a personal example by wearing the appropriate protective clothing and equipment on site.

Ensure that first aiders or appointed persons and adequate first-aid facilities, as required by **The Health and Safety (First Aid) Regulations 1981**, are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries.

Ensure that a system is organised in the event of an emergency for applying first aid and taking care of casualties. Know where to obtain medical help and how to call the emergency services.

Ensure that any accident on site, which results in an injury to any person (not just employees) and/or damage to plant or equipment, is reported in accordance with Company Policy.

Accompany the Health and Safety Executive Inspector on site visits and act on his recommendations. In the case of the Inspector issuing a Notice, (Prohibition or Improvement), contact the Contracts Manager immediately after complying with any requirements to stop work.

Ensure that adequate fire precautions are provided for site, site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely.

Liaise when necessary with the Fire Brigade on fire prevention.

Examine drawing and soil investigation reports to determine excavation support requirements in advance and provide these in accordance with Company Policy.

Co-operate with your nominated Safety Adviser. Ask for his advice before commencing new methods of work or potentially hazardous operations.

The Safety Adviser is given authority by the Company to stop any work where there is an imminent risk of serious injury.

Employees and Labour only Contractors

Roles and Responsibilities

All employees have responsibilities under **The Health and Safety at Work Act 1974** and other relevant legislation.

This means that:

- It shall be the duty of every employee while at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could possibly result in disciplinary action being taken by Feltham Construction Ltd, and that provision is made in Law for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means, employees shall: -

- Read and understand Feltham Construction Ltd Policy and Procedures for Health, Safety and Welfare and undertake work in accordance with its requirements.
- Use the correct tools and equipment for the job.
- Maintain tools and equipment in a good condition.
- Correctly wear specified PPE at all times. The PPE provided shall be suitable and sufficient for the tasks being undertaken. Store PPE in an appropriate manner so not to damage or degrade the equipment.
- Work in a safe manner at all times. Do not take unnecessary risks that could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Do not use plant or equipment for work for which it was not intended, or if you are not trained or competent to use it.
- Report any damage to plant or equipment to your supervisor, where appropriate 'quarantine' damaged items to prevent use.
- Do not play dangerous practical jokes or "horseplay" on site.
- Report to your supervisor any person seen abusing welfare facilities provided.
- Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.

If any employee, labour only contractor or contractor has any concerns over the health or safety of any task, location or activity he/she should immediately stop the particular task or activity or not enter the location. Make immediate contact with their supervisor, advise them of the concerns and seek advice and guidance. Work should not recommence until the concerns have been satisfactorily resolved. In the event of dispute or ongoing concerns Feltham Construction Ltd will seek independent advice and guidance from an appropriate specialist or a member of senior management who has sufficient competence to address the matter.

Sub-Contractors

Roles and Responsibilities

- All Sub - Contractors are expected to comply with Feltham Construction Ltd Policy for Health, Safety and Welfare and must submit their own Health and Safety Policy to Feltham Construction Ltd, for verification.
- Sub - Contractors will receive a copy of Feltham Construction Ltd's Safety Rules and Requirements prior to commencement on site. The Sub - Contractors operatives are expected to be fully aware of what is required of them whilst working on Feltham Construction Ltd sites.
- Sub - Contractors should provide relevant assessments (Design, Risk, COSHH, Noise and Manual Handling) as appropriate and method statements if necessary for review prior to commencement on site.
- All work must be carried out in accordance with the relevant statutory provisions. Taking into account the safety of others on the site and the general public. Sub - Contractors employees must comply with any safety instruction given to them by the Site Manager.
- All plant and equipment brought onto site by Sub - Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, with any necessary statutory inspection certificates available for checking. All operatives must be adequately trained in the use of such plant and equipment and, where appropriate, provide proof of competence.
- Sub - Contractors employees are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site, unless authorised. Where Sub - Contractors are required to hire or erect scaffolding they shall ensure that a suitably trained and certificated person installs and inspects it at weekly intervals with the appropriate entry being made in the Scaffold Inspection Register.
- No power tools or electrical equipment of greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this Policy.
- Any injury sustained or damage caused by Sub - Contractors' employees must be reported immediately to the Site Manager.
- Sub - Contractors informed of any hazards or defects noted will be expected to take immediate action. Sub - Contractors will provide the Site Manager with the name of the person they have appointed as Safety Supervisor.
- Feltham Construction Ltd has engaged Safety Services (UK) Ltd to inspect sites and report on health and safety matters. Safety Advisers have Feltham Construction Ltd's authority to stop work at any time that they consider that there is an imminent risk of serious injury. Sub - Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action to rectify the issue raised.
- Sub - Contractors must provide suitable welfare facilities and first-aid equipment in accordance with the Regulations for their employees, unless arrangements have been made for Sub - Contractors' employees to have the use of Feltham Construction Ltd's facilities. Sub - Contractors will be required to prove, when appropriate, that at least one of their workforce on site is a suitably trained first aider.
- Any material or substance brought on site which has Health, Fire or Explosion risks must be used and stored in accordance with the Regulations and current recommendations, information relating to that material or substance must be provided to the Site Manager and any other person who may be affected prior to said material or substance being brought on to Site.
- Sub - Contractors are particularly asked to note that workplaces must be kept tidy with all debris, waste materials, etc. cleared as work proceeds using the appropriate waste routes.
- It is the policy of this Feltham Construction Ltd that all operatives, Sub - Contractors, visitors, etc. on Feltham Construction Ltd's sites will wear safety helmets at all times other than in specifically designated 'no risk' areas by the Site Manager. Sub - Contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.
- See also General Arrangements Sections of the Policy.

Engineer

Roles and Responsibilities

- Read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare, ensuring that it is brought to the attention of any employees under your control.
- Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the Contracts Manager, in the pre-construction information in particular: -
 - The existence of overhead electricity cables
 - Underground services
 - Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)
- Establish records of any underground services laid on site and ensure that, wherever possible, marker posts define these, with appropriate signs and the information is retained under **The Construction (Design & Management) Regulations 2015 (CDM 2015)**
- Report to the Site Manager any unsafe situation observed whilst on site.
- Carry out your own work in a safe manner; take precautions when working on or near public roads.
- Wear any necessary protective clothing or equipment. Lead by example regarding positive health and safety behaviours at all times.

Roles and Responsibilities

- To have read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare. Ensuring that it is brought to the attention of any employees under your control.
- Ensure that all Sub - Contractors are asked to provide full information on any hazards associated with the equipment or materials supplied and this information is past to the relevant Contracts Manager with control measures being implements.
- Ensure that Sub - Contractors are assessed for competence and resources regarding health and safety, that they have received a copy of Feltham Construction Ltd's Safety Rules and Requirements as well as a copy of Feltham Construction Ltd Policy Statement.
- Undertake and retain evidence of a Sub-Contractor evaluation to include a review of their Health and Safety Policy and Procedures ensuring they meet their legal responsibilities. Obtain agreement that they will conform with Feltham Construction Ltd's Policy and Codes of Practice whilst on Feltham Construction Ltd sites.
- See also sections in General Arrangements of this Policy.
- Rates negotiated for work carried out by Sub - Contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety control measures.
- Ensure that Sub - Contractors carrying out any of the operations listed below shall provide as a minimum a written risk assessment and Method of Work Statement:
 - Demolition
 - Roof work or vertical cladding
 - Structural steel erection
 - Major earthworks
 - Asbestos removal
 - Lifting operations

and any other specific area on a project where it is deemed necessary.

- Lead by example regarding positive health and safety behaviours at all times.

Estimators

Roles and Responsibilities

- Read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare and relevant legislation and ensure that it is brought to the attention of any employees under your control.
- Ensure that so far as reasonably practicable, detailed consideration is given to and provision made within the tender for safe methods and systems of work. Ensure those issues highlighted within any pre-construction information are adequately addressed.
- Lead by example regarding positive health and safety behaviours at all times.

Principal Designers

Principal Designers are designers appointed by the Client on projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

The specific Regulations detailing the duties of Principal Designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Reference should also be made to the Health and Safety Executive (HSE) publication;
L153 Managing Health & Safety in Construction – Guidance

Together with **CITB Guidance CDM 2015/2 Guidance for Principal Designers** and any subsequent legislation.

The Principal Designer (PD) should be appointed by the Client as early as possible in the design process, if practicable at the concept stage.

The duties of the principal designers on any project are as follows: -

- To plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.
- PDs must:
 - assist the client in identifying, obtaining and collating the pre-construction information
 - provide pre-construction information to designers, principal contractor and contractors
 - ensure that designers comply with their duties and co-operate with each other
 - liaise with the principal contractor for the duration of your appointment
 - prepare the health and safety file.
- These duties as the principal designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If you appoint other designers, you are responsible for ensuring that they have the relevant skills, knowledge, training and experience to deliver their work.
- **Assist with project set up** - Help the client to develop their initial brief outlining the Client's key requirements and expectations for the project, including any limitations or restrictions, such as budget, planning constraints and timescales. This may include specifications and standards, which will in turn help to outline health and safety expectations. E.g. the brief could highlight safety in design, via use of risk registers, Red; Amber and Green (RAG) lists and raising any other specific concerns.
- **Assist with compiling the pre-construction information** - the PD may need to assist the Client in doing this and then collating it for passing initially to the designers, then to the principal contractor for the construction phase. This information should be reviewed to identify any potential impacts on health and safety. Where the PD identifies any shortfalls in information, then advise the Client on how to address them.
- **Co-ordinate the pre-construction phase** with the client on how the pre-construction phase will be managed.
- **Co-ordinate designers** - the PD has a responsibility to co-ordinate health and safety with all the designers and provide relevant information to designers when it becomes available. The PD should ensure that designs are co-ordinated between the different designers to identify any potential impacts on health and safety during the full project lifecycle,
- **Ensure** that the designers comply with their duties during the design stage.
- **Note** - PD's are not expected to review everything during design development but focus where there is a high risk to health and safety, including changes made to the original design e.g. by leading design review meetings. Review the health and safety information provided, such as any remaining risks.
- **Communicate with the client** to provide them with updates on progress and to raise any potential issues.

- **Provide** the pre-construction information to the principal contractor.
- **Communicate with the principal contractor** regularly to ensure that the design, including temporary works design, are co-ordinated.
- **Support** the principal contractor in obtaining responses from designers to any questions relating to health and safety.
- Agree with the principal contractor on methods of communication with other contractors
- **Prepare the health and safety file** and ensure it is handed over to the client in a timely manner upon completion of the project.

Note - If the appointment ends before the project is completed, hand over the file to the principal contractor to develop and complete.

Designers

The specific Regulations detailing the duties of designers, whether temporary or permanent works, are **The Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Together with **CITB Guidance CDM 2015/4 Guidance for Designers**.

Reference should also be made to the Health and Safety Executive (HSE) publication; **L153 Managing Health & Safety in Construction – Approved Code of Practice**

And any subsequent legislation.

The duties of the designers on any project are as follows: -

- **Make Clients aware of their duties** - when the Client engages you to carry out design work you must make sure that they understand their responsibilities under CDM 2015 before commencement.
 - **Note** - On projects with more than one contractor the Client will appoint a Principal Designer. If you are working as one of a team of designers, it is important that you know who the **Principal Designer** is, and that you cooperate with them.
- **Prepare and modify designs for safety and health** - Designers can help to avoid and reduce the risks that arise during construction and associated work. When preparing or modifying designs, your first aim is to eliminate risks to anyone who may be affected by your design or, if that is not possible, to reduce or control the risks.
- **Eliminate, reduce and control risks through design** - as a designer you will need to take account of the general principles of prevention when preparing or modifying your design. These provide a framework within which a design is considered for any potential health and safety risks which may affect:
 - workers, or anyone else who may be affected during construction
 - those who may maintain or clean the building once it is built
 - those who use the building as a workplace.
- Health and safety risks must be considered alongside other factors that influence the design, such as cost, fitness for purpose, aesthetics and environmental impact. When considering health and safety risks, you are expected to do what is reasonable at the time that the design is prepared, taking into account current industry knowledge and practice.
- Risks that cannot be addressed at the initial stage of a project should be reviewed later on, during the detailed design stage.
- Designers should take into account the requirement for maintenance, cleaning and access to the finished project. Ensure that the design of any structure intended as a workplace satisfies the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- **Co-operate and co-ordinate with others** - designers must co-operate with the client, other designers and anyone else who provides you with information, in particular the principal designer.
- Designers should co-ordinate and communicate with others to provide clear information on any risks that remain to be controlled, including temporary and permanent works designers, who should also co-operate to ensure that their designs are compatible with each other.
- Depending on the nature and extent of design work, there may be a need to carry out design reviews in order to focus on areas of the design where there are health and safety risks requiring resolution.
 - **Note** - If a design is prepared or modified outside Great Britain for use in construction work where these Regulations will apply the person who commissions the design if in Great Britain or if that person is not in Great Britain any client for the project shall ensure that the above is complied with.

- Designers must take into account the **general principles of prevention** when preparing or modifying a design and take account of **the Red; Amber and Green Lists**

General principles of prevention	Examples of applying them in practice
Avoiding risks by asking if you can remove the problem (or hazard) altogether.	<ul style="list-style-type: none"> • Move air conditioning plant on a roof to ground level, so that work at height is not required for either installation or maintenance. • Position a door away from a traffic route. • Design a roof with a high parapet to eliminate the risk of falls.
Evaluating the risks that cannot be removed.	<ul style="list-style-type: none"> • Work out whether the effort and expense of installing a fixed access system is appropriate if an area is only occasionally reached and the work can be done using a MEWP.
Combating the risks at source.	<ul style="list-style-type: none"> • Arrange for services to be isolated and diverted to where they will be away from the work area.
Ergonomic considerations - Adapting the work to the individual, especially the design of workplaces, the type of work equipment and the choice of working and production methods. With a view, in particular, to reducing the health effects of monotonous work and work at a predetermined rate.	<ul style="list-style-type: none"> • Provide workstations at an appropriate height. • Position lighting so it can be accessed easily for maintenance, e.g. by positioning bulkhead lights on landings and not halfway down staircases.
Adapting to technical progress: Consider new techniques or technologies.	<ul style="list-style-type: none"> • Specifying self-cleaning glass. • Prefabricating elements off-site
Substitute the dangerous with the non-dangerous or the less dangerous.	<ul style="list-style-type: none"> • Switch to using a paving block that is lighter in weight. • Substitute solvent- based products with water-based equivalents. • Recycled tyre kerbs instead of heavy concrete ones.
Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment. Set standards.	<ul style="list-style-type: none"> • Specify that all blocks should be cut using block splitter techniques rather than mechanical cutting, which produces large amounts of harmful silica dust.
Giving collective protective measures priority over individual protective measures, and make provisions so that the work can be organised to reduce exposure to hazards.	<ul style="list-style-type: none"> • Make provision for traffic routes so that barriers can be provided between pedestrians and traffic. • Fixed edge protection (barriers) rather than running lines.
Giving appropriate instructions to employees.	<ul style="list-style-type: none"> • Information on drawings or instructions, such as intended sequencing.

Safety in Design – Red, Amber and Green Lists

Red list - Hazardous procedures, products and processes that should be eliminated from the project where possible.

- Lack of adequate pre-construction information (e.g. asbestos surveys, details of geology, obstructions, services, ground contamination and so on).
- Hand-scabbling of concrete (e.g. 'stop ends').
- Demolition by hand-held breakers of the top sections of concrete piles (pile cropping techniques are available).
- Specification of fragile roof lights and roofing assemblies.
- Processes giving rise to large quantities of dust (e.g. dry cutting, blasting and so on).
- On-site spraying of harmful substances.
- Specification of structural steelwork not purposely designed to accommodate safety nets.
- Designing roof mounted services that require access (for maintenance and so on), without provision for safe access (e.g. barriers).
- Glazing that cannot be accessed safely. All glazing should be anticipated as requiring cleaning or replacement, so a safe system of access is essential.
- Entrances, floors, ramps, stairs escalators not specifically designed to avoid slips and trips during use and maintenance, including taking account of the effect of rain water and spillages.
- Design of environments involving adverse lighting, noise, vibration, temperature, wetness, humidity and draughts or chemical and/or biological conditions during use and maintenance

Amber list - Products, processes and procedures to be eliminated or reduced as far as possible and only specified or allowed if unavoidable. Including amber items would always lead to the provision of information to the principal contractor.

- Internal manholes and inspection chambers in circulation areas.
- External manholes in heavily used vehicle access zones.
- Specification of 'lip' details (i.e. trip hazards) at the tops of pre-cast concrete staircases.
- Specification of small steps (e.g. risers) in external paved areas.
- Specification of heavy building blocks (e.g. those weighing more than 20kgs).
- Large and heavy glass panels.
- Chasing out concrete, brick or blockwork walls or floors for the installation of services.
- Specification of heavy lintels (slim metal or hollow concrete lintels are better alternatives).
- Specification of solvent-based paints and thinners, or isocyanates, particularly for use in confined areas.
- Specification of curtain wall or panel system without provision for tying or raking scaffolds.
- Specification of blockwork wall more than 3.5 metre's high using retarded mortar mixes.
- Site traffic routes that do not allow for one-way systems and/or vehicular traffic segregated from site personnel
- Site layout that does not allow adequate room for delivery and/or storage of materials, including site specific components.
- Heavy construction components which cannot be handled using mechanical lifting devices (because of access restrictions/floor loading and so on).
- On-site welding, in particular for new structures.
- Use of large piling rigs and cranes near live railways, overhead electric power lines or where proximity to obstructions prevents guarding of rigs.

Green lists - Products, processes and procedures to be positively encouraged

- Adequate access for construction vehicles to minimise reversing requirements (one-way systems and turning radi).
- Provision of adequate access and headroom for maintenance in plant room, and adequate provision for replacing heavy components.
- Thoughtful location of mechanical and electrical equipment, light fittings, security devices etc. To facilitate access, and located away from crowded areas.
- Specification of concrete products with pre-cast fixings to avoid drilling.
- Specification of half board sizes for plasterboard sheets to make handling easier.
- Early installation of permanent means of access, and prefabricated staircases with hand rails.
- Provision of edge protection at permanent works where there is a foreseeable risk of falls after handover.
- Practical and safe methods of window cleaning (e.g. from the inside).
- Appointment of a temporary works co-ordinator (BS 5975)
- Off-site timber treatment if PPA- and CCA-based preservatives are used (boron or copper salts can be used for cut ends on site).
- Off-site fabrication and prefabricated elements to minimise on site hazards.
- Encourage the use of engineering controls to minimise the use of personal protective equipment.

Manager Responsible for Personnel

Roles and Responsibilities

- Read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare. Ensure that it is brought to the attention of all employees under your control.
- Ensure that the induction procedure for new employees is undertaken as required by Feltham Construction Ltd Policy.
- Arrange induction training for new staff as soon as possible after commencement date. Maintain training records for all staff.
- Lead by example regarding positive health and safety behaviours at all times.

Manager Responsible for Office Staff

Roles and Responsibilities

- Read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare. Ensure that it is brought to the Attention of all employees under your control. Ensure that the requirements of **The Workplace (Health, Safety and Welfare) Regulations 1992** and any other relevant Regulations are complied with.
- Ensure that offices are laid out and maintained to ensure the safety of staff and visitors.
- Ensure that all office machinery is safe, fitted with any necessary guards or safety devices. Are serviced and maintained as recommended by the manufacturer.
- Ensure that staff required to use office machinery are trained in its use and are not permitted to attempt to carry out any repairs unless authorised. With suitable and sufficient risk assessments in place where appropriate.
- Ensure all electrical equipment is tested for safe working, maintained and tagged by competent electricians with a record of the inspection being retained.
- Arrange all necessary insurances and carry out any necessary reporting of incidents to insurers. Provide accident investigation reports to insurers where appropriate.
- Ensure that a fire risk assessment and emergency arrangements are in place and current for offices. The emergency arrangements are to be communicated to all employees, visitors and contractors.
- Ensure that all firefighting equipment is maintained, fire exits kept clear and fire drills organised on a regular basis with a written record of the checks being retained for inspection should it be required.
- Ensure that first aid and welfare facilities are provided as outlined in this Policy.
- Ensure all staff work safely and do not take unnecessary risks. In the event of an accident it is to be reported in accordance with Feltham Construction Ltd Policy.
- Lead by example regarding positive health and safety behaviours at all times.

Office Staff

Roles and Responsibilities

- Read and understand Feltham Construction Ltd Policy for Health, Safety and Welfare and carry out your work in accordance with its requirements.
- Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your Supervisor.
- Ensure you are aware of the location of the First Aid Box, who the nominated First Aid at Work persons are and who is responsible for maintaining the accident book for Feltham Construction Ltd.
- Ensure that you are aware of the emergency arrangements for your work location. You should be familiar with the procedure to follow in the event of a fire and comply with all instructions, including during fire drills that are communicated to you by the nominated Fire Marshalls.
- Report any accident or damage, however minor, to your Supervisor.
- Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction.
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or a properly designed hop-up; do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods. Warn new employees, particularly young people, of known hazards.

Employers of Pregnant Employees and Nursing Mothers

Roles and Responsibilities

There are a number of pieces of specific health and safety legislation which apply to both pregnant women and nursing mothers, these include:

- **The Management of Health and Safety at Work Regulations 1999** impose additional provisions relating to pregnant women, women who have recently given birth or who are breast feeding. These new provisions include extending the Risk Assessment requirements under Regulation 3(1) of the above Regulations.
- **The Workplace (Health, Safety and Welfare) Regulations 1992** require suitable rest facilities to be provided for pregnant women and nursing mothers (Regulation 25).
- **The Manual Handling Operations Regulations 1992** also refer specifically in Regulation 4(1)(b)(i) to Risk Assessments and the capability of the individual.
- **Health and Safety (Display Screen Equipment) Regulations 1992**, Regulation 2 - Risk Assessment, also talks about risks to the individual.

Reference should also be made to Health and Safety Executive (HSE) publication;

- **INDG 373 New and Expectant Mothers at Work: A Guide for Employers**

Together with the employer having responsibilities under the above Regulations, it must be remembered that the individual also has a responsibility under health and safety law for their own health and safety whilst at work. A 'common-sense' approach should be adopted when regularly reviewing work arrangements, risk assessment and emergency procedures regarding pregnant women and nursing mothers. (**note: the review process will need to take place regularly as the pregnancy and subsequent stages progress**)

Feltham Construction Ltd has a strong obligation towards its staff who become pregnant and on into the period after they have given birth. The Management of Health and Safety at Work Regulations require all organisations to assess the workplace risk for all employees. Where women of childbearing age are employed the assessment must also cover risks specific to new and expectant mothers.

When a member of staff informs Feltham Construction Ltd she is pregnant, it is the responsibility of the Department Manager to ensure that an assessment of the safety implications of that person's work is carried out in full consultation with her, as soon as possible. The results are recorded, copied to the individual and filed in the personal file. As the pregnancy progresses, and also at return to work, the assessment should be reviewed with the person.

If Feltham Construction Ltd becomes aware of an outbreak of Rubella (German Measles) in the staff, the expectant mother will be informed promptly.

Employers of Disabled Persons

Roles and Responsibilities

- All Legislation that applies to the able bodied also applies to a disabled person.
- All Companies are subject to **The Equality Act 2010**.
- This Act protect both disabled people and people who have had a disability in the past.
- It is unlawful for employers to discriminate against current or prospective employees with disabilities. This can include an employer having to make reasonable adjustments in relation to a disabled person.
- Typical examples can include:
 - Making adjustments to premises
 - Relocating part of a job to another employee
 - Transferring the disabled person to fill an existing vacancy
 - Altering a person's hours of work
 - Assigning the person to a different place of work
 - Allowing absences during working hours for rehabilitation, assessment or treatment
 - Supplying additional training
 - Acquiring special equipment or modifying existing equipment
 - Modifying instructions or reference manuals
 - Modifying procedures for testing or assessment
 - Providing a reader or interpreter
 - Providing additional supervision
- For further details, reference should be made to the Department for Work and Pensions (DWP) for guidance.
- Reference should also be made to The Equality Act 2010.
- Other areas for consideration are arrangements such as emergency procedures within the place of work.

Section 3
Arrangements

Arrangements for Concerns over Health and Safety Issues

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor.

If neither is available then they should tell the director to whom they report.

Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

Safety Services (UK) Limited have been retained by Feltham Construction Ltd for the purpose of assisting us in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Safety Services UK Ltd call out service, email and telephone advisory service is available.

A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below.

Should a call be answered by an answer phone the caller must record their name, their organisation name and the number on which that person may be contacted.

Safety Services (UK) Ltd: 0845 402 5050

Alternatively support is contactable via email;

Email: enquiries@safetyservices.co.uk

Work Safe (Right to refuse work)

Any employee has the right to refuse to work if they have concerns with ANY health and safety issues relating to their work or workplace.

General obligations are covered by the **Health and Safety at Work etc. Act 1974**.

Reference should be made to the following flow chart

The employee must report the issue immediately to their Line Manager or in their absence a Director.

No employee shall continue to work until the working environment is made safe.

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Other categories of imminent danger may include:

- Development of a fault condition in machinery
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents – unsafe acts and unsafe conditions

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every employee to stop the work being carried out, warn anyone who may be affected by the unsafe act and report the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Exposure to biological contaminants
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding
- Poor housekeeping
- Poor lighting or ventilation

These lists are not exhaustive.

Safety in the office requires that each person co-operates and that common sense prevails.

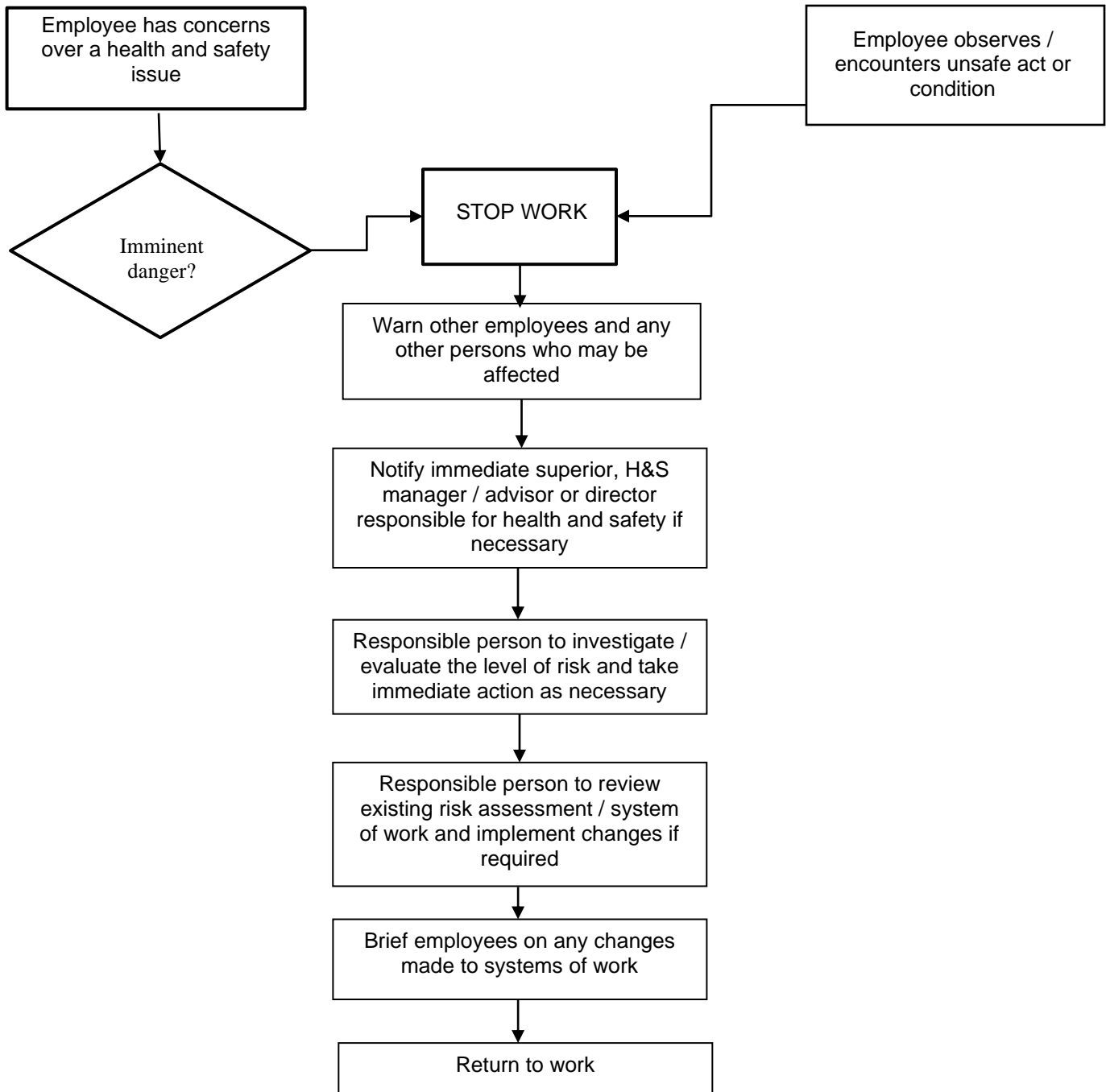
The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.

- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT – REQUEST THE TASK IS RISK ASSESSED

Procedure for Concerns over Health and Safety issues



General Arrangements

All works activities must be planned and conducted with the requirements of this Feltham Construction Ltd Policy taken into account, along with any relevant information provided for example; pre-construction information.

Any aspects of work not covered by this Policy must be identified and planned by the Contracts Manager and written procedures defined. If necessary, a pre-contract meeting will be held and specific safety matters discussed.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

All Sub - Contractors will receive a copy of Feltham Construction Ltd Health and Safety Policy Statement, any relevant health and safety plans and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to Sub - Contractors.

"Please see a copy of our Feltham Construction Ltd Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Feltham Construction Ltd's sites. Your acceptance of this contract will be deemed to include acceptance of the requirements of our Feltham Construction Ltd Policy. Please contact the writer should you require further information on any matter in connection with health, safety or welfare".

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998."

All information received from suppliers will be passed to the Site Manager for implementation or reference on site.

Training

Feltham Construction Ltd will provide general induction training to all new employees with a written record of the induction obtained and retained for inspection.

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

Where operatives are required to carry out key tasks (e.g. forklift truck operation, supporting excavations, scaffolding, abrasive wheel mounting, etc.) they will be provided with the necessary training. Sub - Contractors will need to demonstrate that their employees, where required, have undergone similar appropriate training.

Whilst appropriate qualifications are required by Feltham Construction Ltd before employment begins, it is not accepted that training will cease for that employee. This Policy requires all employees to continue training during the course of their employment.

Feltham Construction Ltd will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

All identified training will be mandatory with records of any training being kept. Employees are encouraged to enquire about suitable training where they feel it would be beneficial.

Notifications

The Contracts Manager will make any necessary notifications to the relevant emergency services and local authorities (including the Environment Authority where appropriate). The Health and Safety Executive (HSE) will be notified of construction works not already notified during the design phase of the project with the submission of the F10 form where applicable.

Any alterations to premises that may breach the requirements of an existing Fire risk assessment will be notified to the appropriate responsible person/organisation prior to the commencement of such work in order for the FRA to be reviewed. Any additional control measures will need to be implemented as identified by the responsible person.

The Contracts Manager will notify relevant authorities as required by specific Policy sections, e.g. underground and overhead services, explosives, demolition, etc.

The Contracts Manager will satisfy him/herself that the Health and Safety Executive (HSE) has been informed of all new projects of 30 days planned duration and 20 workers on site at any one time or 500 person days by the Principal Designer. The Contracts Manager will ensure that details of the Client, the Principal Designer and the Principal Contractor are displayed as required by The Construction (Design & Management) Regulations 2015 (CDM 2015).

The Contracts Manager will notify Safety Services (UK) Ltd of all new sites by entering the site information onto the Safety Services Wise System, giving as much notice as possible. This also applies to new offices.

Protection of the Public

All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of **The Health and Safety at Work Act 1974** and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note;

HSG151 Protecting the Public - Your next move.

Consideration will be given at the planning stage of any operation for the protection of the public. Where possible, barriers, fencing, screens, etc. shall be erected to prevent access by the public or visitors unless accompanied by a responsible person.

Statutory Notices and Signage

The Contracts Manager will ensure that a complete copy of, or where appropriate, relevant extracts from Feltham Construction Ltd Policy for Health, Safety and Welfare are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be issued to site and, where necessary with the assistance of Safety Services (UK) Ltd following the Safety Adviser's initial visit.

The Site Manager must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to his office for safe keeping at the completion of the contract. The Construction Director is responsible for ensuring that this documentation is retained at the office in a secure location for a minimum of three months.

Employee Consultation

In accordance with **The Consultation with Employees Regulations 1996** and **The Safety Representatives and Safety Committee Regulations 1977** and the Codes of Practice and Guidance Notes relating to these Regulations, every facility will be afforded to ensure adequate consultation of employees.

Procedures on sites or at workplaces regarding the functions of safety representatives and committees shall be in accordance with the law and the National Working Rule 7 (a) of the National Joint Council for the Building Industry Working Rule Agreements, or similar Working Rules contained within the Civil Engineering Contractors Conciliation Board Working Rules, where applicable. A written record of these consultation meetings will be retained for inspection when required.

Employees are encouraged to bring to the attention of their Supervisor areas that in their opinion this policy appears inadequate. All such comments will be passed to the Directors for their consideration and review.

This Policy and arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

Management of Health and Safety at Work

The Management of Health and Safety at Work Regulations 1999 covers the outline requirements for the management of health and safety.

General obligations are covered by **the Health and Safety at Work etc. Act 1974**.

Reference should also be made to the Health and Safety Executive (HSE) publication:

HSG 65 Successful Health and Safety Management

Feltham Construction Ltd will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Safety Services (UK) Ltd may, on request, assist in the preparation of assessments required under this legislation.

Assess the risks to the health and safety of each employee and of anyone else that may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See Planning Procedure on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. Employees and contractors are required to read, understand and a written record of this communication retained for inspection should this be required. Where it is identified as being necessary, additional training or information will be provided for any employee. A written record of the communication of the risk assessment will be obtained and retained for inspection if required.

All risk assessments will be reviewed at regular intervals, following an accident or incident, change in process or personal. Any changes will be communicated to all appropriate operatives.

Review meetings at all levels of management will be held to consider Health and Safety issues. A record of these meetings will be retained for inspection if required.

The Site Manager will bring to the attention of the workforce all the necessary precautions and control measures detailed in the written risk assessment for the task they are undertaking.

The Site Manager will monitor operations to ensure that each operative is acting in accordance with the details outlined in the written assessment.

Feltham Construction Ltd will make arrangements for putting into practice all the control measures that have been identified as being necessary in the risk assessment.

The Safe System of Work will usually be in the form of a method statement that will summarise the task, the sequence of operation, supervision and control of significant risks.

Health surveillance for employees will be provided where the risk assessment identifies the requirement to comply with current legislation.

Competent people will be appointed to implement the measures that are necessary to comply with the duties under health and safety law.

Emergency procedures and processes will be installed and implemented to ensure employees have relevant information, in a form they can understand, concerning health and safety matters for the workplace.

Feltham Construction Ltd will co-operate with other Sub - Contractors sharing the workplace and will ensure that all operatives have adequate health and safety training and are competent at their job role to avoid risks.

Temporary workers will be given particular health and safety information relating to the task they are to be undertaking in a form they can understand. A written record to the communication of this information will be retained for inspection if required. All operatives have a duty to follow health and safety instructions and report any dangerous aspects.

Typical contents of Method Statements / safe system of work are as follows:

In the event that a situation occurs that could present serious or imminent danger to any person whether they are an employee or not the following procedure will apply:

Planned work that could be affected will cease; the supervisor will instruct the workforce on necessary immediate action to be taken to reduce the danger if possible; if this is not possible the location or activity will be cordoned off or access prevented until the danger has passed or the area can be made safe. Advice will be sought by the supervisor from senior management and/or other relevant external sources as necessary.

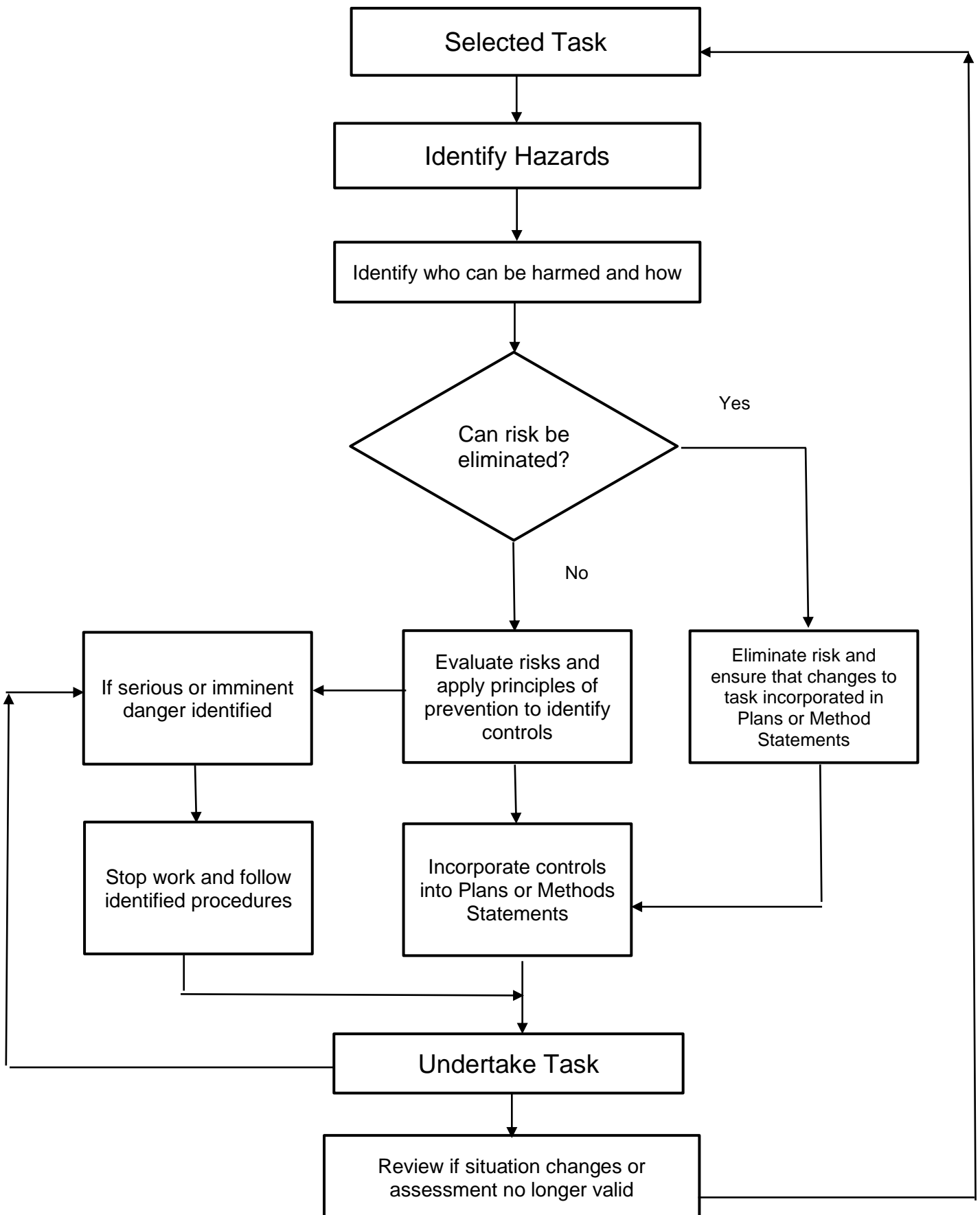
Method Statement / Safe System of Work

The contents of a Method Statement / safe system of work should include the following, where relevant to the task being undertaken:

1. Description of the work being undertaken
2. Sequence of operation
3. Risks Identified, Minimised or Addressed
4. Controls to safeguard third parties and the public
5. Controls relevant to the work
6. Safe access, egress and work location
7. COSHH Assessments for the work including controls & PPE requirements
8. Manual handling Assessments relevant to the work
9. Noise assessments relevant to the work
10. Vibration assessments relevant to the work
11. Permit to work requirements
12. Lifting Plan requirements
13. Temporary Works considered and designed
14. Supervisors name and competency
15. Other competency requirements and evidence
16. Schedule of plant & equipment to be used (including certificates)
17. Minimum PPE requirements
18. Emergency procedures (including first aid and rescue plan for confined space, working at height etc.) and what action to take in event of a problem
19. Method of induction of operatives into Method Statement and Risk Assessments

Method Statements should be developed to cover the activity in question and should be relevant to the nature of the task and the risks associated. Where tasks are of a complex nature more than one Method Statement may be required to avoid the document becoming too large and unwieldy. A signed record of communication to appropriate operatives should be retained for inspection if required.

Risk Management Flowchart (based on HSG 65)



Consultation with Employees

The Health and Safety (Consultation with Employees) Regulation 1996 apply to all employers and employees who are not represented by an appointed Trade Union Safety Representative under **The Safety Representatives and Safety Committees Regulations 1977**, the aim being to ensure that they are consulted by their employers on matters relating to their health and safety at work.

The employer will consult with employees either directly or via representatives nominated by the employees.

Procedure

The consultation with employees will cover the following issues as a minimum:

- introduced measures that may affect employees health and safety
- arrangements for nominating safety representatives
- health and safety information required under this and other regulations
- planning and organisation of health and safety training
- the health and safety consequences of introduced technology in the workplace

The employer will monitor and review all consultation with employees to ensure all employees have the necessary information resulting from the consultations that have taken place.

Employees will be encouraged to attend update meetings held by the company, additionally during toolbox talks and job inductions the opportunity for comment and discussion will be available.

Employees will be encouraged to provide feedback and comment on any health and safety related issue, where appropriate the outcome of such discussions will be communicated to all other employees.

Workplace Health, Safety and Welfare

The **Workplace (Health, Safety and Welfare) Regulations 1992** cover the working environment, general safety, and facilities for washing, eating, changing and good housekeeping.

Work at height in the workplace is now covered by **The Work at Height Regulations 2005 (Amended 2007)**

Feltham Construction Ltd's nominated Safety Consultants will provide advice on the requirements as requested.

The Workplace (Health, Safety and Welfare) Regulations 1992 DO NOT apply to construction sites, reference should be made to **The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2** within this Policy.

All work will take into account the requirements of the above Regulations.

The Office Manager, or person responsible for the offices, will ensure that the welfare and first aid requirements are provided.

The Office Manager, or person responsible for the offices, will ensure that all the facilities and equipment are maintained to the required standards, through regular inspections.

Feltham Construction Ltd will provide working conditions in accordance with the Regulations and relevant guidance, in particular:

Temperature – guidance states:

- All offices will be maintained at a minimum temperature of 16°C.
- Workshops will be maintained at a minimum temperature of 13°C.
- The temperature in all work places should be reasonable at all times.

Ventilation

- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.
- Specialist, maintained Local Exhaust Ventilation (LEV) maybe required for specific tasks identified through the risk assessment process.

Lighting

- Suitable and sufficient lighting will be provided and where possible this will be natural light
- In situations where the failure of artificial lighting creates a danger, suitable, sufficient, maintained emergency lighting will be provided.

Working space

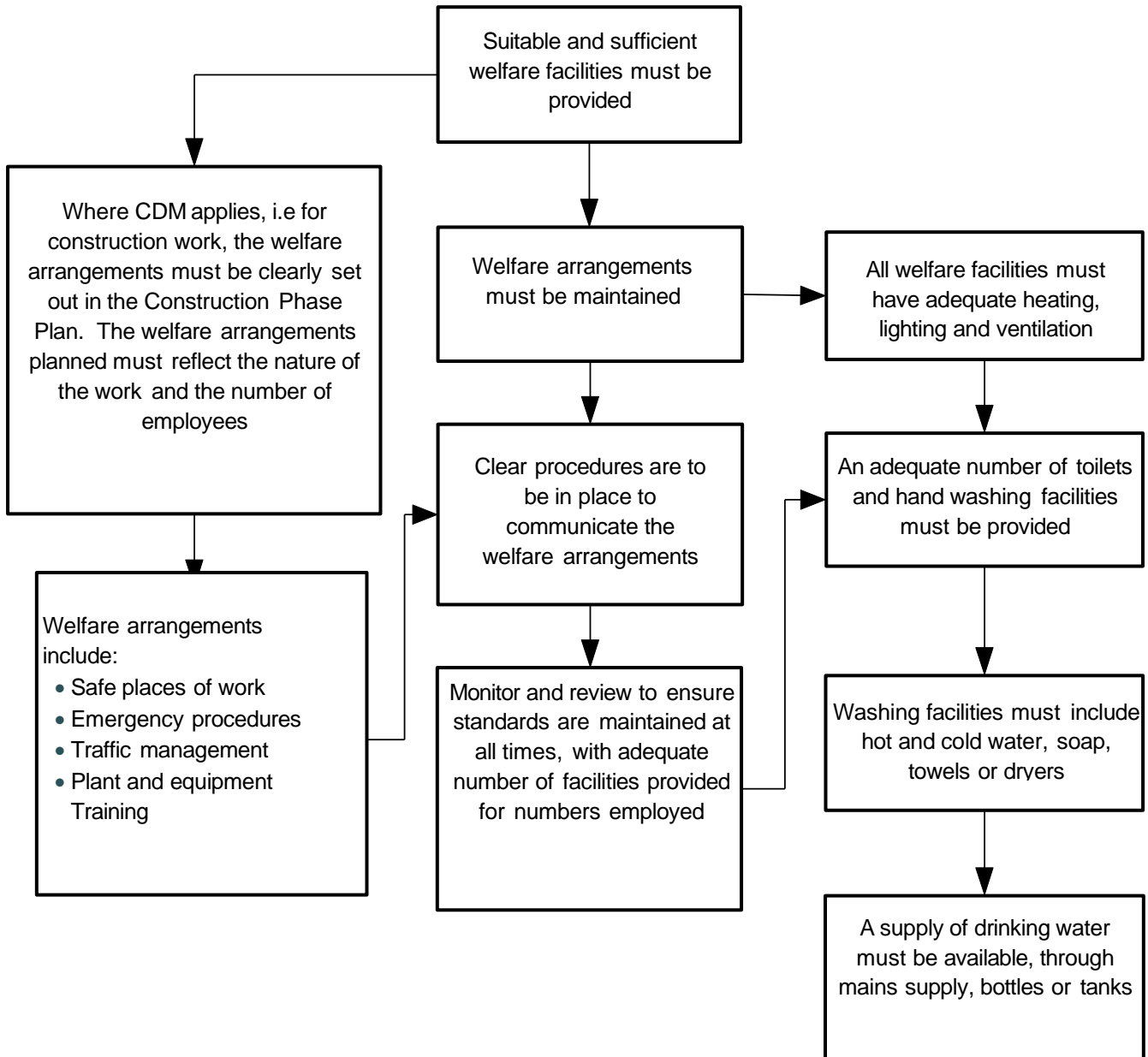
- Sufficient space will be provided in each workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible, files, boxes etc. will not be stored at high level.

- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Workplaces

- Consideration will be given to avoiding work at height, where it is necessary arrangements will be implemented to reduce and control the hazards and risks. See Work at Height sections.

Procedure for Employee Welfare, Safety and Health



Working Time

The **Working Time Regulations 1998 (as amended)** DO NOT apply if you are self-employed, running your own business and are free to work for different clients and customers.

The **Working Time Regulations 1998 (as amended)** place limits on the hours that workers can be required to work unless they have opted out. The limits on young workers cannot be opted out from although there are circumstances where they may work longer hours.

Details can be obtained from the website: <https://www.gov.uk/maximum-weekly-working-hours>

Further reference can be found at: <http://www.hse.gov.uk/contact/fags/workingtimedirective.htm>

Feltham Construction Ltd's nominated Safety Consultants will provide advice on the requirements as required.

All work will take into account the requirements of the above Regulations.

The Manager responsible for the workers will plan work so that, as far as reasonably practicable, the average number of hours worked per week is no more than 48 for adult workers and 8 hours a day or 40 hours a week for young workers. (Note: There are certain permitted exceptions for young workers)

Working Time includes travelling, where it is part of the job, working lunches and job-related training.

Working Time does not include travelling between home and work, lunch breaks, evening classes or day-release courses. Also, Working Time limits do not apply if workers can decide how long they work.

Working time should be averaged over a 17-week period (or less if the period is lower) although 52-week periods can be used if mutually agreed.

If an individual worker agrees to work more than 48 hours a week he or she should sign an opt-out agreement, which they can cancel at any time. Giving a minimum of 7-days' notice unless otherwise agreed. Records of workers opting out will be kept and updated as necessary.

Night Work

A night worker is someone who normally works at least three hours at night; night-time is normally between 11pm and 6am. Night workers should not work more than an average 8 hours daily. There is no opt out for night work. The period for averaging is 17 weeks as before. A worker who works for more than one third of his time is a night worker. Occasional, or ad hoc, work does not make a worker a night worker.

As an employer, non-compulsory, free health assessments will be offered to night workers before they start working nights. This will take the form of a questionnaire and a medical examination. The latter is only necessary if there is any doubt about the worker's fitness for night work.

The Manager, or person responsible, will ensure that working time is arranged so that workers can take the time off they are entitled to. They will also ensure check whether any exceptions or flexibilities apply and ensure the different provisions for young workers are included.

Feltham Construction Ltd will ensure the following working arrangements are implemented:

Daily rest breaks

- Where a worker is required to work for more than 6 hours at a stretch, he or she is entitled to a rest break of 20 minutes.

Daily Rest

- Each worker is entitled to a rest period of 11 uninterrupted hours between each working day.

Weekly Rest

- A worker is entitled to one whole day off a week.

Days off can be averaged over a two-week period, meaning workers can take two days off a fortnight. Days off are in addition to paid annual leave.

Young worker daily rest breaks

- If a young worker is required to work for more than four and a half hours at a stretch, he or she is entitled to a rest break of 30 minutes.

Young worker daily rest

- A young worker is entitled to 12 hours uninterrupted rest in each 24-hour period of work.

Young worker weekly rest

- Young workers are entitled to two days off each week. This cannot be averaged over a two-week period and should normally be two consecutive days.
- There are exceptions to this that should follow the DTI guidance.

Paid Annual Leave

- Every worker – whether part-time or full-time covered by these Regulations is entitled to four weeks' paid annual leave. Increasing to 24 days from 1 October 2007 and 28 days from 1 April 2009 (for workers that work a 5 day week, pro-rata for part time workers)
- A weeks' leave should allow workers to be away from work for a week. It should be the same amount of time as the working week.
- This leave entitlement is not additional to bank holidays.
- Workers must give their employer notice that they want to take leave, employers can set times that workers take their leave.

Appointment of Sub-Contractors

Feltham Construction Ltd recognises that the selection and subsequent control of any contractor is crucial to the success of good Health, Safety & Environmental management. Failure to adequately manage contractor's activities can put personnel, members of the public and the contractors (including any sub-contractors they may have engaged) at risk of injury, and may leave Feltham Construction Ltd exposed to enforcement action and potential prosecution.

Any contractor being brought in to work for Feltham Construction Ltd must first be vetted for their ability to perform to acceptable Health, Safety and Environment standards and in particular their duties under CDM. A record of these checks should be retained for inspection if required.

Anyone appointing a designer or contractor to work on a project must take reasonable steps to satisfy themselves that those who will carry out the work have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved.

When appointing a designer or a contractor, sensible and proportionate enquiries should be made about their organisational capability to carry out the work. Only enquiries for information that will address the anticipated risks and capability of the supplier should be made – excessive or duplicated paperwork should be avoided because it can distract attention from the practical management of risks. Those making appointments will find the standard health and safety questions in PAS 91:2013 (Publicly Available Specification) Construction related procurement. Prequalification questionnaires a useful aid. Using PAS 91 standard questions is one way of helping to assess organisational capability.

Designers or contractors can use the services of an independent (third party) assessor to assess their organisational capability. If they do, there are companies that provide pre-qualification assessment services, including those who are members of the Safety Schemes in Procurement (SSIP) Forum. The SSIP Forum is an umbrella body with binding agreements to ensure member schemes recognise each other's pre-qualification assessments. The website (www.ssip.org.uk) provides a free search facility for any business that has undergone an SSIP assessment and gives further information about SSIP. SSIP assessment is one way a designer or contractor can demonstrate organisational capability at the pre-qualification stage of the appointment process, but not the only way.

Although now only guidance - reference can be made to the Health and Safety Executive (HSE) publication;

Appendix 4 Core Competence L153 Managing Health & Safety in Construction – Approved Code of Practice.

It will be incumbent on the person appointing the contractor to check the Approved Contractor List (ACL) to see if the contractor has already been through the vetting system and is approved.

If not already on the ACL it is incumbent on that person appointing the contractor to ensure the contractor is sent a competency questionnaire and an appropriate Feltham Construction Ltd letter requesting that they complete and return it. It will be a line management responsibility to ensure this is done in advance of appointment to chase return of information and to allow time for approval process.

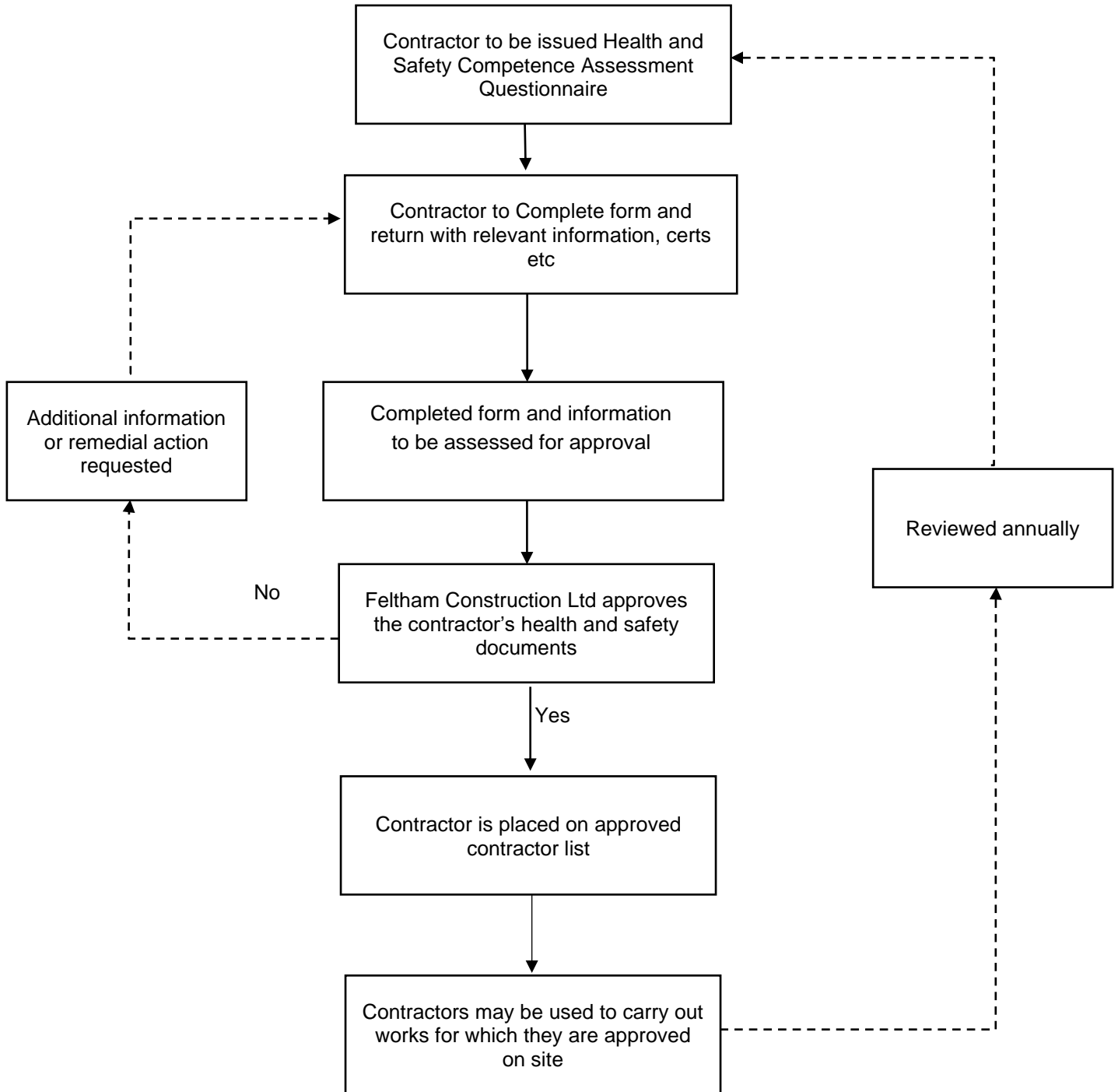
Experienced Line Managers / Contract Managers and the Safety Director will be responsible for supervising the day to day implementation and the effectiveness of this policy in ensuring the appointment of competent contractors

Every contractor must have completed the competency questionnaire and been approved by the Directors or other authorised person(s) prior to commencement on site. The assessment shall be unbiased and apply a good common-sense approach to the interpretation of the evidence supplied by the contractor. A check of the HSE website for prosecutions and 'notices' must be made.

Should additional evidence be required before a decision can be made, this should be sought without delay by the person appointing the contractor or directly by the person undertaking the assessment. Only when satisfied that the contractor can perform safely will the approval be given.

The Contractor will be approved for a maximum of 12 months or less subject to site performance. In order to remain on the approved contractor list, updated information shall be requested from the contractor by the next person considering appointment.

Contractor Appointment Procedure



Use of Foreign Labour

Feltham Construction Ltd recognises that English is not the first language for many people in the United Kingdom.

In many cases it is not possible to insist that all workers can speak or read English; and insisting on this could be classed as discrimination under the **Equality Act 2010**.

The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 require the health and safety of all workers to be considered and that employees are warned, trained and informed of all potential risks; and the means of reporting problems to their health or safety.

There are a number of options that can be used to achieve this; Feltham Construction Ltd will consider each situation on its' own merits and select the most appropriate action.

Where workers that do not speak or understand English are likely to be used then organisation providing the labour will be requested to ensure that where possible at least one person in four can understand and preferably read English.

Induction documentation will be supplemented with pictorial aids. Regular refreshers will be held and confirmation of understanding of the induction training will be required.

Where possible work will be planned to ensure that the non-English speaking workers are accompanied by an English speaking worker by way of a "Buddy System"

If the size of the project is sufficient then induction and toolbox training information will be translated into the appropriate language.

Risk assessments should take this into account and the level of control should be appropriate to the hazards and risks present.

Additional supervision will be provided with new workers to the site and any higher risk activities until the site supervision is satisfied that the workers understand the requirements placed on them and that they are working in a suitable and safe manner

The Site Manager will continue to monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment and that adequate supervision is provided.

Feltham Construction Ltd will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

Allowance may need to be made for the provision of:

- Extra training and supervision
- Appointing a buddy
- The provision of information to employees in an alternative format
- Use of a Translator
- Diagrammatic's in Inductions and Safe Systems of work

Health and Safety of Young People at Work

If young persons (those under 18) or children (those under minimum school leaving age) are to work on site (as employees, trainees or on work experience), reference should be made to the requirements of **The Management of Health and Safety at Work Regulations 1999**.

These regulations require employers to protect young persons from any risks at work and they must undertake risk assessments under the above Regulations, which specifically address:

- The inexperience
- Immaturity
- Lack of awareness of existing risks of young persons in relation to the mental, physical and psychological demands of the task

Employers may not employ young person's where the work;

- Is beyond their physical or psychological capacity
- Involves exposure to toxic or carcinogenic substances, or substances, which cause heritable genetic damage, harm to unborn children, or cause any other chronic health effect
- Involves harmful exposure to radiation
- Involves a risk of accidents which young persons may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- Involves a risk to health from extreme temperatures (hot or cold), noise and vibration.

The regulations also require certain information to be given to employees and to the parents/guardians of children, including copies of risk assessments and details of control measures.

The regulations **do not** apply to;

- Occasional or short-term work in a family undertaking where the work is not considered harmful, damaging or dangerous to young persons
- Domestic service within a private household

NB: Regulations such as **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Equipment and Lifting Operations Regulations 1998** have removed age limits for operations such as slinging, using abrasive wheels power presses and woodworking machinery. The risk assessment process above will now be required to assess whether the implementation of in house or site rules are appropriate for particular operations or processes.

- Other requirements related to young persons are contained in **The Working Time Regulations 1998**.
- **The Children (Protection at Work) Regulations 1998 (as amended)** regulate the hours of work of those under minimum compulsory school leaving age:

Reference should also be made to the following Health and Safety Executive (HSE) publications;

HSG65 **Managing for health and safety**
INDG364 **Young people and work experience**

Safety Services (UK) Ltd may be able to assist in the preparation of assessments required under this legislation.

Feltham Construction Ltd will, in accordance with the above Regulations, carry out the following activities to provide health and safety for their employees.

Assess the risks to the health and safety of each young person and of anyone else who may be affected by the work activity. The clear identification of all foreseeable risks will enable the necessary preventive and protective measures to be implemented. See flow chart on following page.

Each assessment will outline the hazards and risks associated with each working activity and highlight the controls to be instigated to minimise the risks and hazards identified.

This risk assessment will then be recorded and copies made available at the workplace. There is a legal obligation to provide this assessment to any under 18 year old or their parent if requested.

The Site Manager will bring to the attention of the workforce all the necessary precautions detailed in the written risk assessment.

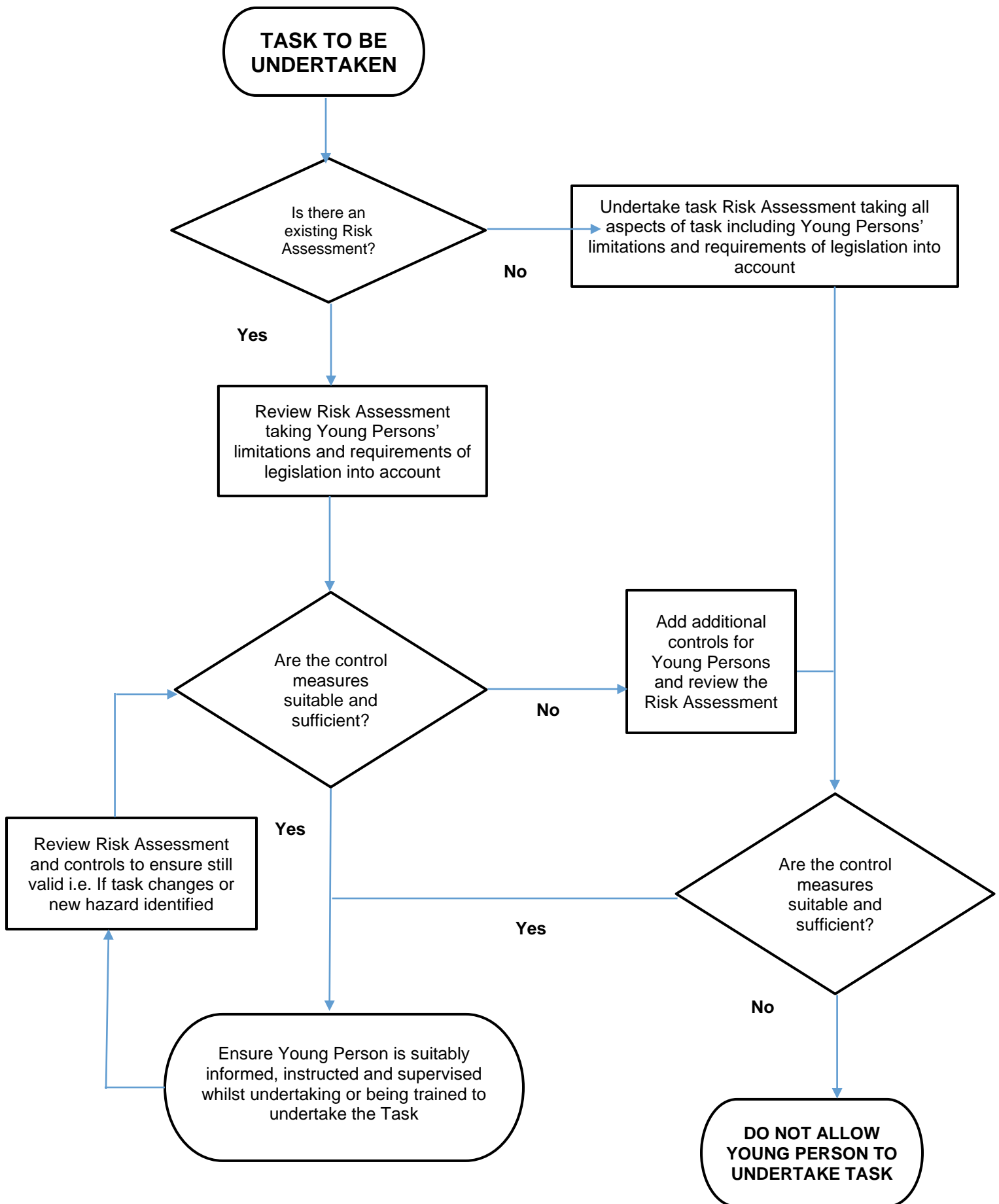
The Site Manager will monitor the operations to ensure that each operative is acting in accordance with the details outlined in the written assessment and that adequate supervision is provided.

Feltham Construction Ltd will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

Allowance may need to be made for the provision of;

- extra training and supervision
- modification to the workplace or equipment
- the provision of information to employees
- The provision of information to the parents or guardians of those below minimum school leaving age. Etc.

Young Person Risk Assessment Process Flowchart



First Aid

The Health and Safety (First Aid) Regulations 1981, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each site or workplace.

Reference should also be made to the Health and Safety Executive (HSE) publications;

L74 First Aid at Work INDG214 First Aid at Work - Your Questions Answered

Safety Services (UK) Ltd may provide advice on the requirements on request.

All work will be planned to take into account the requirements of the above Regulations.

Feltham Construction Ltd shall ensure that there are sufficient first aiders available at all workplaces.

Details of the first aid kit locations and names of first aiders shall be displayed on designated notice boards within the workplace.

The responsibility for ensuring first aid kits are kept fully stocked at all times rests with the designated first aiders/appointed persons:

First aid kits kept in Feltham Construction Ltd vehicles are the responsibility of the driver of the vehicle.

The Contracts Manager will ensure that the welfare and first aid requirements are established before work starts.

The Site Manager will ensure that all planned welfare and first aid facilities are provided and that they are maintained to the required standards.

MEDICAL EMERGENCIES

In the event of an injury or sudden illness the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to Feltham Construction Ltd as soon as possible

ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be recorded in the designated **Feltham Construction Ltd** accident book.

Feltham Construction Ltd will ensure the correct reporting of accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

Feltham Construction Ltd will investigate accidents/incidents, ill-health and dangerous occurrences. At their discretion, they may call on **Safety Services UK Ltd** to assist with the investigation.

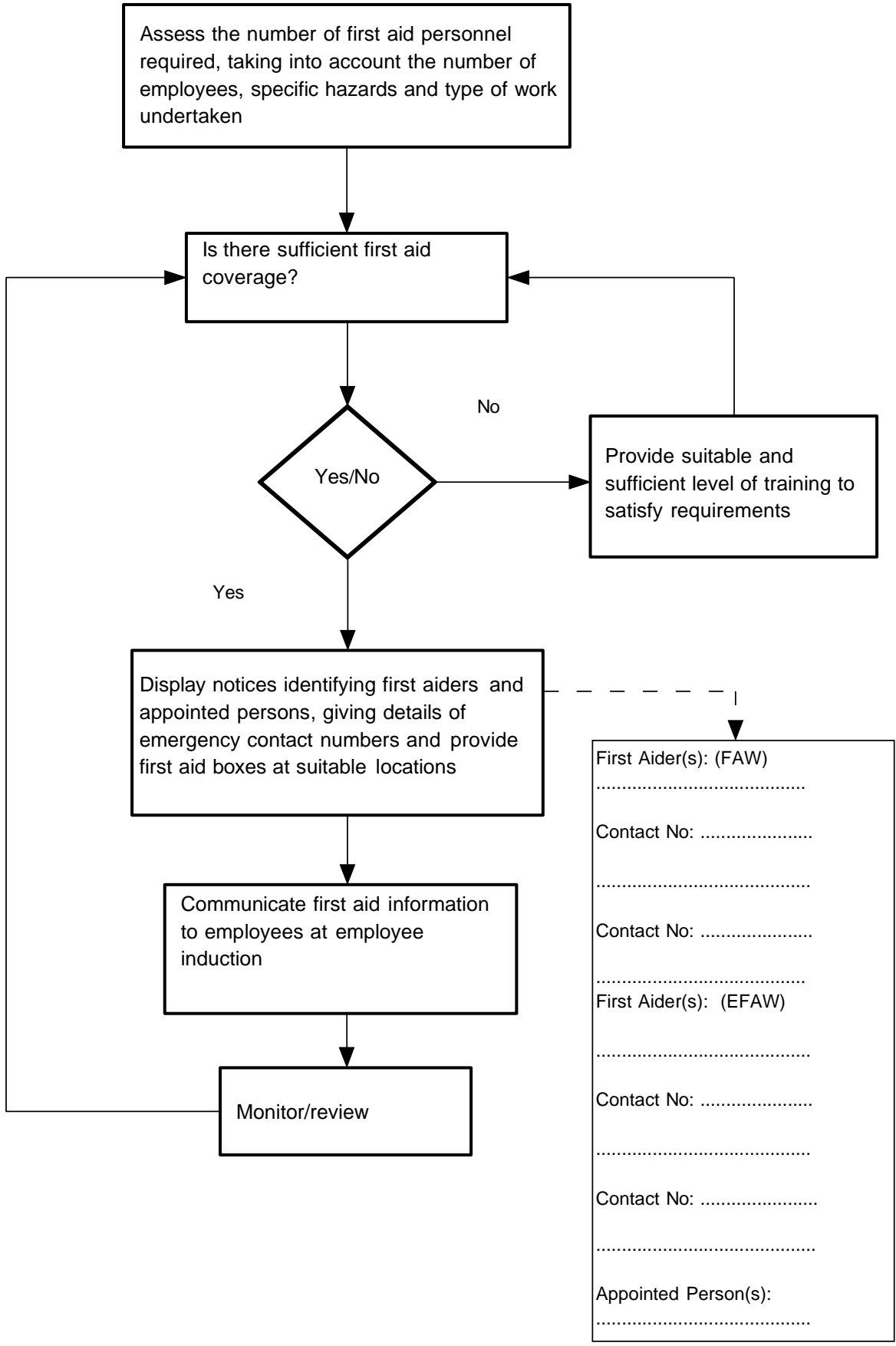
TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

The following will be achieved as a minimum standard provision for First Aid; and advisory notices will be placed in suitable locations:

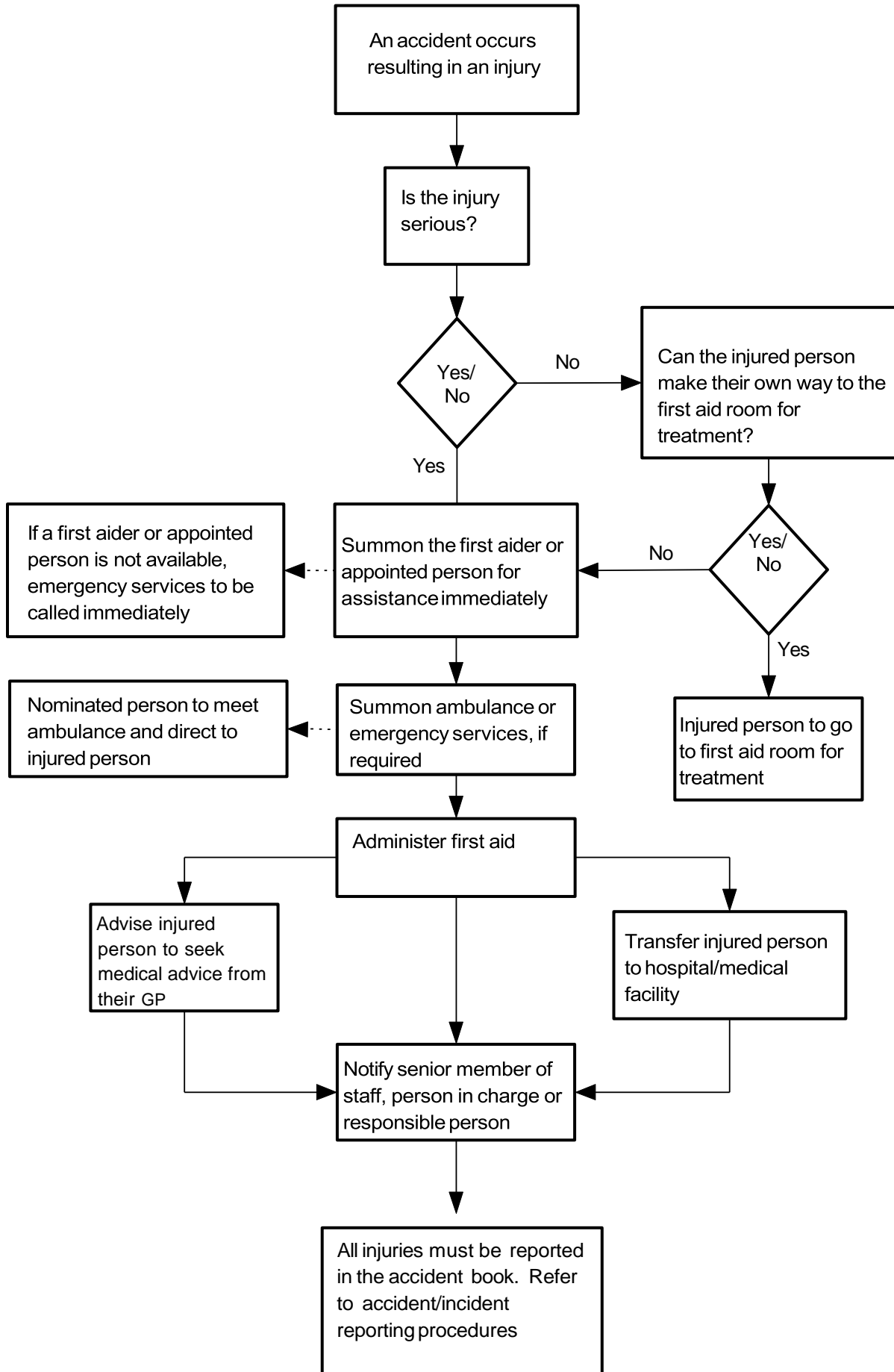
CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 25	At least one appointed person
	25-50	At least one first aider trained in EFAW
	More than 50	At least one first aider trained in FAW for every 100 employed (or part thereof)
Higher risk e.g. light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture	Fewer than 5	At least one appointed person
	5-50	At least one first aider trained EFAW or FAW depending on the type of injuries that might occur.
	More than 50	At least one first aider trained in FAW for every 50 employed (or part thereof)

Procedure for Assessing First Aid Requirements



First Aider(s): (FAW) Contact No: Contact No: First Aider(s): (EFAW) Contact No: Contact No: Appointed Person(s):
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Procedure for Dealing with Medical Emergencies



Accident Reporting

All injuries resulting from accidents on site or in other workplaces, however minor, will be reported by the Supervisor (or Office Manager as appropriate) on the Accident Report form. This applies to injuries received by members of the public, visitors etc. as well as Feltham Construction Ltd employees. Safety Services (UK) Limited should be advised of any accident involving hospitalisation or resulting in more than three days off work.

In the event of a fatal or major injury to any person, or dangerous occurrence as defined by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 the Health & Safety Executive must be notified via the appropriate online form;

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

Safety Services (UK) Ltd may also be notified as soon as possible.

Over-seven-day injuries

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

Over-three-day injuries

Employers must keep a record of over three-day injuries. If you are an employer, who has to keep an accident book, the record you make in this will be enough.

Online

Go to www.hse.gov.uk/riddor and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records

Telephone

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

For an over 7 day injury there is no requirement to phone the HSE immediately but it must be reported within 15 days.

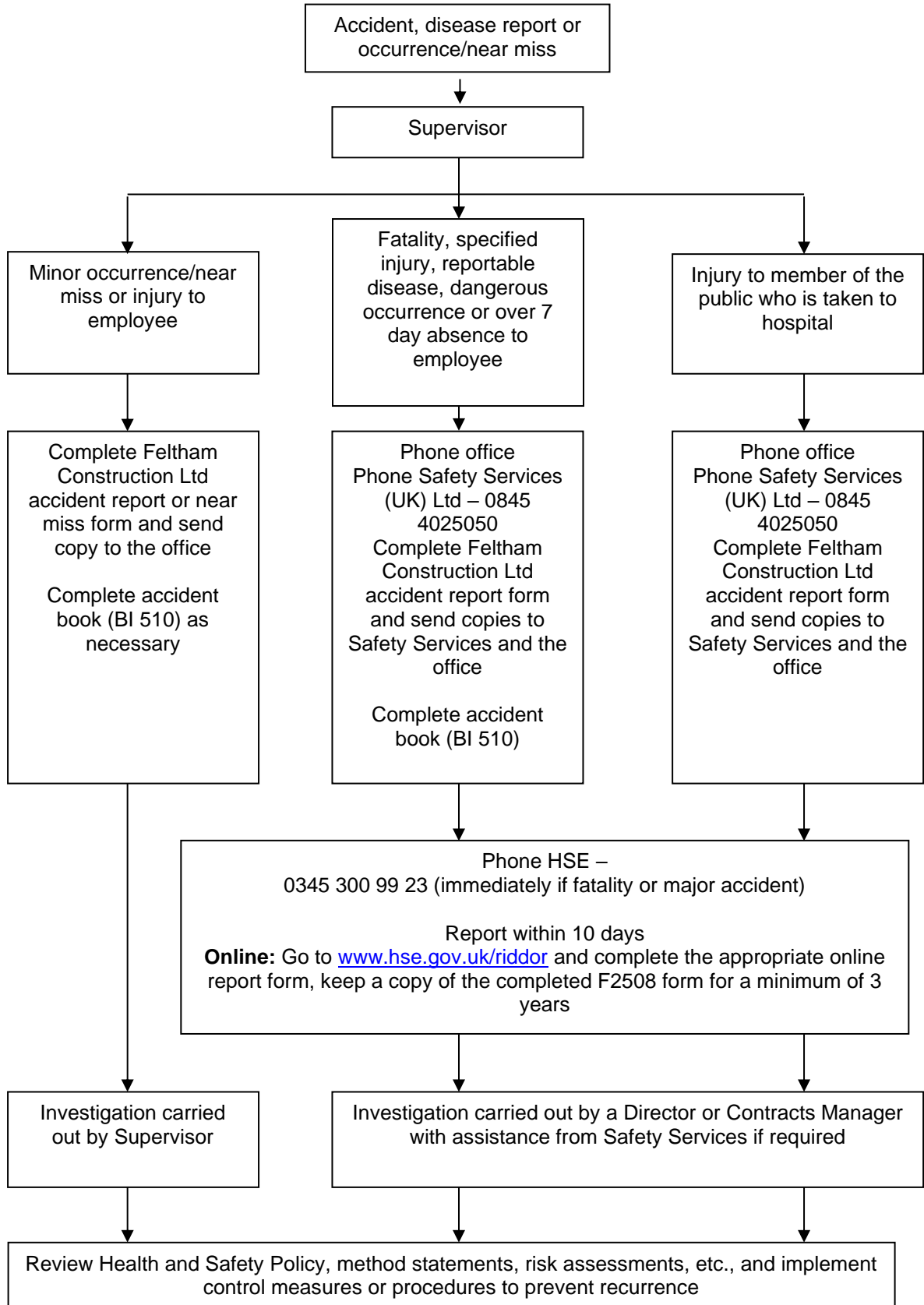
Accident Book BI510 or equivalent will be available at each site and office to ensure any injured employee can record details of his/her accident. All sections of appropriate pages must be fully completed.

Any claim made for Industrial Injuries Benefit by an employee will result in Form B176 being received by Feltham Construction Ltd from the Department of Work & Pensions. This will be completed by Feltham Construction Ltd Secretary and returned to the Department of Work & Pensions as required.

Copies of all used notification forms will be kept for at least three years from the date of notification. Feltham Construction Ltd Secretary or Safety Director will keep these records. Safety Services (UK) Ltd may investigate all reportable accidents and forward a copy of the Investigation Report to Feltham Construction Ltd with any photographs, statements or other relevant material for use by Feltham Construction Ltd Insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without permission of Feltham Construction Ltd Insurers or legal advisers.

The Supervisor must investigate all accidents resulting in damage on site and details reported to Feltham Construction Ltd Safety Director.

Accident Reporting and Investigation Flowchart



Construction Design and Management

When acting as Client; Principal Contractors or Contractors Feltham Construction Ltd will conform to The Construction (Design & Management) Regulations 2015 (CDM 2015).

Reference should also be made to the Health and Safety Executive (HSE) publication;
[L153 Construction \(Design and Management\) Regulations 2015. Guidance on Regulations](#)

Plus

CITB Guidance CDM 2015/1 Guidance for Clients

Or

CITB Guidance CDM 2015/5 Guidance for Principal Contractors

Or

CITB Guidance CDM 2015/3 Guidance for Contractors

Note – CDM 2015 duties extend to domestic projects

The CDM Regulations place responsibility for managing the health and safety of a construction project on three main duty holders. The **Client** has overall responsibility for the successful management of the project and is supported by the **Principal Designer** and **Principal Contractor** in different phases of the project. For the successful delivery of a project, good working relationships between the duty holders are essential from the start.

- **The Client** ensures that the construction project is set up so that it is carried out from start to finish in a way that adequately controls the risks to the health and safety of those who may be affected.
- **The Principal Designer** manages health and safety in the pre-construction phase of a project. The role extends to the construction phase through the principal designer's duties to liaise with the principal contractor and on-going design work
- **The Principal Contractor** manages the construction phase of a project. This involves liaising with the client and principal designer throughout the project, including during the pre-construction phase.

Depending upon the nature of the project, the principal designer and principal contractor may be supported by designers, contractors and workers.

There are three important phases of a project: before, during and after construction or building work.

- **pre-construction phase:** the inception, design and planning stage of a project (before the construction or building work starts),
- **construction phase:** the start-to-finish stage of the construction or building work
- **post-construction phase:** the practical completion of the construction or building work, including handover.

All work will be tendered for, negotiated and planned in accordance with the above standards.

When acting as **Client** Feltham Construction Ltd will:

Prepare a **Client brief** to explain to others what the project is about and the requirements before, during and after the build.

Make suitable arrangements for managing the project - to ensure that, throughout the planning, design and construction of a project, adequate consideration is given to the health, safety and welfare of all those affected and involved in the construction work.

Select the project team and formally appoint duty holders - If more than one contractor will be working on the project then Feltham Construction Ltd will appoint a Principal Designer and a Principal Contractor in writing. If this is not done, then Feltham Construction Ltd will take on these roles and associated legal duties.

Appointees must:

- have the necessary capabilities and resources
- have the right blend of skills, knowledge, training and experience
- understand their roles and responsibilities when carrying out the work

Provide information to help with design and construction planning - Prepare and pass on **pre-construction information** at the earliest opportunity to designers and contractors, to inform them of any risks that may have an impact on the design of the building or structure, as well as on its construction and future use.

Notify the project to the enforcing authorities, where required if the project is expected to last longer than 30 working days, and have more than 20 workers working on the project at any one time or exceed 500 person days, the project is notified to the HSE on the Form F10 electronically.

Check that the Principal Designer is carrying out their duties

If Feltham Construction Ltd has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply

During the construction phase

Ensure the construction phase plan is in place

Ensure welfare facilities are in place

Ensure the management arrangements are working – clients are required to ensure that the arrangements made for managing health and safety during construction are working successfully and be satisfied that the principal contractor is complying with their duties.

Post Construction

Check completion and handover arrangements

Check that the health and safety file has been prepared - at the end of the project, ensure that the Principal Designer provides Feltham Construction Ltd with the health and safety file.

Note- On projects where the Principal Designer's role has finished before the end of the project, the Principal Contractor will have taken on responsibility for the file.

Maintain and make available the health and safety file - Once the project is completed, the Client or the owner of the building must keep the health and safety file, this can be in an electronic format, on paper, on film or in any other durable form.

When Feltham Construction Ltd is acting as the Principal Contractor

The Principal Contractor is the contractor in overall charge of the construction phase; appointed by the client

Note - there should only be one Principal Contractor for a project at any one time.

Liaise with the other duty holders. Feltham Construction Ltd will work with the Client and Principal Designer throughout the project.

Manage the construction phase - Planning is an essential part of managing a construction site and should start as early as possible to identify health and safety risks, control measures and resources needed to reduce or eliminate them.

Prepare the construction phase plan – Feltham Construction Ltd will draw up a plan which describes how health and safety will be managed during the construction phase using all pre-construction information received and taking account of any client requirements

The construction phase plan should be:

- proportionate to the size and nature of the work, and the risks involved
- workable and realistic
- sufficiently developed to allow work to start on site
- regularly reviewed and added to as new trades start.

Ensure **welfare** facilities are provided that are suitable and sufficient for the size and nature of the site.

Provide site induction to every site worker. The induction should be site specific and be relevant to the size and scope of the work, and level of risk involved.

Secure the site – Feltham Construction Ltd will take reasonable steps to prevent unauthorised access to the site.

Appoint contractors and workers that have the necessary skills, knowledge, training and experience for the work they are carrying out.

Provide the right management and supervision with the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors.

Engage contractors and workers and share key information on health and safety risks including relevant parts of the construction phase plan

Monitor the risks on site to ensure health and safety standards and control measures to ensure that they adequate and remain effective.

Contribute to the health and safety file - The principal designer is responsible for preparing the health and safety file and Feltham Construction Ltd will pass on any relevant health and safety information.

If Feltham Construction Ltd has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply.

Feltham Construction Ltd acting as contractor

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

- Manage the work to address the client's requirements, any preconstruction information provided by the principal designer and relevant parts of the construction phase plan and any other requirements provided by the principal contractor when planning
- ensure those carrying out your work have the right skills, knowledge, training, experience and supervision
- ensure those carrying out your work have the right plant, tools, equipment, materials and personal protective equipment
- pass on relevant information and instructions to workers e.g. by briefing workers and, for higher risk tasks, using a safety method statement
- ensure that workers comply with the site rules
- Co-ordinate your work with those of other contractors and the principal contractor

- agree with the principal contractor the arrangements for exchanging information to allow Feltham Construction Ltd and other contractors to manage health and safety
- ensure your workers receive a site induction
- allow workers sufficient time to prepare and carry out the work
- inform the principal contractor of any intention to sub-contract elements of your work.

Co-operate with the other duty holders

Consult with employees to help to manage health and safety in a practical way by:

- helping you to spot workplace risks
- making sure health and safety controls are practical
- increasing the level of commitment to working in a safe and healthy way

Prepare the construction phase plan - On a project with more than one contractor, developing the construction phase plan will be the responsibility of the principal contractor, and they should provide the information relevant to the work. (If Feltham Construction Ltd is only contractor on the project then we are responsible for drawing up a plan which describes how health and safety will be managed during the construction work)

Ensure welfare facilities are provided – that are suitable and sufficient for the size and nature of the project. They must be available as soon as the work starts on site and remain until the end of the project. (On projects with more than one contractor welfare facilities will be the responsibility of the principal contractor)

Ensure a site induction is provided – when working as only contractor on site then Feltham Construction Ltd will ensure a suitable site induction is provided to every site worker.

Ensure the site is secure – take reasonable and proportionate steps to prevent unauthorised access to the site or work area to ensure work will not put the public or others at risk.

Appoint contractors and workers that have the necessary skills, knowledge, training and experience for the work they are carrying out

Provide the right supervision – that has the right blend of skills, knowledge, training and experience and that there is an adequate number of supervisors

Note - If Feltham Construction Ltd has any involvement with any design element on the project, then the Duties on the Designer under the above Regulations will also apply.

The Director responsible for the project will ensure that all the necessary precautions have been taken to comply with this legislation.

Support will be given to the Site Manager to ensure that any necessary additions to the Health and Safety Plan and information for the Health and Safety File are passed to the Principal Designer.

All other contractors on site will be informed of the contents of the Health and Safety Plan and will be made aware of any risks on site. Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Principal Designer, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site.

Construction Health, Safety and Welfare

The Construction (Design & Management) Regulations 2015 (CDM 2015) Schedule 2 specifies minimum requirements for welfare facilities on sites. **The Workplace (Health, Safety and Welfare) Regulations 1992** specify minimum standards for offices.

Reference should also be made to the Health and Safety Executive (HSE) publications;

HSG150 **Health and Safety in Construction**
CIS59 **Provision of Welfare Facilities on Fixed Construction Sites**

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 and Schedule 2 set out the principles of protection in relation to excavations, traffic routes, welfare facilities, emergency procedures and protecting the public etc.

The above Regulations also require that arrangements for dealing with foreseeable emergencies on construction sites include identification of people to implement the arrangements especially with regard to contacts with rescue workers and the fire service.

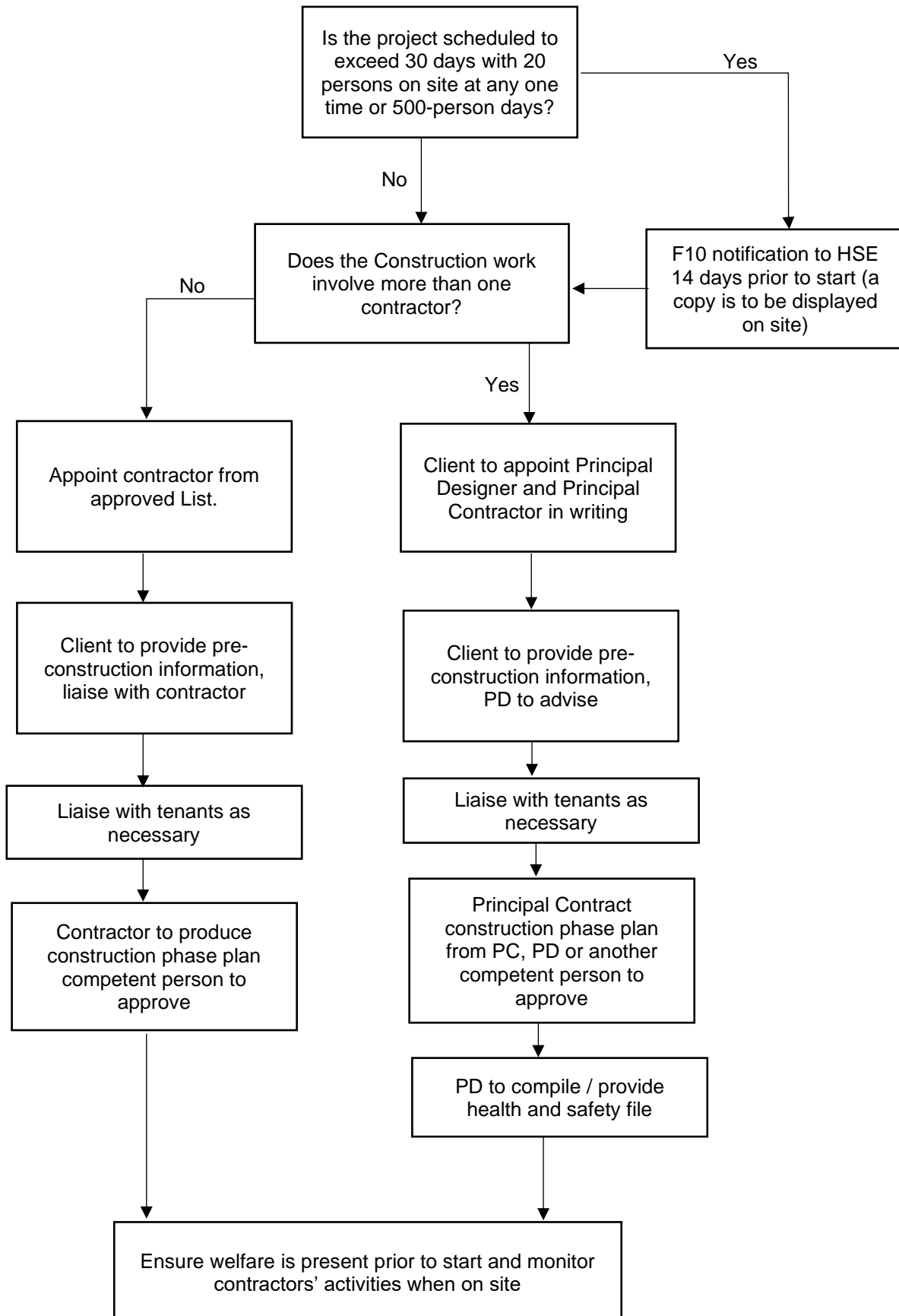
The arrangements for dealing with the various risk areas are contained in the relevant sections of this policy.

The Project/Contract Manager will take into account all the relevant matters contained in these Regulations when formulating his plan of works for each project.

The Site Manager will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

Project/Contract Management will monitor, with the assistance of Safety Consultants when necessary, the level of compliance to these requirements by both directly employed persons and any Sub - Contractors appointed to the project.

CDM procedure



Feltham Construction Ltd Offices

All offices and office facilities will be provided and maintained in accordance with **The Workplace (Health, Safety and Welfare) Regulations 1992**.

See section on Fire Precautions.

The Office Manager (or alternatively a nominated person) will ensure that a procedure is drawn up to be followed in the event of fire or emergency situation and that key personnel are given training in the procedures together with the use of firefighting equipment. Fire drills will be organised at six monthly intervals, date of drill and comments to be recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by the manufacturer. All fire alarms and emergency lighting will be checked monthly and test recorded.

The nominated person will check all fire exits at the start of each day.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use with a written record of the training retained for inspection should it be required.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits etc. will be kept clear of materials and well lit.

Suitable equipment will be provided for office staff required to reach items from high shelving.

Site Offices

Site Offices will comply with the requirements of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 and The Regulatory Reform (Fire Safety) Order 2005.**

Fire Risk Assessments should be developed for site offices and any necessary control measures identified implemented as necessary. Site Fire Risk assessments should be reviewed on a regular basis as the project proceeds to ensure it remains current. Any changes should be communicated to all on site.

See section on Fire Precautions.

All fire extinguishers shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in their use.

All site offices must be cleaned out daily and waste paper not allowed to accumulate.

Any liquefied petroleum gas-heating appliance shall be used in accordance with the requirements of Feltham Construction Ltd Policy. Reference should be made to the relevant section on liquefied petroleum gas in this Policy.

Any electrical installation shall be to the requirements of the Institute of Engineering and Technology (IET) Regulations and shall be installed, tested, altered and maintained by qualified electricians only.

Fire Precautions

Fire safety arrangements should be implemented in accordance with the Regulatory Reform (Fire Safety) Order 2005. These Regulations revoke all previous fire safety legislation and require that duty holders assess the risks to the premises and personnel from fire and implement adequate controls.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 require duty holders to make adequate arrangements to protect workers from the risk of fire on a construction site,

Reference should also be made to the Health and Safety Executive (HSE) publications;

HSG 168 Fire Safety in Construction Work

And a range of Home Office Guides have been published for existing premises.

Fire risk assessments will no longer be issued, Fire Risk Assessments should now be developed for all premises to ensure that significant risks are identified and removed or adequately controlled.

Fire Risk Assessments must be undertaken by a competent person to identify significant risks and necessary controls.

Fire extinguishers should be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively.

Further fire protection systems should be considered depending on the risks both to the occupants and also to business continuity and the effects on others.

Feltham Construction Ltd will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Office

The Office Manager (or alternatively a person nominated by Feltham Construction Ltd) will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Instigate procedures for the safe evacuation of all offices in the event of emergency
- Ensure this procedure is executed in such an event
- Summon the emergency services when an incident is reported
- All emergency exits to be checked daily
- Check fire alarms and emergency lighting weekly and record the results
- Ensure access and egress route are kept free of obstruction
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer

Site

The Site Manager will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include:

- Instigate a procedure for the safe evacuation of all buildings on site in the event of an emergency that is regularly reviewed to capture any changes as the project progresses
- Ensure this procedure is executed in such an event

- Summon the emergency services when an incident is reported
- When conditions require, fire extinguishers of a suitable type, will be kept on site and adjacent to any activity which may lead to the outbreak of fire
- Instruct site staff in the use of portable fire extinguishers
- Ensure fire extinguishers and emergency lighting undergo periodic testing and inspection by a qualified engineer

At all locations a means of warning of fire must be established. Handbells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm. A manual of automatic fire alarm may be more appropriate in some circumstances.

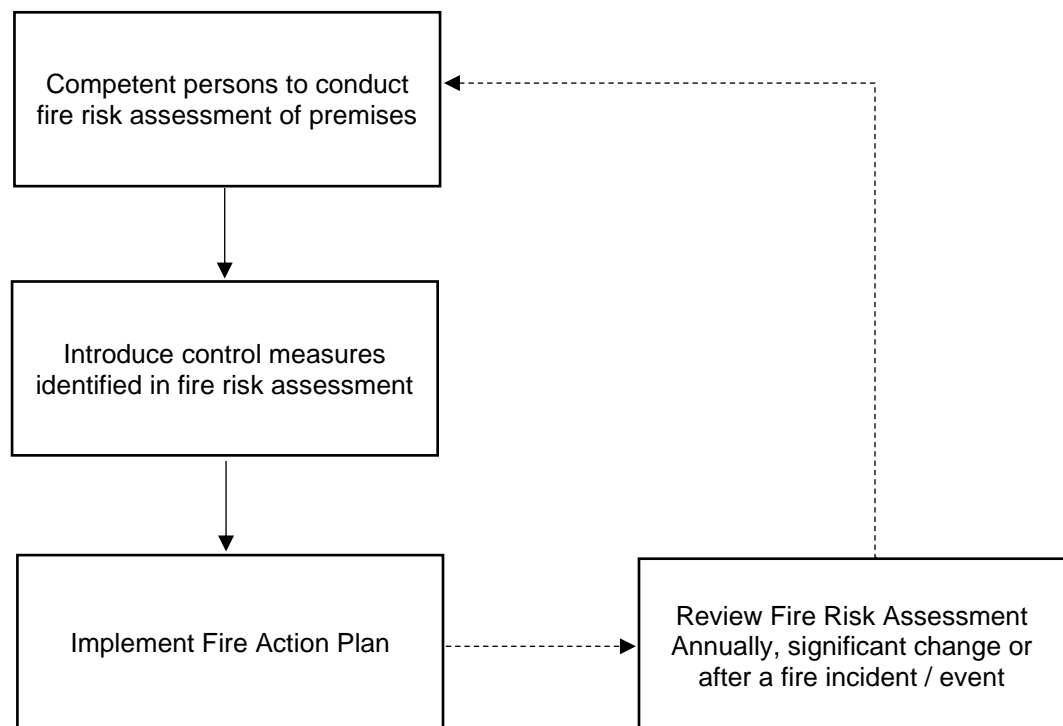
Written emergency Procedures must be displayed in prominent locations and brought to the attention of all persons at the location through the induction process. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers. Ensure that the emergency arrangements are reviewed regularly to capture any changes within the working environment. Changes need to be communicated to all appropriate personal.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Fire Risk Assessment Flowchart



Emergency Lighting Testing

The requirements of **The Regulatory Reform (Fire Safety) Order 2005** should be applied.

Feltham Construction Ltd will ensure that all emergency lighting installed within all managed premises are checked and tested by a competent person on a regular basis.

Facilities/Offices/Site Managers are responsible for ensuring that a competent person tests all emergency lighting at the required frequency.

Procedure

1. The Facilities Manager/Offices/Site Manager will ensure that a schedule of all emergency lighting units and their location is compiled for the premises and retained.
2. The Facilities/Offices/Site Manager will ensure that all emergency lighting is tested by a competent person in accordance with the required schedule below:

Frequency	Check/Test Required
Daily	<p>Check by on-site staff (visual check) –</p> <p>Check that faults recorded in the logbook have been given urgent attention and the action noted.</p> <p><i>This check only applies to emergency lighting systems with a central back-up battery system. In this case, there is a daily visual inspection of indicators on the central power supply to identify that the system is operational. No test of operation is required. This test does not apply to emergency lighting with self-contained back-up batteries in each unit (standard emergency lighting).</i></p>
Monthly	<p>Every self-contained luminaire and internally illuminated exit sign should be energised from its battery by the simulation of a failure of the supply to the normal lighting for a period sufficient only to ensure that each lamp is illuminated.</p>
Annual	<p>As monthly but:</p> <p>All installations must be fully inspected to ascertain their continued compliance with current legislation and standards.</p> <p>Each self-contained system should be tested for their full duration.</p>
After all tests	<p>Supply to normal lighting to be restored, indicator lights and charging facilities checked for proper functioning.</p> <p>Batteries inspected, terminals cleaned, and electrolyte levels topped up where applicable.</p>

Fire Alarm Testing

The requirements of **The Regulatory (Fire Safety) Order 2005** should be applied.

Feltham Construction Ltd will ensure that the fire alarm systems installed at managed properties are checked and tested by a competent person on a regular basis.

Feltham Construction Ltd are responsible for ensuring that a competent person is appointed to test the fire alarm system(s) installed at managed properties at the required frequency.

Procedure

1. Feltham Construction Ltd will ensure that a schedule of fire alarm manual call points is compiled for the premises and is retained in the Fire Log Book.
2. Feltham Construction Ltd will ensure that the fire alarm system is tested and inspected by a competent person in accordance with the schedule held within the H&S Logbook.
3. Where any Test indicates that remedial work is required such work must be carried out as soon as possible.
4. All records must be kept on site.

Fire Extinguishers

The requirements of **The Regulatory (Fire Safety) Order 2005** should be applied.

Feltham Construction Ltd will ensure that all portable fire extinguishers provided to the premises are checked and tested by a competent person on a regular basis.

Facilities / Site Managers are responsible for ensuring that all portable fire extinguishers provided on site are inspected and maintained by a competent person.

Facilities / Site Managers are responsible for carrying out regular visual checks of the fire extinguishers where Feltham Construction Ltd are in control of the premises.

Procedure

1. Feltham Construction Ltd will ensure that an inventory of the location of all portable fire extinguishers is compiled for the premises and held in the site logbook.
2. Feltham Construction Ltd will ensure regular visual checks of fire extinguishers are conducted, to include:
 - (a) No units are missing;
 - (b) No units are wrongly allocated;
 - (c) No units are damaged or have been tampered with;
 - (d) No units have been discharged;
 - (e) A maintenance record label is affixed and correct on each appliance
3. Any defects will be reported and rectified as soon as possible.
4. Feltham Construction Ltd will ensure that all portable fire extinguishers are tested at least annually by a competent person, and in accordance with the Schedule retained.
5. Where any test indicates that remedial work is required such work must be carried out as soon as possible.
6. All records must be kept on site for inspection by the enforcing authority.

Emergency Escape Routes

The requirements of **The Regulatory (Fire Safety) Order 2005** and **The Workplace (Health, Safety & Welfare) Regulations 1992** should be applied.

Feltham Construction Ltd will ensure that all Emergency Escape routes are checked on a daily basis to ensure they are free from obstruction and / or hazardous materials.

Facilities/Site Managers are responsible for ensuring that regular checks are made of all emergency escape routes on site.

Site Staff, where employed on site, are responsible for ensuring that daily checks are made of all emergency escape routes on site.

Facilities/Site Managers / Site Staff are responsible for ensuring that all such checks are carried out and recorded on site.

Procedure

1. Feltham Construction Ltd will ensure that daily checks are made of all emergency escape routes within the premises.
2. Where employed Site Staff will ensure that this is carried out at the beginning of each shift and throughout the day, as necessary.
3. Feltham Construction Ltd will ensure that regular checks are made of all emergency escape routes within the premises, where a daily inspection is not feasible.
4. Where objects are found to be obstructing the means of escape, or are hazardous, arrangements will be made to remove them immediately. Other works requiring the appointment of a competent contractor will be arranged, as required.
5. Where emergency escape routes are compromised on a temporary basis, due to the carrying out of works on site, arrangements must be made to ensure that all persons who may be affected by this are informed and suitable alternative measures are in place.
6. A record of the daily / regular check of the emergency escape routes shall be made and be made available for inspection by the enforcing authority.

Fire Drills

The requirements of **The Regulatory (Fire Safety) Order 2005** should be applied.

Feltham Construction Ltd will ensure that Fire Evacuation Drills are carried out at all managed properties and sites, at least annually and preferably six monthly.

Feltham Construction Ltd will nominate competent persons who are responsible for ensuring that fire evacuation drills are carried out on site at least annually and preferably six monthly.

Feltham Construction Ltd will ensure nominated persons are given sufficient training and resources for the role.

All drills must be co-ordinated by the competent nominated persons, where employed on site, and for all tenants.

Procedure

1. Feltham Construction Ltd will ensure that fire evacuation drills are carried out at least annually and preferably six monthly.
2. The drill will be coordinated with any neighbors/tenants at least annually such that all buildings are evacuated at least annually.
3. On completion of the evacuation a debrief of Fire Marshalls/Wardens for all occupiers will be carried out and a report prepared.
4. A record of the evacuation drill will be retained by Feltham Construction Ltd and be readily available for inspection by the enforcing authority.

Bomb Threat/Emergency

The requirements of **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999, The Workplace (Health, Safety and Welfare) Regulations 1992 and Regulatory Reform Order (Fire Safety) Order 2005** should be applied.

An Emergency Plan is in place and the identified controls and procedures will be compared with the results of Risk Assessments and amendments made as necessary.

Bomb Threats and Discovered Devices:

Bomb threats over the telephone: - when this happens, the procedure for recording the threat will be put in place, immediately calling the Police, and assisting in the investigation will be put in place.

Letter bombs: - if a letter bomb is suspected, laid down procedure should be followed immediately.

If a device is suspected: - laid down procedures should be followed immediately.

Procedure:

When a bomb threat is made by telephone, all pertinent information is to be recorded. Do not hang up the telephone (this is extremely important in conducting an investigation, or locating an actual device).

If a letter bomb is suspected, laid down procedures situated in the emergency plan will be followed.

Suspect objects are not to be moved or touched.

The directions of the senior police officer present must be complied with.

THE POLICE WILL ALWAYS BE CALLED. (NEVER ASSUME THE CALL IS A HOAX)

Risk Assessments must be undertaken to identify significant risks and necessary controls. The Emergency Plan in place has identified controls and are compared with the result of the Risk Assessments and amendments made as necessary.

Written emergency Procedures must be displayed in prominent locations and brought to the attention of all employees. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access/egress from buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, e.g. security guards, must be briefed to unlock gates, doors, etc. in the event of an alarm.

Evacuation:

Evacuation should be in accordance with pre-planned procedures and details of incidents should be carefully recorded.

Methods of communication between management and businesses in the immediate vicinity, in the event of emergencies, are agreed and confirmed amongst the parties at a local level.

Detailed attention is given to the routing of evacuations away from danger and to the maintenance of access for emergency vehicles.

Advice about the spread of blast and glass damage has been taken when identifying holding and assembly areas.

The building will not be reoccupied unless told to do so by the fire department or police.

Health Hazards

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, these include for example:

The Control of Asbestos Regulations 2012
The Control of Lead at Work Regulations 2002
The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)
The Workplace (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992

Further information on the requirements of the Regulations, is also covered elsewhere in this Policy and is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that, before work starts on site, information is obtained on any material or substance to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements should be made for an alternative, less hazardous material to be specified.

Any necessary training, protective clothing, equipment, enclosures, extraction equipment, hygiene facilities, medical examinations etc., must be planned before work commences.

Supervisors must ensure that all operatives engaged in any process involving the use or handling of any hazardous substance, will be given full instructions on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start using the product.

The supervisor will ensure that:

- There is a suitable and sufficient risk assessment in place and that it has been communicated to all relevant persons.
- Protective clothing and equipment will be issued to operatives.
- The hygiene measures provided are maintained, and procedures planned to handle or use any hazardous substance are implemented.
- Measures necessary to protect other workers and the general public from such substances or procedures are provided and maintained.

Approved people, or organisations, will carry out any necessary air sampling, medical examinations, testing etc. as required, and records will be kept on site during the operations.

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis etc. (e.g. cement, acids, epoxy resins etc.)
- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.
- Injection – needlestick, high pressure air

This section covers health hazards generally, other sections of the Policy deal with specific health hazards.

Control of Substances Hazardous to Health

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**

No assessment should be carried out without reference to:

EH40 Occupational Exposure Limits

All work will be planned to take the above standards into account.

Feltham Construction Ltd will provide written assessments for all those products and substances that have been assessed as hazardous to health. Where necessary Feltham Construction Ltd will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances, and complying with **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**, requires Feltham Construction Ltd to take the following steps to comply with the Regulations:

- Identify the problem.
- Assess it, measure it, get some idea of the scale.
- Consider:
 - *The hazardous properties of the substance*
 - *Health affects as identified by the supplier*
 - *The level, type and duration of the exposure*
 - *The circumstances of the work and amount of substance involved*
 - *Limits on exposure from statutory guidance*
- Decide on the method of solving the problem, preferably by minimising exposure but considering:
 - *The effect of preventative and control measures*
 - *The results of any health surveillance*
 - *The results of monitoring the exposure*
- Any other information relevant
 - *Implement the chosen method of solving the problem*
 - *Check that the method is being implemented properly and monitor the outcome*
 - *If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances*
 - *Waste routes for disposal of packaging and contaminated clothing/equipment*

Marking of containers

In addition, any containers or pipes for substances hazardous to health used at work should be clearly marked with the nature of the contents and any associated hazards.

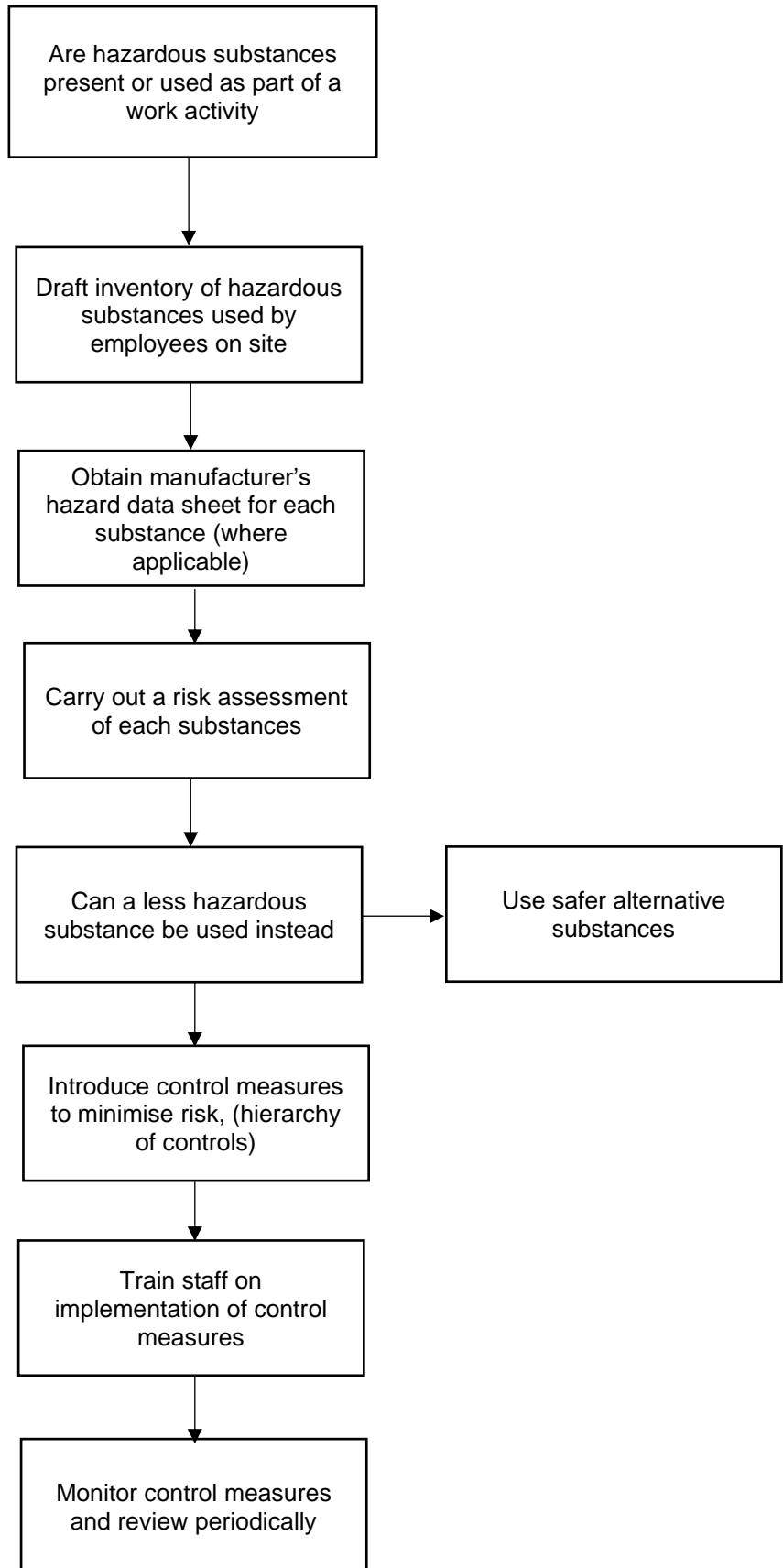
Staff will be made aware of the hazards of any materials they will be asked to use, hazard data sheets will be issued for each product and control methods will be devised.

Keeping of Records

Feltham Construction Ltd will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Feltham Construction Ltd will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

COSHH Assessment Procedure



Noise

Noise is covered by **The Control of Noise at Work Regulations 2005** and also by **The Health and Safety at Work etc. Act 1974**.

**Standards
Required**

Reference should also be made to the Health and Safety Executive (HSE) publication;
L108 Guidance on the Control of Noise at Work Regulations 2005

Councils must look into complaints about noise that could be a 'statutory nuisance' under **the Environmental Protection Act 1990**.

All work will be planned to take the above standards into account.

The regulations require that hearing protection is considered and made available if the noise level averaged over an 8 hour day exceeds 80dB(A); and that hearing protection is mandatory for average noise levels over 8 hours exceeding 85dB(A). Also, the maximum exposure with hearing protection should not exceed 87dB(A) (averaged over 8 hours)

The Contracts Manager must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place. He will in conjunction with any relevant Sub - Contractors required to use or work near such plant, ensure that any static plant to be installed on site, or in the workshop, is planned to be in a position which takes account of the effects of noise on the workers or the public.

Where personnel are required to work in situations where high levels of noise (80dB or above) are likely to be encountered, the Contracts Manager will ensure that full information is obtained, before work commences, on the levels and frequencies of noise. Any measures to reduce noise levels to below levels considered to be safe must be planned or, if this course is not practicable, suitable hearing protection equipment must be identified for use by personnel.

Regular monitoring of noise levels and frequencies will be planned, as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

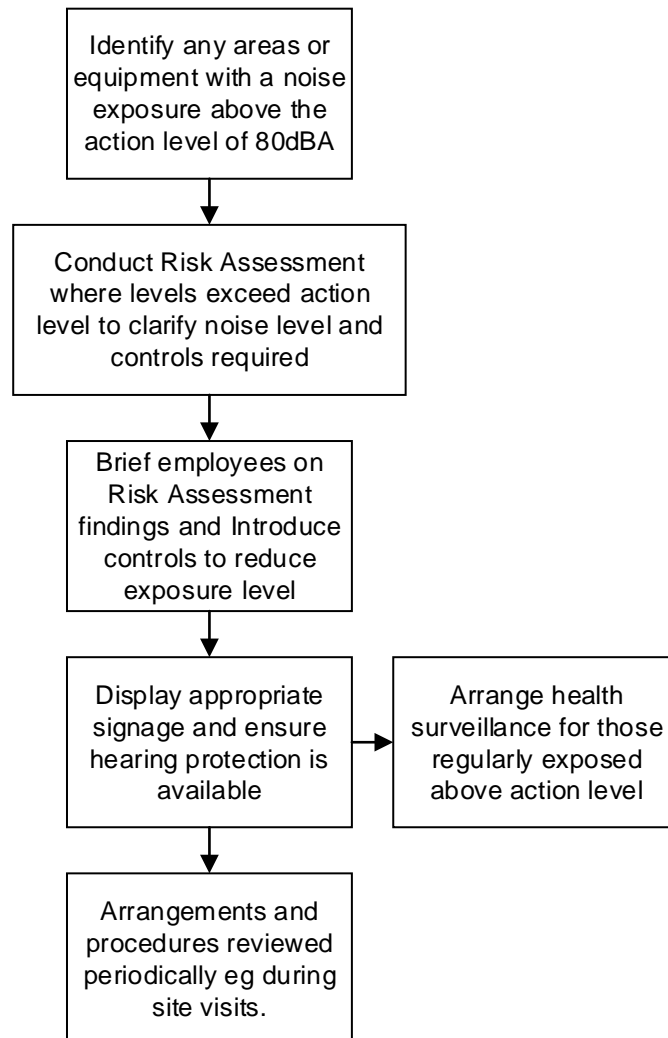
The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc., and that all equipment and noise reducing doors etc. are used. He will ensure that all noise control items fitted to plant, or in premises, are kept in good order and that any defects noted are reported to the Sub - Contractors or hire company immediately.

The Site Manager will ensure that supplies of ear defenders, or other suitable hearing protection, is made available for any operations, where it is not practicable to reduce the noise level to a safe limit and signage displayed within the work area. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

The HSE website www.hse.gov.uk/noise gives guidance and advice for noise assessments and protection requirements.

Noise Procedure



Hand-Arm/Whole Body Vibration

Vibration is covered by **The Control of Vibration at Work Regulations 2005**, further requirements can be found in **Provision and Use of Work Equipment Regulations 1998**, **The Health and Safety at Work Act 1974**, **the Management of Health and Safety at Work Regulations 1999** and **The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013**

Reference should also be made to the Health and Safety Executive (HSE) publications:

L140 **Hand Arm Vibration**
INDG242 **Control of back-pain risks from whole-body vibration**
INDG 175 **Health Risks Advice from hand-arm vibration: Advice for employees**

Excessive use of handheld or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure limit values and action values

(1) For hand-arm vibration -

- (a) the daily exposure limit value is $5 \text{ m/s}^2 \text{ A(8)}$;
- (b) the daily exposure action value is $2.5 \text{ m/s}^2 \text{ A(8)}$,

(2) For whole body vibration -

- (a) the daily exposure limit value is $1.15 \text{ m/s}^2 \text{ A(8)}$;
- (b) the daily exposure action value is $0.5 \text{ m/s}^2 \text{ A(8)}$,

"daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependent upon:

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of-

- (a) observation of specific working practices;
- (b) reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions; and
- (c) if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed; and
- (d) the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of-

- (a) the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks;
- (b) the effects of exposure to vibration on employees whose health is at particular risk from such exposure;
- (c) any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints;
- (d) any information provided by the manufacturers of work equipment;
- (e) the availability of replacement equipment designed to reduce exposure to vibration;
- (f) any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer;
- (g) specific working conditions such as low temperatures; and
- (h) appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level, 2.5 m/s² or the total daily dose of 5.0 m/s² (A8) (Average over an 8 hour day)
- Ensuring equipment is maintained in accordance with the manufacturer's instructions
- Reducing the amount of trigger time the operative uses the equipment for
- Use of suitable gloves
- Operator exercising the hands and fingers
- The operator being able to recognise the onset symptoms
- Job rotation

The Site Manager will ensure all work activities are planned to take the above standards into account.

The Site Manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place. Manufacturers data should be consulted for vibration data, other options include taking measurements using specialist equipment.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant Site Managers and Operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturer's instructions; are kept in good order and that any defects noted are reported immediately.

The Site Manager will ensure that supplies of suitable gloves are made available for any operations, where it is not practicable to reduce the vibration levels to a safe limit in other ways. These will be issued to Operatives as required and must be worn at all times when Operatives are exposed to high vibration levels.

-
- Carry out a written vibration assessment Appendix 1 to establish levels and frequencies of vibration for individuals using items of plant and machinery. Give advice on vibration control measures
 - Follow the control hierarchy to reduce the likelihood of exposure
 - Plan to Regularly monitor vibration levels and frequencies for known high sources

Vibration Risk Assessment**Contract****Assessment Number****Operation:**

Activity	Vibration (Ave) (m/s ²) L ₁	(L ₁) ²	Duration of exposure (hours) t	Partial Dose d ₁ =(L ₁) ² x t
Sum of partial doses = $\Sigma d_1 =$				
Daily dose A(8) = $\text{SQRT}(\Sigma d_1/8) =$				m/s ²

Activity

Should include the duration for all activities associated with the use of vibrating tools within the work pattern i.e. the time spent actually using the tool, breaks and other activities completed as part of that work pattern.

The risk from exposure increases with the level of vibration and the length of exposure, both within the working day and in the long term. To recognise this as an equivalent 8-hour “dose” of vibration A(8) is used.

The nominated value, recommended by the Health and Safety Executive, A(8) = 2.5 m/s² is thought to be the exposure which results in a 10% risk of contracting Vibration White Finger (VWF) after 8 years exposure (this is still a significant risk).

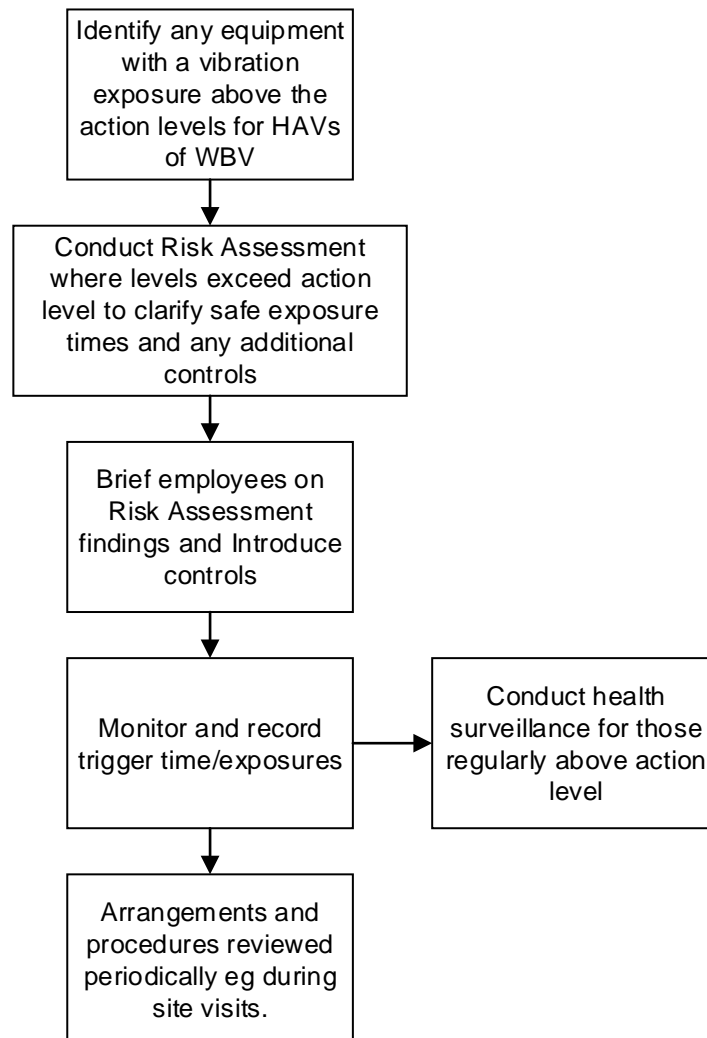
Where the daily dose significantly exceeds the A(8) = 2.5 m/s² level it must be demonstrated that:

- It was necessary to complete the work in this manner.
- All reasonable steps have been taken to reduce the risk of VWF.

Control measures to be implemented.

e.g. Use alternative method that avoids or reduces vibration
 Select low vibration equipment
 Rotate job to reduce exposure times
 Encourage hand & finger exercise
 Toolbox talks on avoiding risks

Vibration Procedure



Dust in the Workplace

Dust is not just a nuisance; it can seriously damage health and some types can eventually even kill. Regularly breathing dust over a long time can cause life-changing lung diseases. Dust is covered by **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)**.

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the subject include:

L5	Control of Substances Hazardous to Health Regulations 2002: ACOP & Guidance
EH44	Dust: general principles of protection
CIS 36	Construction Dust
INDG463	Control of exposure to silica dust

Additional guidance is available via the HSE, IOSH and Breathfreely websites.

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure contractors conduct a written assessment and implement suitable control measures for all those tasks that produce dust. Where necessary Feltham Construction Ltd will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any precautions such special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they have a safe system of work for activity that may create dust; all equipment required and if a dust mask is needed that it is FFP3 as a minimum and that operative has been face fit tested and a copy of their certificate retained for inspection if required.

When work is undertaken by sub-contract trades or labour only agency, it is the responsibility of these organisations to ensure the provision of correct RPE together with the required testing & certification.

Dust is a broad term but typical dusts are

- Silica dust – created when working on silica containing materials like concrete, mortar and sandstone (also known as respirable crystalline silica or RCS);
- Wood dust – created when working on softwood, hardwood and wood-based products
- Lower toxicity dusts – created by materials containing very little or no silica e.g. gypsum

There are three key things you need to do:

- Assess the risk from dust
- Control the dust risks
- Review the controls to check they are working

Assess the risk from dust

Assess the risks linked to the work and materials. High dust levels are caused by one or more of the following:

- Task – the more energy the work involves, the bigger the risk. High-energy tools produce a lot of dust in a very short time;
- Work area – the more enclosed a space, the more the dust will build up. Dust levels may also be high outdoors with high energy tools
- Time – the longer the work takes the more dust there will be;
- Frequency – regularly doing the same work day after day increases the risks.

Control the dust risks

Control measures must be effective in keeping exposure below the Workplace Exposure Limit for the respirable dust in question, these limits are not a large amount.

Use the following measures to control the risk.

Stop or reduce the dust

Use different materials, less powerful tools or other work methods.

Control the dust

The most important action is to stop the dust getting into the air. There are two main ways of doing this:

- Water – water damps down dust clouds. Enough water needs to be supplied at the right level all the time work is being done
- On-tool extraction – removes dust as it is being produced. It is a type of local exhaust ventilation (LEV) system that fits directly onto the tool.

Respiratory protective equipment (RPE)

Water or on-tool extraction may not always be appropriate or they might not reduce exposure enough. Often respiratory protection (RPE) has to be provided as well.

Ensure the RPE is:

- adequate for the amount and type of dust – FFP3 marked masks will normally offer adequate protection and is the recommended mask to be used
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this - consider it when people are working for more than an hour without a break;
- Compatible with other items of protective equipment;
- Fits the user. Face fit testing with a certificate is needed for tightfitting masks;
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven.

RPE is the last line of protection, so if you are just relying on RPE you must be able to justify your reasons for this.

Other controls

Depending upon the work you are doing you may have to combine these measures with other controls. These can include

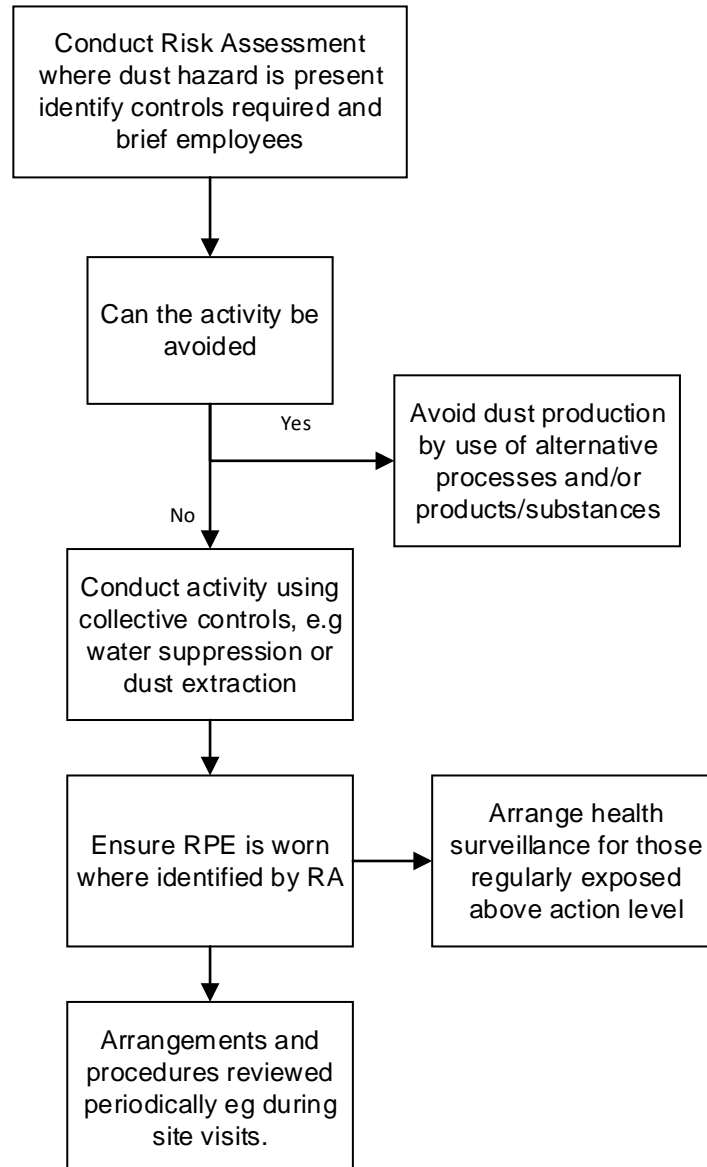
- Limiting the number of people near the work;
- Rotating those doing the task;
- Enclosing the work to stop dust escaping.
- General mechanical ventilation to remove dusty air
- Selecting work clothes that do not keep hold of the dust.
- Training of operatives
 - About dust risks and how this can harm their health;
 - How to use the dust controls and check that they are working;
 - How to maintain and clean equipment;
 - How to use and look after RPE and other personal protective equipment (PPE);
 - What to do if something goes wrong

Review the controls

Check the controls work by:

- Having procedures to ensure that work is done in the right way;
- Checking controls are effective.
- Involving operatives to help identify problems and find solutions;
- Maintaining equipment:
- Supervision
- You may have to put a health surveillance programme in place.

Dust Procedure



Local Exhaust Ventilation (LEV)

Duties under the **Health and Safety at Work act 1974** apply to the risks from exposure to respiratory hazards that may arise from work activities. **The Management of Health and Safety at Work Regulations 1999** provide a broad framework for controlling health and safety at work. **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** provides specific framework of actions for the control of risks from a range of hazardous substances including respiratory hazards.

The following HSE publications should also be referred to:

- **INDG408 - Clearing the air -A simple guide to buying and using (LEV).**
- **HSG258 Controlling airborne contaminants at work: A guide to (LEV)**

What is LEV?

LEV is an extract ventilation system that takes dusts, mists, gases, vapour or fumes out of the air so that they can't be breathed in. Properly designed LEV will:

- Collect the air that contains the contaminants;
- Make sure they are contained and taken away from people;
- Clean the air (if necessary) and get rid of the contaminants safely.

All work will be planned to take the above standards into account.

If the measures you adopt include extraction systems (LEV) to remove the dusts, fumes, vapours etc. produced by your work processes or activities, then you must maintain the LEV in efficient working order so it continues to provide the necessary protection. You should also have a periodic thorough examination and test (at least every 14 months) and must keep this record for at least 5 years. In addition, you should have information on the installed LEV system to confirm it provides adequate protection, which should be kept for the life of the equipment.

Feltham Construction Ltd will when Buying LEV:

- Work out which jobs and activities cause exposure.
- Document what the LEV needs to do - get a reputable supplier to advise you.
- Get the right type of LEV to control exposure.
- Involve your employees in LEV design or selection.
- Make sure the LEV is installed properly and works effectively.
- Make sure the LEV has airflow indicators (or equivalent).
- Make sure the supplier provides a User Manual and Logbook (or equivalents).

Feltham Construction Ltd will ensure that, before operatives are set to work, they are instructed in the safe use of any LEV they are using in accordance with the written assessment. Feltham Construction Ltd will take into account the circumstances and conditions in which the LEV is being used when instructing the workforce. Feltham Construction Ltd will ensure that any necessary protective clothing or equipment is provided and used.

Effective LEV or dust/fume extraction can carry away airborne contaminants before they can be breathed in.

Managing LEV requires Feltham Construction Ltd to take the following steps to comply with the regulations and guidance:

- The checking and maintaining of the LEV system
- Train employees to use the LEV properly
- Follow instructions in the User Manual (or equivalent)
- Fill in the Logbook and get repairs done
- Get the LEV thoroughly examined and tested 'annually'
- Use the thorough examination report as an 'audit'. Improve if necessary

Dermatitis

The Control of Substances Hazardous to Health 2002 (as amended) is the principal applicable legislation for dealing with dermatitis.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

Hsg262 Managing risks from skin exposure at work
INDG 233 Preventing contact dermatitis and urticaria at work

Dermatitis is a skin condition caused by contact with something that irritates the skin or causes an allergic reaction. It usually occurs where the irritant touches the skin, but not always.

Symptoms include:

- Redness
- Scaling/flaking
- Blistering
- Weeping
- Cracking
- Swelling

Someone who has dermatitis may experience symptoms of itching and pain.

There are 2 main types Irritant and Allergic

What causes irritant contact dermatitis?

It can occur quickly after contact with a strong irritant, or over a longer period from repeated contact with weaker irritants. These can be chemical, biological, mechanical or physical. Repeated and prolonged contact with water (e.g. more than 20 hand washes or having wet hands for more than 2 hours per shift) can also cause irritant dermatitis.

What causes allergic contact dermatitis?

This can occur when the sufferer develops an allergy to a substance. Once someone is 'sensitised', it is likely to be permanent and any skin contact with that substance will cause allergic contact dermatitis. Often skin sensitisers are also irritants.

All work will be planned to take the above into account.

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- COSHH assessments for chemicals that may come in contact with the skin
- Avoiding prolonged contact with any irritant chemical
- Developing safe systems of work so that contact is minimised
- Provision of PPE; with gloves appropriate to the chemical/process in use
- Provision of impervious coveralls when working with wet cement
- Conducting regular skin health checks
- Provision of good hygiene facilities and pre and post work creams
- Advice to staff on avoidance of dermatitis
- Investigating cases of ill health and acting on the findings
- Ensure there are adequate

Employees should always follow the safe system of work and wear the appropriate PPE
The supervisor/site manager will advise employees and operatives to avoid contact with chemicals
Employees should report any skin problems immediately to their supervisor/line manager

Mental Health and Stress in the Workplace

Feltham Construction Ltd is committed to protecting the Health, Safety and Welfare of our employees. We recognise that workplace stress is a Health and Safety issue and we are committed to identifying and reducing workplace stressors. **The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations 1999** and **The Workplace (Health, Safety and Welfare) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to excessive pressure or demand placed upon them.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

HSG218 Tackling work related stress: A Managers Guide to Improving and Maintaining Employee Health and Well-being

INDG281 Work Related Stress

The HSE have also provided a useful guide and toolkit available at:

<http://www.hse.gov.uk/stress/assets/docs/stress-talking-toolkit.pdf>

All work will be planned to take the following standards into account:

- Feltham Construction Ltd will identify all workplace stressors and will conduct risk assessments to highlight and control the risks.
- Training will be provided to managers and supervisors in good management practices with regard to reducing stress in the workplace
- Confidential counselling will be provided either in-house or externally
- Adequate resources will be provided to enable implementation of Feltham Construction Ltd stress policy

Staff and their representatives will be consulted with respect to improving stress related work practices within the workplace.

Changes to working practices will be monitored to ensure they do not cause additional stress.

Regular review of risk assessments of procedures and work practices will take place to ensure stressors have not increased.

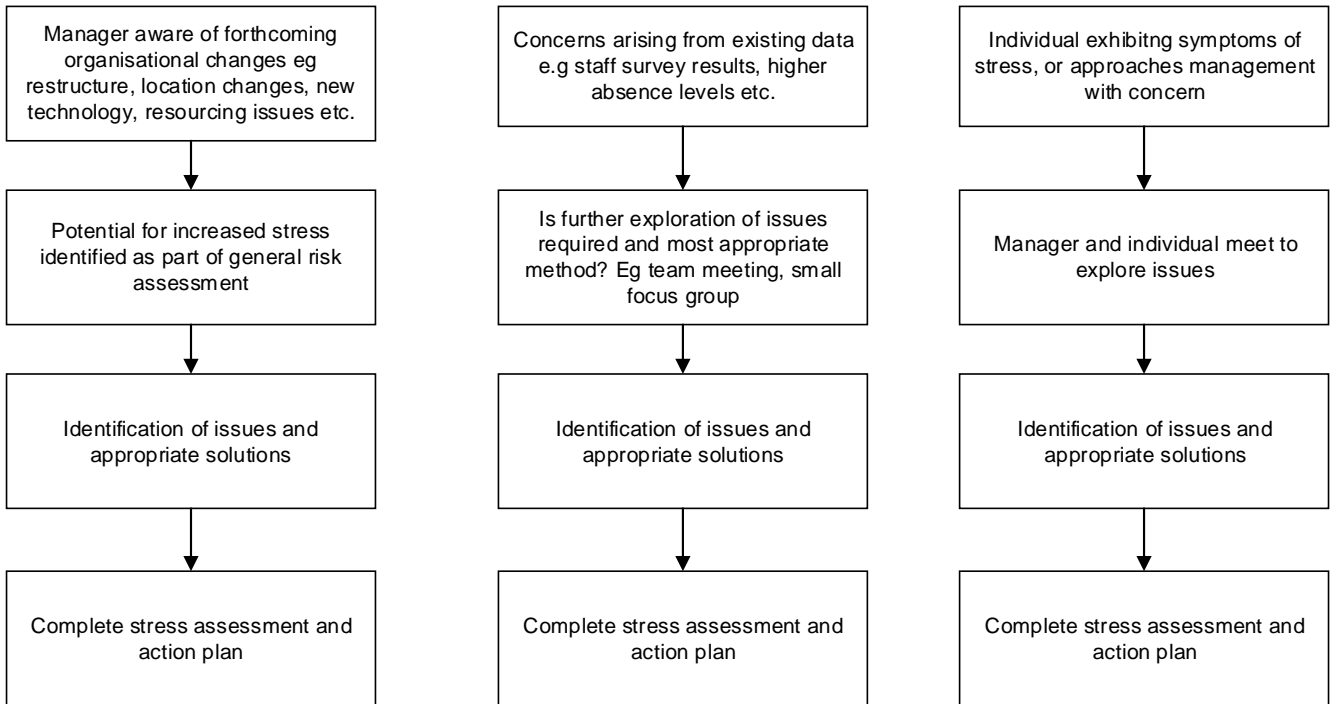
Managers are to take responsibility for implementation of Feltham Construction Ltd policy and Feltham Construction Ltd will take responsibility for providing the necessary resources.

Managers and supervisors will ensure good communication with staff if there are organisational and/or procedural changes.

Feltham Construction Ltd will ensure managers and supervisors are fully trained to discharge their duties and will monitor the workforce for signs of stress.

Feltham Construction Ltd will offer support to staff who are experiencing stress outside work e.g. bereavement or separation

Managing Stress at Work Procedure



Stress identification assessment and action plan

This is a group/individual assessment action plan

Name:	Department:
Date of Assessment:	Name of Assessor(s):

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Demands				
Control				
Support				

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Relationships				
Role				
Change				
Personal Factors				
Physical				

Factor	Area Discussed	Areas of concern / risk identified	Actions to be taken	Times scales and by whom
Psychological				
Social				
Any other issues				

Signature of employee _____

Signature of Manager _____

Date of review meeting _____

This form once completed should be stored as a confidential document in line with Data protection legislation

Health Surveillance

Health Surveillance may be required for harm caused by working with certain substances or process. **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

HS(G)61 Health Surveillance at Work
MS24 Health Surveillance of Occupational Skin Disease

Health Surveillance is required where there is the possibility of exposure causing harm.

All work will be planned to take the above standards into account.

Unless there is no doubt that the exposure would not cause harm all exposures will be treated as requiring Health Surveillance.

In the event of Health Surveillance being required, the following procedures and who can carry them out will be applied:

- Self-Checks: those exposed to hazards are properly trained in how to look for easily recognisable signs and symptoms of disease
- A responsible person making basic checks for signs of disease: Anyone trained to identify straightforward signs and symptoms caused by working with certain substances or process
- Enquires about symptoms, inspection and examination: Usually an Occupational Health Nurse
- Clinical Examinations: carried out or supervised by a doctor
- Biological Monitoring and Biological Effect Monitoring: carried out or supervised by a doctor

Feltham Construction Ltd accepts that some medical surveillance has to be undertaken by HSE medical inspectors, or doctors appointed by the HSE

Health Surveillance will continue for at least as long as the individual is exposed to the risk or as prescribed in the relevant Regulations.

Feltham Construction Ltd will carry out Health Surveillance e.g. those Regulations governing certain chemicals, lead or work in compressed air which expressly state the interval between examinations.

Feltham Construction Ltd will comply with Regulations i.e. **The Control of Asbestos Regulations 2012** that require employers to continue surveillance of people while still employed by them after exposure to the risk has stopped, to detect long-term disease, such as cancer, at an early stage

In the event that Health Surveillance shows the employee's health being affected by their work appropriate action will be taken in the form of the following steps:

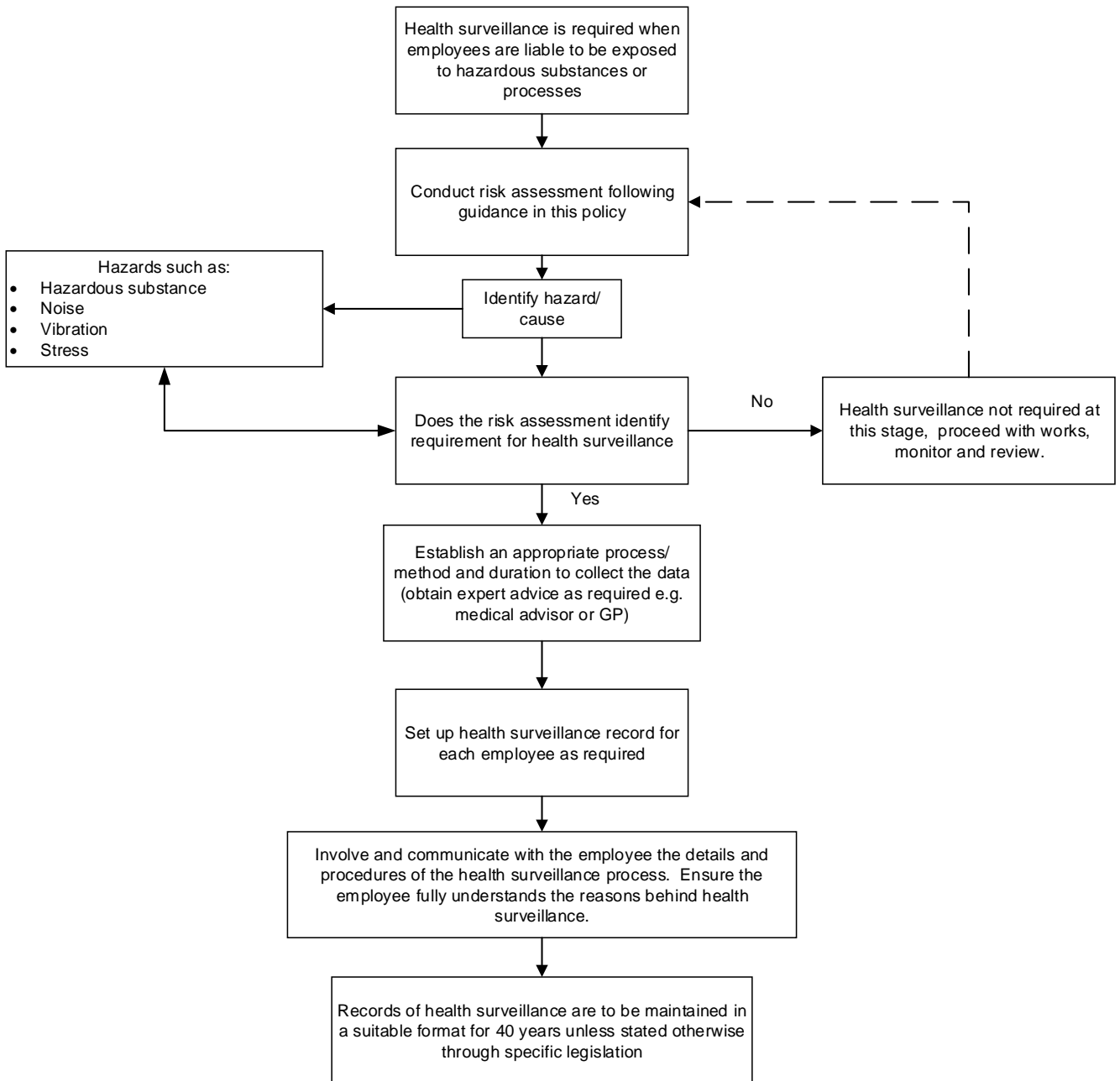
- Prevent further harm by reducing or removing them from exposure to the hazard
- If required refer the individual for examination or treatment by a doctor
- Re-examine Feltham Construction Ltd risk assessment
- Improve control measures

Employees exposed above stated levels will undergo medical surveillance, the health record of any such employee will be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

The Health Surveillance will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor they will be required to keep Feltham Construction Ltd representative informed at all times about the surveillance and how it is progressing.

Where operatives are liable to receive significant exposure the employer is obliged under specific Regulations to keep records for stated times i.e. of any air monitoring carried out for a period of at least 5 years for working with lead.

Health Surveillance Procedure



Health Surveillance Guidance

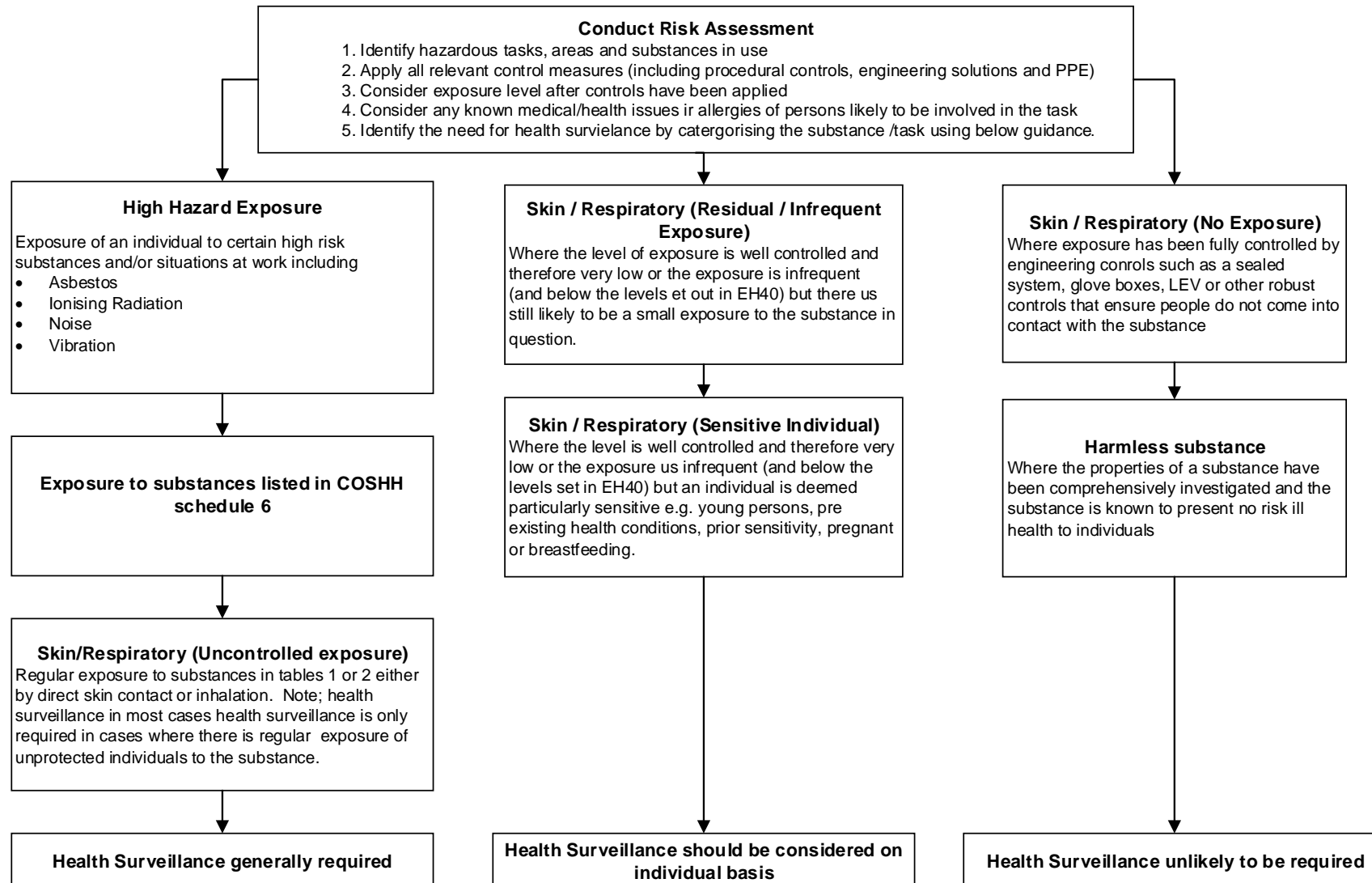


Table 1

Substances that may cause occupational Dermatitis (not exhaustive)
<p>Exposure (i.e Physical contact) with any of the following may cause dermatitis, in some cases skin may become sensitive to certain substances meaning that exposure to even a small amount may cause serious reaction.</p> <ul style="list-style-type: none"> • Epoxy Resins • Latex (including use of latex gloves) • Rubber chemicals • Soaps, detergents and cleaning chemicals • Metalworking fluids • Cement • Enzymes • Wood and wood dusts • All substances classified as skin irritant or corrosive • All substances classified as skin sensitisers* • Solvents (especially degreasers) may lead to increased risk of dermatitis • Wet working** • Prolonged use of protective gloves (including vinyl and nitrile gloves) <p>*Usually noted on safety data sheet or by “Sk” notification in EH40 ** Prolonged or frequent skin contact with water (more than 20 hand washes or 2 hours of contact)</p>

Table 2

Substances that may cause occupational Asthma (not exhaustive)
<p>Exposure (i.e inhalation) with any of the following can lead to the development of occupational asthma. In some cases regular exposure to a substance may lead to sensitisation meaning that even a small exposure can trigger adverse health effects.</p> <ul style="list-style-type: none"> • Isocyanate compounds (including two-pack spray paints) • Flour dust • Grain Dust • Wood dust • Glutaraldehyde • Latex (including powdered natural rubber latex) • Rosin-cored solder fume • Laboratory animals (including insects and birds) and associated equipment / products e.g animal feed, clean and soiled bedding, insect scales etc.) • Glues and resins • All substances classified as respiratory sensitisers* <p>*Usually noted on safety data sheets or by “Sen” notification in EH40.</p>

Occupational Health is a broad topic covered by **The Management of Health and Safety at Work Regulations 1999, The Control of Substances Hazardous to Health Regulations 2002, The Control of Lead at Work Regulations 2002, The Control of Asbestos Regulations 2012, The Control of Noise at Work Regulations 2005, The Control of Vibration at Work Regulations 2005 and The Health and Safety (Display Screen Equipment) Regulations 1992**, with their approved Code of Practice aim to protect people at work exposed to danger by controlling that exposure.

The objective of OH is to actively protect and prevent harm to the health of employees from any hazards they may encounter whilst at work.

Hazards can be:

- Physical - noise, chemicals, machinery, dust
- Psychological – stress / anxiety, bullying
- Social – pattern of work, lone / team working

Priority areas should include

- respiratory diseases e.g. asthma and chronic obstructive pulmonary disease
- skin diseases – e.g. dermatitis
- asbestos-related disease
- cancers
- noise induced hearing damage
- hand-arm vibration syndrome
- musculoskeletal disease
- stress

The effects of hazards on an individual's health can vary from minimal and short term to severe and long term.

The benefits of OH can be summarised as follows:

- Reduced sickness and absence costs
- Decreased staff turnover
- Reduced work-related illness and injuries
- Increased compliance with Employment practice legislation
- Increased compliance with legislation
- Reduced medical and insurance claims
- Decreased long term disability
- Decreased ill-health retirement
- Reduction in overall employee risks costs and liabilities

The key to successful OH management is to ensure that each employee is suited physically and psychologically to the tasks he/she has been employed for and that a safe and healthy environment is provided to carry out those tasks

Pre-employment health screening is an important and integral part of the employee recruitment and selection process. The purpose of pre-employment screening is to ensure that the applicant is assessed prior to employment. This will assist in ensuring that the applicant is fit for the position he /she is applying for and is placed in an appropriate job and working environment.

Generally, an applicant will complete a health questionnaire, The Manager or OH team (if required) will make a decision based on the information contained in the questionnaire, the job applied for and legal compliance. If required further testing or referral will be carried out.

The pre-employment health screening process must be strictly confidential. If the outcome of the screening is negative the appointed person should not be given any other information without the applicant's written permission.

If it is necessary to obtain further information from an applicant's doctor written permission must be obtained and the applicant informed of his/her rights of access under any legislation relating to medical reports.

Record Keeping

The maintenance of appropriate records relating to the health of employees is an important feature of occupational health management and practice. The purpose of maintaining these records is to:

- Provide effective health surveillance
- Identify general health and safety problems and trends amongst employees, problem areas and specific risks
- Establish, maintain and keep up to date written information relating to people, hazards and current monitoring activities

Review of sickness absence and health screening data can help to identify specific health issues.

Health promotion

OH can 'add value' to the business by actively promoting the general health of employees through on-going campaigns and raising awareness of health issues.

Generally, it is more effective to plan annual health promotion programmes and measure and review the impact where possible. A balanced programme would combine national general health issues with work related and may include for example:

- Cardiovascular disease
- Cancer – lung, bowel, breast
- Smoking
- Alcohol/drugs
- Back pain
- Dermatitis
- Stress

To protect and promote employee health the manager should:

- Identify potential hazards
- Assess risk to employees
- Implement control measures
- Monitor the control effects

In addition, the Manager must

- Maintain sickness absence records
- Ensure pre – employment and other medicals are conducted
- Promote good health amongst the workforce

Protective Clothing and Equipment

The **Personal Protective Equipment at Work (PPE) Regulations 1992 (as amended)** have specific requirements for the provision, maintenance and use of protective clothing and equipment.

The **Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022)** amend the **1992 Regulations (PPER 1992)**. Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 remain unchanged but are extended to limb workers, as defined in PPER 2022.

If PPE is required, employers must ensure their workers have sufficient information, instruction and training on the use of PPE.

Other Regulations may also apply and reference PPE usage such as **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)** and are referred to in other sections of this Policy. All safety equipment purchased for use on Feltham Construction Ltd sites will be in accordance with the appropriate national standards.

Information on provision, maintenance and use of protective clothing or equipment, in accordance with the Regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment required is available for use on site.

The Contracts Manager will ensure that adequate supplies of all necessary protective clothing, or equipment, are available on site for issue, as required and that, when issued to employees and limb workers, a record is kept.

The Supervisor will ensure that employees/limb workers have been provided with any necessary protective clothing.

Any employee/limb worker or sub-contractor working under Feltham Construction Ltd's control observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory or Feltham Construction Ltd Policy requirements and instructed not to continue working until protective clothing, or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by Safety Services (UK) Ltd, as required.

All supervisory and management employees/limb workers will set a good example by wearing safety helmets, protective footwear, etc. and will use all protective clothing and equipment where required.

All employees/limb workers are required to wear suitable footwear while at work.

All Personal Protective Equipment shall be:

- Properly stored in a well-defined place
- Checked at suitable intervals
- Repaired or replaced if found to be defective
- If contaminated, removed on leaving the work area and kept apart from uncontaminated clothing and equipment
- Equipment that is contaminated must be either decontaminated and cleaned or, if necessary, destroyed.

All persons issued with protective clothing, or equipment, must immediately report to their Supervisor any loss or defect in the equipment.

Safety Helmets

The Personal Protective Equipment at Work (PPE) Regulations 1992 requires the provision and use of head protection on sites where there is a risk of injury. Employers must provide safety helmets where a risk of head injury other than by falling exists. Issue instructions on the wearing of helmets and take action if helmets are not worn as required. Personnel issued with safety helmets must wear the helmets as instructed by employer. Turban wearing Sikhs are the only exemption from these Regulations.

All work will be negotiated in accordance with the above standards.

The Contracts Manager will ensure that Site Managers and Sub - Contractors are aware of Feltham Construction Ltd Policy and the requirements of **The Personal Protective Equipment at Work (PPE) Regulations 1992** of the wearing of safety helmets before the commencement of each new site.

Helmets will be provided to each site for the use of visitors to the site.

Signs warning that safety helmets to be worn will be displayed at access points to working areas.

Instruction on the provision and use of helmets will be included in training courses provided for staff.

The Site Manager will ensure that signs and helmets for visitors are available and that Sub-Contractors are aware of Feltham Construction Ltd Policy. The Site Manager will ensure that other Feltham Construction Ltd staff visiting sites will wear a safety helmet at all times on site.

The Contracts Manager will ensure that it is a condition of the Subcontract Agreement that all contractors will provide safety helmets to all their employees and that they are instructed in the requirements of this Feltham Construction Ltd Policy.

The Site Manager will report any disregard of this policy by Sub-Contractors' employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets that are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting must be replaced. The generally recommended lifespan for most safety helmets is three years. Certain helmets have an indefinite life span and need not be replaced in this period.

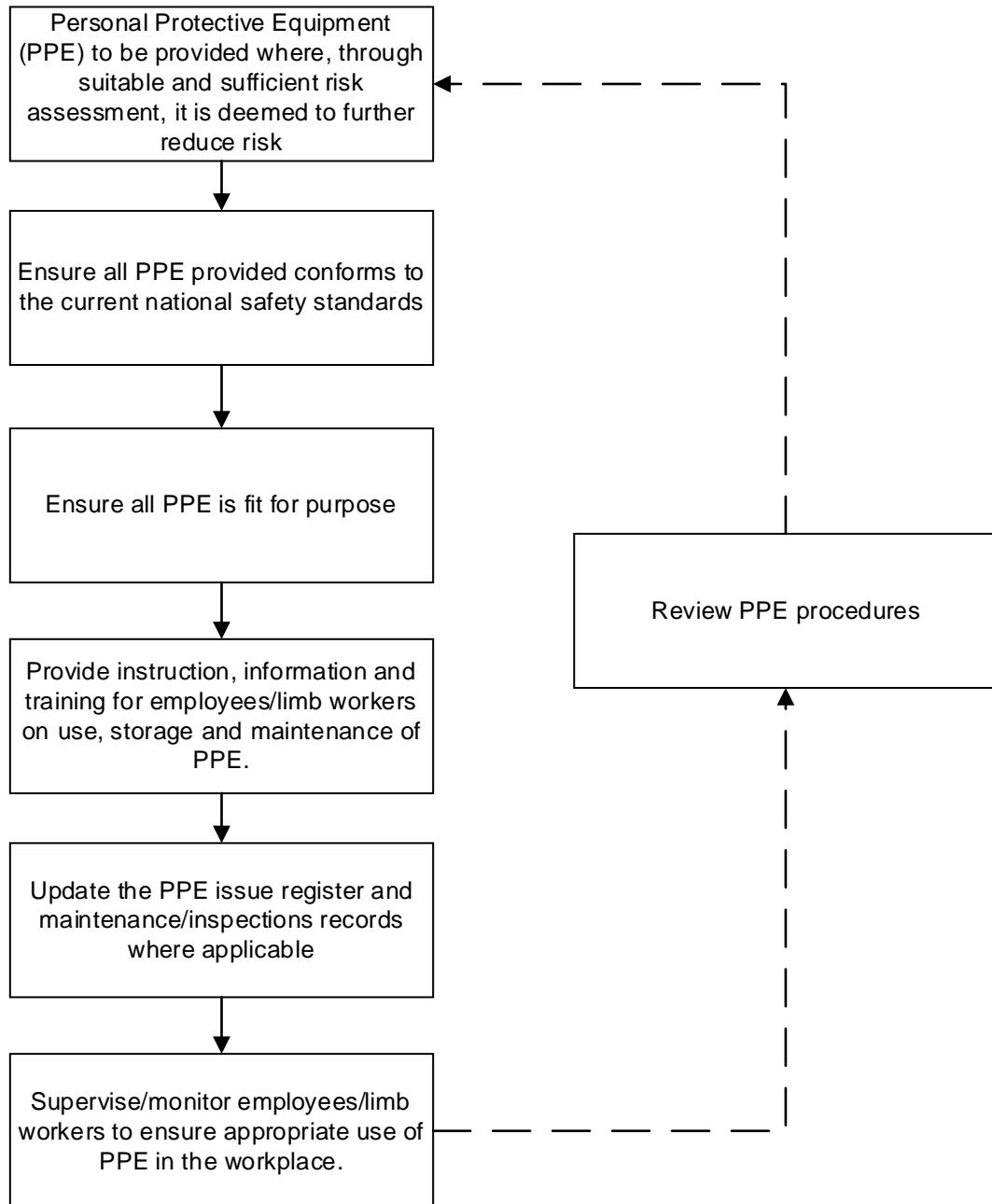
Safety helmets will be worn by all staff, Sub-Contractors, employees, visitors, purchasers etc. at all times and in all areas of the site.

However, helmets need not be worn in the following areas if construction operations are not taking place in the following areas:

- Site office and welfare facilities
- Sales area
- Areas where houses are occupied
- Inside buildings after second fix complete

All persons working in such "exempt areas" will however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Personal Protective Equipment Procedures



Tight Fitting Respiratory Protection (Dust masks)

The following Regulations have specific requirements for the provision, maintenance and use of tight fitting respiratory protective equipment:

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the subject include

The Personal Protective Equipment at Work (PPE) Regulations 1992

The Control of Asbestos Regulations 2012

The Control of Lead at Work Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)

EH44 Dust: general principles of protection

CIS 36 Construction Dust

INDG463 Control of exposure to silica dust

Other Regulations may also apply and are referred to in other sections of this Policy. All safety equipment purchased for use on Feltham Construction Ltd sites will be in accordance with the appropriate British Standard.

Information on provision, maintenance and use of RPE, in accordance with the Regulations, Health and Safety Executive (HSE) recommendations and current good working practices, is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure that where RPE is required then appropriate RPE will be selected and tested. Where necessary Feltham Construction Ltd will request Safety Services (UK) Ltd to assist them in making the necessary assessments.

Before work starts, the Contracts Manager will ensure that any precautions such special protective clothing, or equipment, required is available for use on site.

The Site Manager will ensure that, before operatives are set to work, they have a dust mask that it is FFP3 as a minimum and that operative has been face fit tested and provides a Face Fit Certificate. No work is to be undertaken wearing RPE unless a Face Fit Test is confirmed.

Where respiratory protective equipment (RPE) is used as a control measure it is vital that selected RPE is adequate and suitable.

To ensure that the selected RPE has the potential to provide adequate protection for individual wearers, the ACoPs supporting COSHH, CAR and CLAW stipulate that tight fitting RPE must be fit tested as part of the selection process to help ensure that inadequately fitting face masks are not selected for use that create leakages of airborne contaminants and afford the wearer little or no protection.

All persons who wears a tight fitting respirator must have a Face Fit Certificate. This certificate is product specific and means if the operator wears more than one type of mask he will need separate face fit tests. The requirements for the correct use of RPE are stated below:

Face Fit Procedure

The following procedure must be followed where there is a possibility of dust exposure:

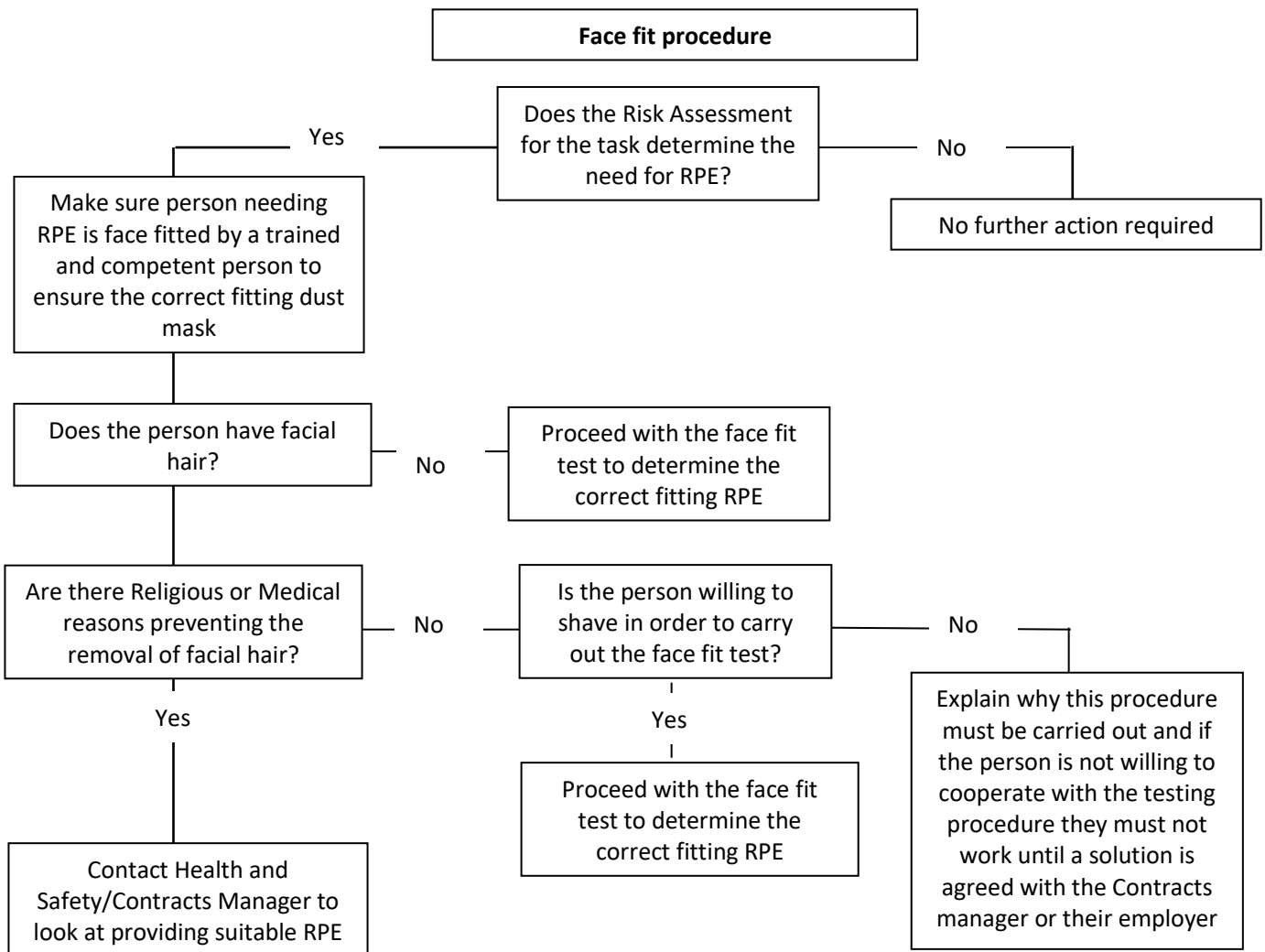
Check - does the specific Risk Assessment for the task determine the need for RPE?

If **YES**: make sure persons needing the RPE are Face Fitted by a trained and competent person and provided with the correct RPE.

If the Person is NOT willing to remove any facial hair to undertake the Face Fit Test, then they cannot be allowed to work and discussions should be held with the Contracts Manager.

Under special circumstances; if an employee cannot be clean shaven for religious or medical reasons for example then other powered RPE will be looked at and provided by Feltham Construction Ltd

Failure to follow any of these procedures may lead to disciplinary action.



Manual Handling

The **Manual Handling Operations Regulations 1992** apply to the manual handling of materials:

The current Regulations require the following three steps: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, for example, the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed
- The General Guidance will include some simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable

A good assessment will not only show whether there is a problem but will also point to where the problem lies.

Where necessary, specific additional training will be provided by Feltham Construction Ltd. Advice and recommendations contained in advisory literature can be provided by Safety Services (UK) Ltd.

The Site Manager will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required.

The Site Manager must ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials that could cause injuries.

Feltham Construction Ltd will ensure that all persons on site wear safety footwear and the Site Manager will caution any Sub - Contractors employee wearing unsuitable footwear.

Feltham Construction Ltd must not require any operative, particularly a young person, to lift, without assistance, a load that is likely to cause injury.

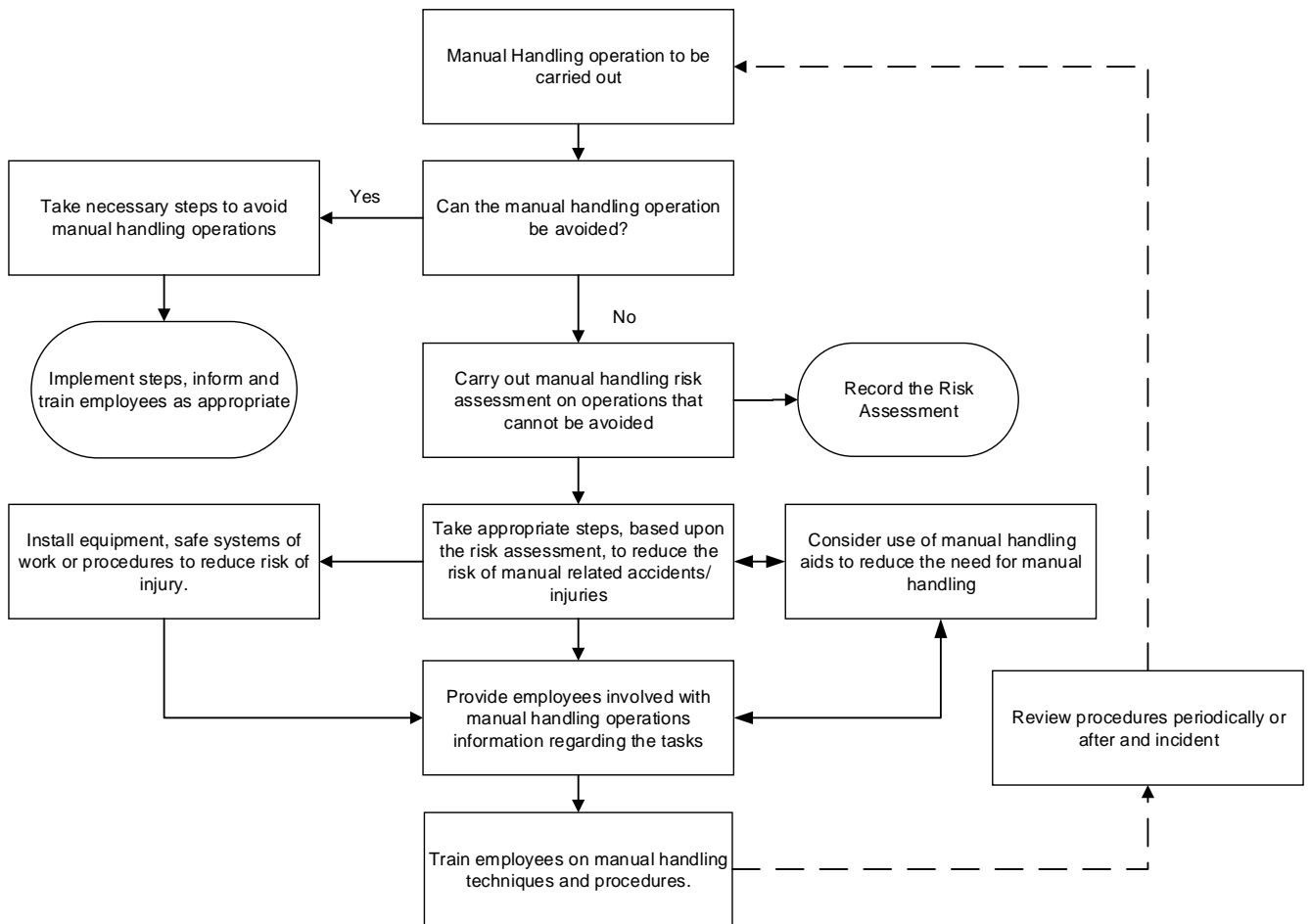
The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The individual should only lift a load they are comfortable with, if they feel unable to lift safely they should stop and speak with their supervisor.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual Handling Procedure



Communal Areas

Where work has to be undertaken in communal areas, such as hallways, passageways and staircases, provision will be made to ensure the safe access and egress of all users and will take due care in accordance with the requirements of the pre-construction information.

The Site Manager will ensure that all work in communal areas is planned in advance so as to cause the least disruption.

Where passageways or staircases cannot safely be used while work is in progress the Site Manager will make arrangements for such work to be undertaken out of normal working hours and all closures will be communicated to appropriate stakeholders.

All surplus materials and waste will be cleared from the site daily.

All materials for use in communal areas will be stored away from the place of work, or in the work area and not allowed to encroach into the area set aside for access and egress.

Operatives will ensure that all work areas are cordoned off or identified by warning signs at **all times**

Where work in communal areas extends over a number of days, operatives will ensure that cordons and barriers are positioned and maintained so as to prevent accidental access to the work area.

Electricity in Offices

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

Further information is available from Health and Safety Executive (HSE) Guidance Notes:

HSG107	Maintaining Portable and Transportable Electrical Equipment
HSG85	Electricity at Work - Safe Working Practices
GS38	Electrical Test Equipment for Use by Electricians
HSR25	Memorandum of Guidance on Electricity at Work Regs 1989
INDG236	Maintaining portable electrical equipment in offices and other low-risk environments The Low Voltage Electrical Equipment Regulations 1989

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified electricians.

All Electrical Equipment will be PAT Tested at the recommended frequency as per INDG236 Maintaining portable electrical equipment in low-risk environments.

For all other equipment that is connected to the fixed mains supply or a locally generated supply refer to HSG107 (Third edition) Published 2013

The Office Manager will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

All PAT Test frequencies will follow Table 1 as detailed below.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep the Office Manager informed at all times about the work and how it is progressing.

The Office Manager will discipline any unauthorised employee caught tampering with mains electricity supplies.

No unqualified persons will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical equipment used in the offices will be inspected and tested as appropriate for the location and use in accordance with published guidelines. Records of inspections will be kept and maintained on site.

Any employee who suspects that any equipment is faulty should remove it from use and ensure that it is marked up accordingly until repairs can be carried out.

Table 1

Type of business		User checks	Formal visual inspection	Combined inspection and test
Equipment hire		N/A	Before issue/after return	Before issue
Battery operated equipment (less than 40 V)		No	No	No
Extra low voltage (less than 50 V ac), telephone equipment, low-voltage desk lights		No	No	No
Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (not construction)		Yes, daily	Yes, weekly	Yes, 6–12 months
Light industrial		Yes	Yes, before initial use then 6-monthly	Yes, 6–12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	No if double insulated, otherwise up to 5 years
Double insulated (Class II) equipment moved occasionally (not hand-held), eg fans, table lamps		No	2–4 years	No
Hand-held, double insulated (Class II) equipment, eg some floor cleaners, some kitchen equipment		Yes	Yes, 6 months – 1 year	No
Earthed (Class I) equipment, eg electric kettles, some floor cleaners		Yes	Yes, 6 months – 1 year	Yes, 1–2 years
Cables, leads and plugs connected to Class I equipment, extension leads and battery charging equipment		Yes	Yes, 6 months – 4 years depending on type of equipment it is connected to	Yes, 1–5 years depending on the equipment it is connected to

Notes for Table 1:

Cables, leads and plugs connected to Class II equipment should be maintained as part of that equipment. Cables leads and plugs not dedicated to an item of equipment should be maintained as individual items as appropriate. Over time, when you look at the results of user checks, formal visual inspections and portable appliance tests you will notice trends. These may tell you that you need to look at or test electrical equipment more or less often, depending on the number of problems being found. If electrical equipment is grouped together for testing at the same time, you should use the shortest testing interval in the group rather than the longest. Alternatively, it may be appropriate to group your electrical equipment by testing interval.

The IET Code of Practice has a similar table but with the information presented in a slightly different manner. In some instances with more detail and specifics, however, the two sets of information are considered to be consistent with each other.

Electricity on Site

In addition to the general duty of care every employer has to employees and members of the public outlined in sections 2 and 3 of **The Health and Safety at Work etc. Act 1974** specific responsibilities for electrical safety are covered by the **Electricity at Work Regulations 1989**.

Further information is available from Health and Safety Executive (HSE) Guidance Notes;

HSG107	Maintaining Portable and Transportable Electrical Equipment
HSG85	Electricity at Work - Safe Working Practices
GS6	Avoidance of Danger from Overhead Electrical Lines
GS38	Electrical Test Equipment for Use by Electricians
HSR25	Memorandum of Guidance on Electricity at Work Regs 1989
The Low Voltage Electrical Equipment Regulations 1989	

All work will be planned to take the above standards into account.

All electrical work will be planned and carried out by qualified electricians.

Feltham Construction Ltd will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Contracts Manager, in conjunction with the Site Manager and electrical contractor, will plan the temporary electricity supply and distribution on site, in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply the appropriate permit to work or certificate will be obtained.

The employed specialist contractor will strictly carry out the supervision of all electrical work only. This contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the advice given to him by the specialist contractor.

The Site Manager will discipline (and possibly dismiss) any unauthorised operative caught tampering with mains electricity supplies.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from a 110V (CTE) source. 240V supplies should not be used unless there are exceptional circumstances and additional precautions are taken.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately who will seek the advice of a qualified electrician.

Electrical Power Tools

The following regulations apply to the use of electrical power tools on site or other workplace:

The Electricity at Work Regulations 1989
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
Personal Protective Equipment at Work Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

Guidance on the safe use of electricity on construction sites is found in the following publications:

The I.E.E. Regulations for the Electrical Equipment of Buildings, Section H.

Reference should be made to British Standards:

BS 7375 **Code of Practice for Distribution of Electricity on Construction and Building Sites**
BS 7430 **Code of Practice for Earthing**
BS 4363 **Distribution units for electricity supplies for construction and building sites**
BSEN 60309 **Plugs, Sockets and Couplers for Industrial Purposes**

Various other British Standards apply to the type of cabling and power tools.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

PM 29 **Electrical Hazards from Steam/Water Pressure Cleaners**
PM 38 **The Selection and Use of Electric Hand Lamps**

Information on the requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account and all electrical equipment on Feltham Construction Ltd sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

Feltham Construction Ltd shall ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards and adequately PAT Tested.

No power tools or electrical equipment of greater voltage than 110V (CTE) shall be used on sites, unless special arrangements are made. In circumstances where higher voltage equipment is to be used, precautions including protective breakers and if necessary, abrasion resistant or armoured cable may be required. Each circumstance should be considered on its own merits. Lower voltage or intrinsically safe tools, lighting etc., may be required in damp or confined situations. Safety Services (UK) Ltd may be consulted in these situations if there is any doubt or concern.

All Hired equipment will be checked for Maintenance and Inspection records by the Site Manager prior to issue to site.

The Site Manager will ensure that all Power tools and the temporary electrical supply is installed and tested, as planned.

The Site Manager will ensure that any specific training is required is given or arranged with a competent provider.

The Site Manager will ensure that all Sub - Contractors equipment is in good condition and tested. Immediate action will be taken against any person or Sub - Contractors abusing or incorrectly using electrical equipment on site.

The Site Manager must ensure that all power leads are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be secured above head height. Where festoon lighting equipment is installed, it must not be of the screw or pin contact type, only properly constructed sets with moulded on fittings will be used.

The Site Manager will ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor, so that immediate steps can be taken to have defects remedied by electrical or hire company.

All cable connections must be properly made; under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting all bulb sockets are live; steps are, therefore, to be taken to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires would still be live.

The trained operative will carry out a visual inspection of the electrical power tool and its power leads prior to commencing work.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information.

A competent electrician will carry out regular inspections of all electrical equipment on site.

Safety Services (UK) Ltd may provide any advice required on the safe use of electrical equipment on site and will report immediately any defects noted in electrical equipment during site inspection visits.

Electromagnetic Fields at Work

the Management of Health and Safety at Work Regulations 1999
the Control of Electromagnetic Fields at Work Regulations 2016
HSG281 A guide to the Control of Electromagnetic Fields at Work Regulations 2016

As part of managing health and safety, employers need to control the risks in the workplace under **the Management of Health and Safety at Work Regulations 1999 (MHSW)**; employers need to think about what might cause harm to people and take reasonable steps to prevent harm – this includes considering any risks arising from exposure to EMFs.

Under **the Control of Electromagnetic Fields at Work Regulations 2016 (CEMFAW Regulations)** employers have to assess employees' potential exposure to EMFs with reference to action levels (ALs) and exposure limit values (ELVs).

The majority of employers will not need to take any additional action to reduce the risk from EMFs. This is because either:

- the levels of EMFs in most workplaces are already at safe levels; or
- in workplaces where employees may be exposed to higher levels of EMFs, the levels and associated risks will already have been assessed and managed.

What is an EMF?

An EMF is produced whenever a piece of electrical or electronic equipment (ie TV, food mixer, computer, mobile phone etc) is used.

EMFs are static electric, static magnetic and time-varying electric, magnetic and electromagnetic (radio wave) fields with frequencies up to 300 GHz.

EMFs are present in virtually all workplaces and if they are of high enough intensity, you may need to take action to make sure your workers are protected from any adverse effects.

Exposure to EMFs

Exposure to high levels of EMFs can give rise to effects that may be irritating or unpleasant.

The effects that occur depend on the frequency range and intensity of the EMFs to which a worker is exposed.

Feltham Construction Ltd will;

- Assess the levels of EMFs to which our employees and others on our premises may be exposed.
- Ensure that exposure is below the ELVs, see 'Exposure limit values.
- When appropriate, devise and implement an action plan to ensure compliance with the exposure limits.
- When appropriate, assess the risks of employees' exposure and eliminate or minimise those risks. We will make sure that employees at particular risk, such as expectant mothers and workers with active or passive implanted or body-worn medical devices, are taken into account.
- Provide information and training on the particular risks (if any) posed to employees by EMFs in the workplace and details of any action we are taking to remove or control them. This information will also be made available to their safety representatives,

Feltham Construction Ltd will as appropriate;

- take action if employees are exposed to EMFs in excess of the ELVs
- provide health surveillance or medical examination, as appropriate

Display Screen Equipment

The safe use of Display Screen Equipment is covered in **The Health and Safety (Display Screen Equipment) Regulations 1992**.

Reference should also be made to the Health and Safety Executive (HSE) publication;

**L26 Display Screen Equipment at Work
INDG36 'Working with display screen equipment (DSE) – A brief guide'**.

Plan display screen equipment work so that there are breaks or changes of activity.

Assess all display equipment workstations, this includes laptops and home working.

Reduce risks that are identified during the assessment process.

The workstations should be reassessed at regular intervals, when equipment or work area changes, during pregnancy, or changes of personal.

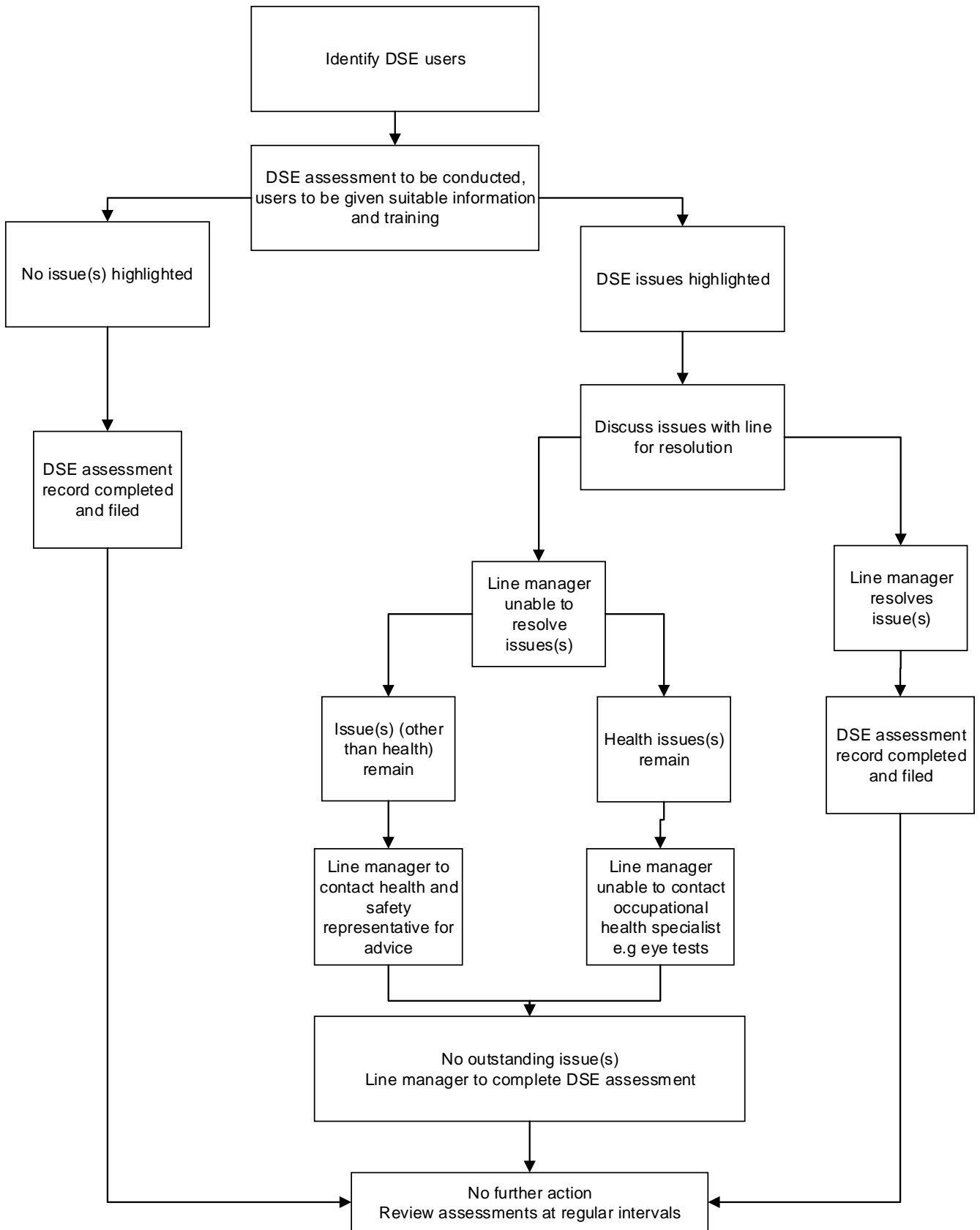
Ensure that workstations satisfy the minimum requirements that are set for the display screen itself, keyboard, desk and chair, working environment and task design and software.

The person responsible for office staff will ensure that the requirements will be adhered to.

Feltham Construction Ltd will provide all information and training necessary to comply with the relevant regulations

Feltham Construction Ltd will provide appropriate eye and eyesight tests to "defined" users of display screen equipment and, where necessary, supply special spectacles where normal ones cannot be used.

DSE Procedure



Work Equipment

The following Regulations specifically cover the use of work equipment **The Provision and use of Work Equipment Regulations 1998**

These regulations cover the use of all kinds of work equipment from a hand tool to complete plant and specifically include mobile work equipment. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The specific requirements of this legislation cover the following:

- The guarding of dangerous parts of machinery
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances
- Protection against explosion.

These requirements also cover

- Work equipment parts and substances at high or very low temperatures
- Control systems and control devices
- Isolation of equipment from sources of energy
- Stability of equipment
- Lighting
- Maintenance operations
- Warnings and markings.

The regulations replace the previous regulations and also introduce the following requirement:

The requirements imposed by these regulations on employers shall also apply to a person who has control to any extent of work equipment at work and includes managers and supervisors.

Also;

Where the safety of work equipment depends on the installation conditions or where it is exposed to conditions causing deterioration that is liable to result in dangerous situations:

- The inspection of specified equipment in specified circumstances by a competent person.
- The recording and keeping of the result; and
- If the equipment is brought in from another undertaking e.g. hire company, it will not be used until there is physical evidence that the equipment has been inspected and is in good condition.

And make provision for mobile work equipment in relation to:

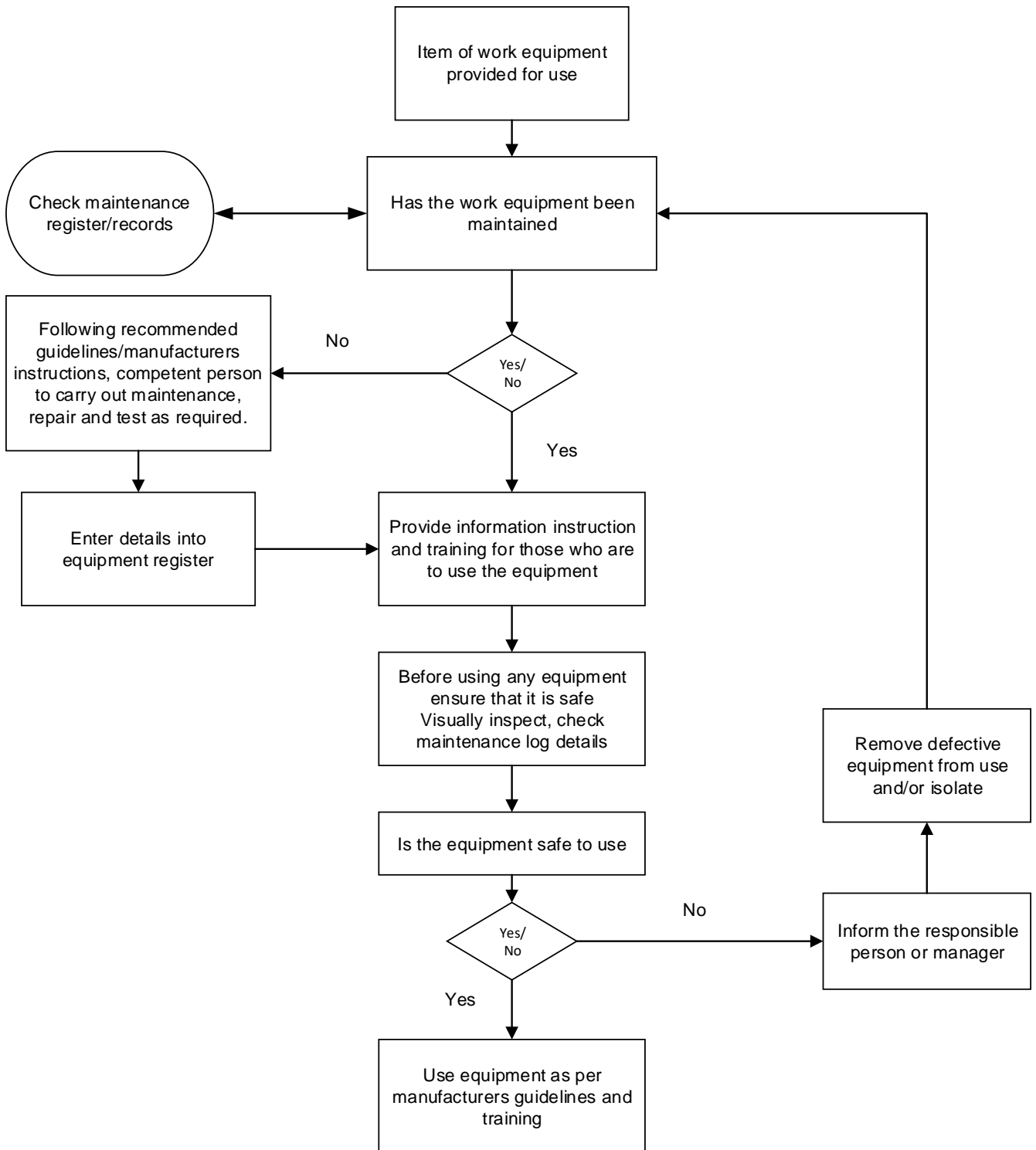
- Its suitability for carrying persons and its safety features.
- Means to minimise the risk to health and safety from its rolling over.
- The safety of self-propelled work equipment.
- The drive shafts of mobile work equipment.

Feltham Construction Ltd will make sure that equipment is suitable for the use that will be made of it and will take into account the working conditions and hazards in the workplace when selecting the equipment. This should be covered within the PUWER risk assessment of the equipment and its use where appropriate.

Feltham Construction Ltd will provide adequate information, instruction and training for all operators, supervisors and managers and will provide equipment that conforms to current product safety directives.

Feltham Construction Ltd will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.

Safe Equipment and Plant Procedure



Plant on Site

The following regulations contain requirements to be complied within the provision, maintenance, operation and use of plant on site.

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Lifting Operations and Lifting Equipment Regulations 1998
The Provision and Use of Work Equipment Regulations 1998

Health and Safety Executive (HSE) Guidance Notes contain a number of specific recommendations in the **Plant and Machinery Series (Prefix PM)**. These will be referred to where applicable. Other guidance notes also contain recommendations that affect the use of plant on site. In particular;

HSG151 Protecting the Public - Your next move
GS6 Avoidance of Danger from overhead electrical lines.

These and all other British Standards will be referred to and complied with whenever relevant.

Codes of Practice have also been prepared by interested trade bodies.

Information on the requirements of the regulations, and any other aspect of plant safety contained in advisory literature is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

The Contracts Manager will take all aspects of the work into account, to ensure that sufficient information is provided to the hire company or Sub-Contractors to enable the correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banksmen are provided.

Safety Services (UK) Ltd may advise on training requirements and arrange or provide training as required.

The Contracts Manager in conjunction with the Site Manager will determine whether any preparatory work is required for the installation, or use, of plant on site and ensure that any requirements are planned, e.g. fork lift truck storage areas, loading towers, solid base for mobile cranes, fuel storage, road crossings etc.

The Site Manager will ensure that plant delivered to the site is in good order, holds a current inspection certificate where required and is fitted with any necessary safety devices and guards.

Any defects noted will be reported to the Sub-Contractors or hire company immediately.

The Site Manager will ensure that only authorised, trained operators are permitted to operate any item of plant. Where any doubt regarding the competency of an operator exists, the Site Manager will report to the Sub-Contractors or hire company immediately.

No young person (under 18 years old) is permitted to operate any items of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and immobilised at the end of each day.

Weekly thorough documented examinations are required for aerial cableways, aerial ropeways, grabs, cranes, draglines, excavators, gin wheels, hoists, overhead runways, piling frames, pulley blocks, sheer legs and winches.

All necessary testing and Thorough Examination Certificates will be requested and checked by the Site Manager and all items of plant requiring weekly inspections by the operator, or other competent person and will have the inspection recorded in the Site Register, regardless of any register kept by operator or plant hire company.

The Site Manager will ensure that any necessary preparatory work required, to enable plant to be installed, or used correctly, is carried out in accordance with specific requirements.

Plant operators will not carry out work with a machine for which it was not intended.

Hazards with the use of plant arise out of:

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

All banksmen, supervisory staff and operatives required to enter earth-moving areas will be provided with high visibility waistcoats or belts.

Plant operators must not be under the influence of alcohol or drugs during the working day or shift.

All personnel required to enter areas where lifting appliances are in use (e.g. cranes, excavators, piling frames etc.) will be required to wear safety helmets.

Persons not undertaking construction works, i.e. members of the public or children must not be permitted to enter working areas while plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

Woodworking Machines on Site

Woodworking machines on site will be provided, installed, maintained and used in accordance with **The Provision and Use of Working Equipment Regulations 1998**.

Information on the precautions and safe use of woodworking machines is provided in a series of Health and Safety Executive (HSE) Guidance. The following Health and Safety Executive (HSE) Guidance Notes applies to the provision and use of equipment on site:

L114 Safe Use of Woodworking Machine

The HSE have produced a series of information sheets relating to wood dusts, these are available on the HSE website - <http://www.hse.gov.uk/pubns/woodindx.htm>

The Contracts Manager will ensure that all machines provided, or purchased, for use on site, comply fully with the above standards. He will ensure, in conjunction with the appropriate Sub - Contractors, that the following arrangements are planned: -

- Barriers and covering for machines are provided to prevent unauthorised access to the machine and weather protection for operator
- Suitable level base providing good footing is available in working area of machine
- If appropriate, extraction facilities are provided
- Training is provided for operators

The Site Manager will ensure that all machines provided are installed in accordance with the planned arrangements, that all safety devices, guards etc. are available and fitted and that protective clothing or equipment, e.g. ear defenders, eye protection, respirators etc. are provided

The Site Manager will not permit any unauthorised person or young person under 18 years of age, to operate any woodworking machine.

The Site Manager will ensure that the working area around any woodworking machine is kept clean, tidy and with sufficient space for working maintained. Any defects in machines, floors, barriers, lighting arrangements etc., noted or reported, must be attended to immediately and work stopped if the defect could affect safety. All cutters will be sharpened, as required, and check that guards, push-sticks are correctly adjusted or used.

The Site Manager will not permit any machine to be used for work for which it is not designed, or which is prohibited by regulations.

Chain saws may only be operated by fully qualified persons e.g., tree surgeons.

The main hazards associated with woodworking machines on site are:

- Contact with cutters due to guarding, push-sticks not provided
- Work piece being ejected due to blunt cutters
- Unsafe working methods, safety devices inoperative
- Falling into machine due to slippery or uneven floor, debris etc.
- Loose clothing becoming entangled in moving parts
- Fires due to build-up of chips, sawdust etc.
- Health hazards due to dusts, resins from certain woods or fumes from adhesives
- Insufficient lighting
- Noise

Abrasive Wheels

The following regulations cover the provision and use of Abrasive Wheels:

The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work (PPE) Regulations 1992

Reference should also be made to the following Health and Safety Executive (HSE) publications;

HSG17 Safety in the Use of Abrasive Wheels

Information and advice on requirements of the regulations and advisory literature is available from Safety Services (UK) Ltd as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that any abrasive wheel machine, hired or used by any operative will be provided and maintained in accordance with the regulations.

All operatives will be trained, in accordance with the Provision and Use of Work Equipment Regulations 1998, which have repealed the Abrasive Wheels Regulations. Although there is no longer a specific requirement for operatives to undergo a certificated course of training in the mounting of abrasive wheels and discs, it is strongly recommended that the original standard of training under the Abrasive Wheel Regulations be applied.

There is also a requirement under the Provision and Use of Work Equipment Regulations 1998 for operatives to be trained in the safe use of abrasive wheel equipment.

The Site Manager will ensure that any operative required to change discs or wheels on abrasive wheel tools, has been trained and appointed in accordance with the regulations.

The Site Manager will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection, and other protective equipment, is available and issued when required.

The Site Manager will ensure that the required statutory notices are prominently displayed.

Any person required to use an abrasive wheel machine, or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

The main hazards associated with abrasive wheels are:

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

Any doubt as to the precautions required, or where unusual circumstances are to be encountered, Safety Services (UK) Ltd may be consulted at an early stage.

Lifting Operations

All lifting operations will be planned and carried out in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998** requires lifting equipment to be tested, examined and certificated before use and thoroughly examined:

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day
- Is such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to Work Equipment.

Reference should also be made to;

BS7121 Code of Practice for Safe use of Cranes

Information and advice on the requirements of the regulations and on any aspect of lifting operations, is available from Safety Services (UK) Ltd as required.

All work involving lifting operations will be planned to take the above standards into account.

An Appointed Person should ensure that lifting operations are planned, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, ground conditions etc. Suppliers will be asked to provide information on weights, lifting points, safe slinging procedures, etc. of materials or articles supplied; if necessary additional Risk Assessments should be undertaken. The lifting plan should clearly identify the above and also detail how the lifting operation is to be controlled.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Service and maintenance of all lifting appliances must be planned before taken into use on site.

Training will be provided for appointed persons, operators of lifting appliances and banksmen, slingers or riggers.

The Site Manager will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any other equipment will not be used to carry out lifting operations.

The Site Manager will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

The Appointed Person should ensure that only authorised operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of 18 and be competent to carry out their duties. Where there is any doubt of the competency of the authorised operatives, the Contracts Manager or Appointed Person must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the Site Manager will stop operations until conditions improve.

The Site Manager will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the site register. A record should normally include;

- Information on the type and model of equipment
- Any identification marks or number that it has
- Its normal location
- The date that the inspection was carried out
- Who carried out the inspection
- Any faults; and/or
- Any action taken
- To whom the faults have been reported
- The date when repairs or other necessary action were carried out

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper methods of use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets and high-visibility jackets; if necessary the banksman or person controlling the lifting operation should wear a distinguishing high-visibility vest or jacket.

All lifting appliances must be secured and left in a safe condition at the end of each working period, taking into account the safety of children.

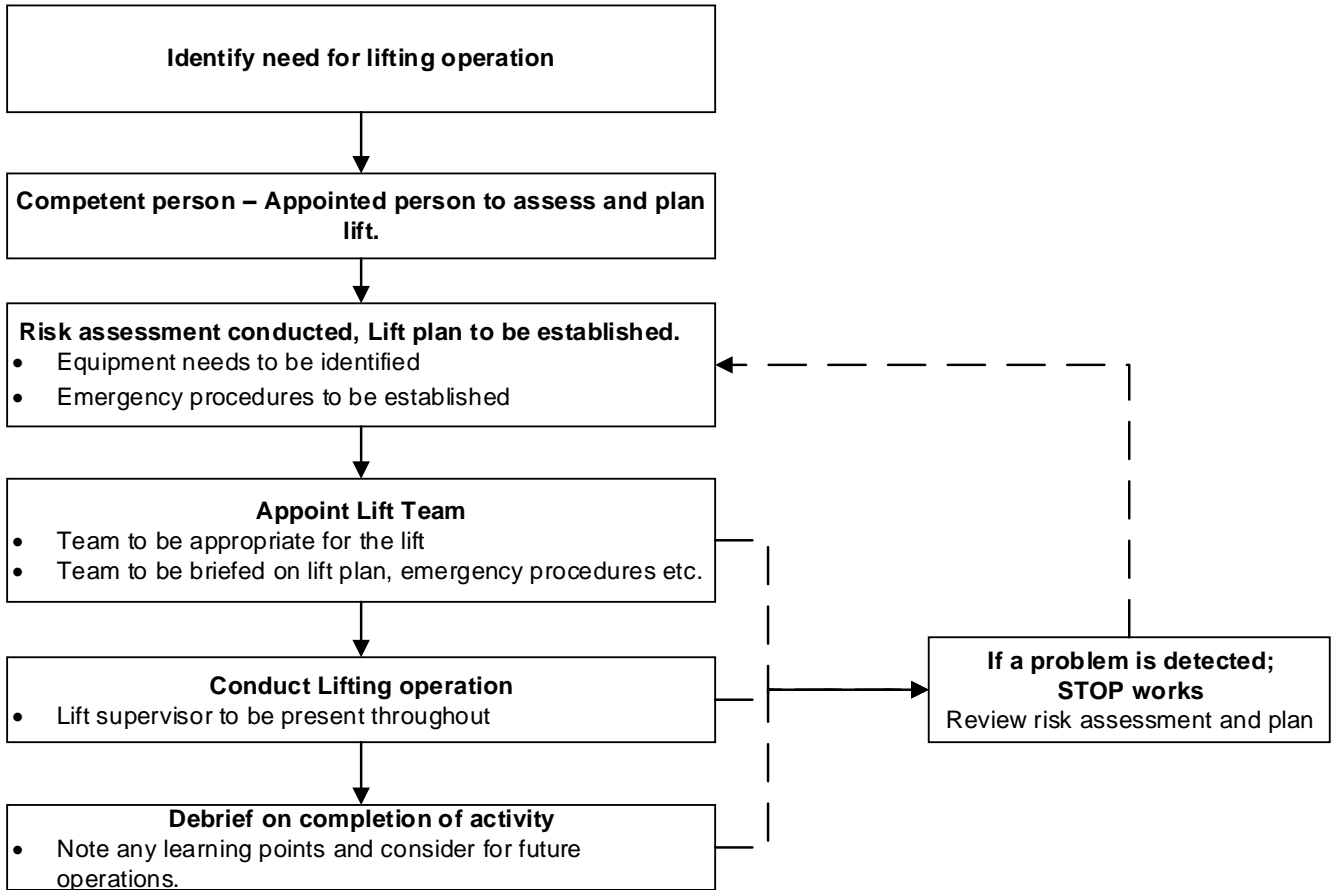
Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel. If it is necessary to inspect the bottom faces of heavy loads, purpose made, tested stands must be used.

Loose items must be secured, or fully covered, when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, Feltham Construction Ltd and Safety Services (UK) Ltd may be contacted immediately and the procedures detailed for dangerous occurrences in this Policy must be carried out.

An Appointed Person may be consulted at an early stage when any large or unusual lifting operation is to be carried out, especially tandem lifts.

Lifting Operations Procedure



Lifting Equipment

All lifting equipment will be provided, maintained and used in accordance with **The Lifting Operations and Lifting Equipment Regulations 1998**. These regulations require lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months;

And:

- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure the provision of lifting gear is planned, taking into account the size, weight and type of loads to be lifted and the conditions in which the lifting gear is to be used.

Training must be provided for slingers and supervisors. A copy of the training certificates should be retained on site for inspection if required.

The Site Manager will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

Thorough examinations will be carried out more frequently if required to ensure health and safety standards are maintained and that any deterioration can be detected and remedied in good time.

Thorough examinations will also be required each time that exceptional circumstances that are liable to jeopardise the safety of the lifting equipment have occurred.

The Site Manager will arrange for proper storage of lifting gear and where appropriate a lifting equipment register. Only authorised slingers are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately.

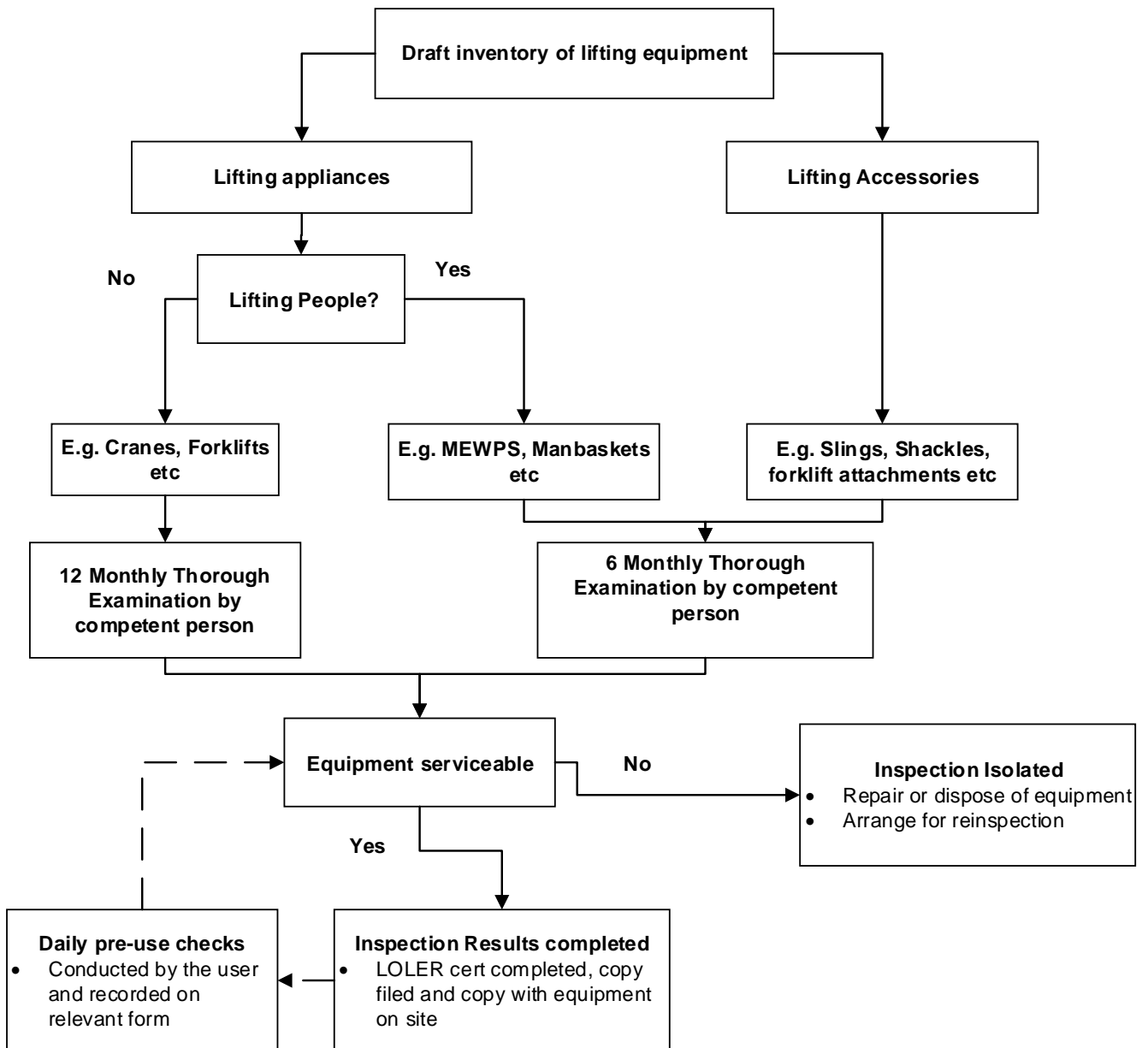
The main hazards associated with lifting gear are:

- Overloading
- Incorrect use, i.e. too wide an angle between legs of sling, use of eyebolt at an angle etc.
- Abuse, i.e. use of sling as towing rope etc.
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets. Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear. Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

Lifting Equipment Maintenance Procedure



Fork Lift Trucks

The Lifting Operations and Lifting Equipment Regulations 1998 requires lifting equipment to be tested, examined and certificated before use and thoroughly examined;

- In the case of lifting equipment for lifting persons or an accessory for lifting, at least every six months
- In the case of other lifting equipment, at least every 12 months; or
- In either case, in accordance with an examination scheme; and
- Each time that exceptional circumstances which are liable jeopardise the safety of the lifting equipment have occurred; and
- If appropriate for the purpose is inspected by a competent person at suitable intervals between thorough examinations

These Regulations also require that equipment for lifting persons;

- Is such as to prevent a person using it being crushed trapped or sunk or falling from the carrier;
- Has suitable devices to prevent a carrier falling (if this cannot be provided for reasons inherent in the site and height differences then the carrier must have an enhanced safety coefficient suspension rope or chain which is to be inspected by a competent person every working day;
- Is such that any person trapped in a carrier is not exposed to any danger and can be freed

Mobile Work Equipment is also covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to Work Equipment.

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L117 Rider Operated Lift Trucks, Operator Training and Safe Use ACOP
PM15 Safety in the Use of Timber Pallets
PM28 Working Platforms (non-integrated) On Forklift Trucks

And;

INDG462 Lift Truck Training – Advice for Employers
INDG457 Use Lift Trucks Safely – A Brief Guide for Operators

All of the above give various recommendations on the use of this equipment and will be complied with.

All work involving the provision and use of fork lift trucks will be planned to take the above standards into account.

At the contract planning stage, site layout, storage areas, scaffold loading towers, site transport routes will be planned by the Contracts Manager, in particular noting that loading-out towers must be designed to carry the loads involved and that ground conditions to the base of the loading towers must be prepared to give a firm base, capable of supporting wheel loads of up to three and a half tonnes.

Training will be provided for fork lift operators or Feltham Construction Ltd will give authority to trained operators in writing. This authority will remain on site for inspection, as required.

The Site Manager will ensure that, where applicable, chain test certificates are valid, (fork raising and lowering chains).

The Site Manager shall ensure there is a suitable risk assessment in place for lifting operations.

The Site Manager will ensure that scaffold-loading towers are erected and maintained in accordance with the design and that access to loading towers is prepared in accordance with planned procedures.

Only qualified and authorised persons will be permitted to operate fork lift trucks. Appropriate action must be taken by the Site Manager against any person who operates fork lift trucks without written authorisation and also where passengers are being carried in insecure positions.

A competent person (who may be the operator) should undertake regular inspections of the equipment and record the results of inspection in the F91 Register Part C or equivalent. A record should normally include;

- Information on the type and model of equipment
 - Any identification marks or number that it has
 - Its normal location
 - The date that the inspection was carried out
 - Who carried out the inspection
 - Any faults; and/or
 - Any action taken
 - To whom the faults have been reported
 - The date when repairs of other necessary action were carried out
-

The main hazards are;

- Overturning trucks
- Instability of load
- Collapse of scaffold due to overload
- Failure of truck due to poor maintenance.

The following particular points must be complied with: -

- The truck must not be overloaded in excess of manufacturers loading table.
- All loads must be transported securely and correctly. Well-maintained pallets must be used.
- Loading towers must be designed to take specified units and the buying department must specify maximum weight of units from suppliers.
- Maintenance and service must be in accordance with manufacturers' recommendations.
- All operators must receive safety training and be tested by an approved instructor.
- All personnel required to operate fork lift trucks, or to carry out work involving the use of a fork lift truck, will be required to wear a safety helmet.

Excavators Used As Cranes

The use of an excavator, excavator/loader, or loader as a crane, is only permitted if it has been specifically designed, built and adapted as such and has the appropriate certification and marking. (Under **The Provision and Use of Work Equipment Regulations 1998** and **The Lifting Operations and Lifting Equipment Regulations 1998**).

Reference should also be made to the **Construction Plant Hire Association** guidance;

<https://www.cpa.uk.net/sfpsgpublications/>

Advice on the safe use of excavators as cranes is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

Only trained operatives will be permitted to use excavators as cranes.

Only trained operatives will attach the lifting accessories, conduct slinging and signalling regulations.

Only excavators suitable for lifting operations will be utilised for such works.

Appropriate lifting accessories and means of attaching the lifting accessories to the excavator, together with all the necessary Test Examination Certificates must be issued to site before work commences.

The Site Manager will ensure that only excavators, for which a current test certificate of exemption is available on site, will be permitted to be used as a crane.

The work as a crane must be restricted to work immediately connected with an excavation.

The lifting accessories must be securely attached to the excavator.

The safe working load specified in the test certificate of exemption must not be exceeded.

The safe working load(s) must be marked on the machine, or a copy of the table of safe working load(s) must be fixed in a clearly visible position in the cab of the machine. A means of identification must be plainly marked on the machine.

All hydraulic machines used for this work must be fitted with check valves, or other safety device, to prevent the load dropping in the event of hydraulic failure.

A competent person (who may be the operator) should undertake regular inspections of the equipment and record the results of inspection in the weekly test register.

The main hazards associated with the use of excavators as cranes are:

- Insecure attachment of lifting gear to machine.
- Unsafe slinging of load.
- Proper base for machine not provided
- Personnel remaining in lifting area
- Machine or lifting gear not maintained in good order
- Improper use of machine (i.e. lifting items not connected with excavations).

All personnel required to work with, or near to, excavators used as cranes will be required to wear safety helmets.

Site Tidiness

A number of regulations deal with the need for work places and accesses to be kept clear of debris and other materials, some examples are:

The Workplace (Health, Safety and Welfare) Regulations 1992
The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4
The Electricity at Work Regulations 1989

The Dangerous Substances and Explosive Atmospheres Regulations 2002 require that cylinders and containers be properly stored and removed from work places, when not in use, to storage.

The Health and Safety at Work etc., Act 1974 requires that employers shall ensure that a safe working place and safe accesses are provided for their employees, so far as is reasonably practicable. Employers have a duty to ensure that their work does not affect others, so far as is reasonably practicable. And persons having control of premises have a duty to ensure that the premises are maintained in a safe condition and that all means of access are safe, so far as is reasonably practicable, for persons who are not their employees, but are required to use the premises.

In addition to the statutory requirements, some of which are outlined above, a tidy site and work place results in increased efficiency and better public relations, therefore, tidiness is to receive priority on Feltham Construction Ltd sites.

Information on the requirements of the regulations and advice on current good working practices is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure that, before the site commences, access and emergency routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and Sub-Contractors are made aware of Feltham Construction Ltd requirements with regard to storage, clearing up, tidiness etc.

The Site Manager will ensure that all Sub-Contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him is kept in a clean and tidy state.

Operatives, Sub-Contractors operatives and occasional visitors to site will be disciplined by the Site Manager in the event of them causing harm to the welfare of those around them. In this regard, operatives will be encouraged to show respect to their work colleagues.

Brick bundles will not be stacked more than two bundles high on a level base. Banded blocks will not be stacked more than three blocks high on a level base.

Particular emphasis is to be placed on instructions to all employees and Sub-Contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site.

The Site Manager will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

The Site Manager will ensure that all waste materials are clear and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be securely covered or be clearly marked to show that there is an opening below.

Debris and materials must not be thrown or dropped from scaffolds or buildings unless a chute is provided, or other suitable safe method used.

The Site Manager will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with these standards.

Overhead Electricity Cables

The Electricity at Work Regulations 1989 gives requirements for temporary electrical installations on site.

Reference should also be made to the following Health and Safety Executive (HSE) publication;

GS6 Avoidance of Danger from Overhead Electric Lines

gives guidance on the precautions to be taken and will be complied with on Feltham Construction Ltd sites, or is expected to be complied with on sites on which Feltham Construction Ltd employees are required to work.

Reference should also be made to British Standards;

BS 7121 Safe Use of Cranes

The above also provides advice on precautions which will be complied with.

Information and advice on the requirements of the Regulations, Guidance Notes and Code of Practice is available from Safety Services (UK) Ltd, as required.

All work where overhead cables exist will be planned to take the above standards into account.

At pre-contract stage, the Contracts Manager will arrange for any necessary diversions or confirm safe distances, clearances, precautions etc. with the Electricity Board.

All Sub - Contractors likely to be affected will be informed of any overhead cables on the site.

The Site Manager will ensure that the necessary protection is erected in accordance with the above standards. The protection provided will be checked by the Site Manager, or other responsible appointed person, at regular intervals and maintained.

Appropriate action must be taken against any person(s) who disregard or damage protection provided.

The main hazards are contact with or being in close proximity to the cables, by plant or vehicles, or by operatives handling long objects, e.g. scaffold tube, ladders etc. The fact that electricity can "arc" across gaps must always be taken into account.

Where work is to be undertaken, beneath, close to or involves the diversion of electricity cables, the cables may need to be made dead and a Permit to Work system operated. In these cases Safety Services (UK) Ltd may be consulted for advice at an early stage.

Underground Services

Regulation 34 of **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** requires precautions to be taken to prevent danger from electricity cables.

Other services, if damaged by excavation work, could also be a hazard, e.g. water flooding trench, gas-causing asphyxia. Explosion risks caused by gas leaks, health risks from raw sewage and, in all cases, the costs involved in repair, must be taken into account.

Reference should also be made to Health and Safety Executive (HSE) publication;

HSG47 Avoiding Danger from Underground Services

All work will be planned to take the above standards into account. The Contracts Manager will obtain full details of all underground services from the service authorities, e.g.

- Electricity Board
- Local Authority - street lighting cables
- Gas Board
- Water Authority - mains water, sewers
- British Telecom
- Television Relay Companies
- Adjacent Private Owners and any other local special circumstances

Where there are a large number of existing services, e.g. in a town centre, then a permit to work system for excavation work will be prepared.

A detailed Method Statement is to be prepared, for works near underground services, by the relevant contractor or utility company.

Before any excavation work commences, the Site Manager will ensure that all information on existing underground services has been obtained and that either all services are physically located and marked by means of location equipment and/or carefully hand dug trial holes, or that trial holes are carefully excavated along the line of the proposed trench, or area of excavation.

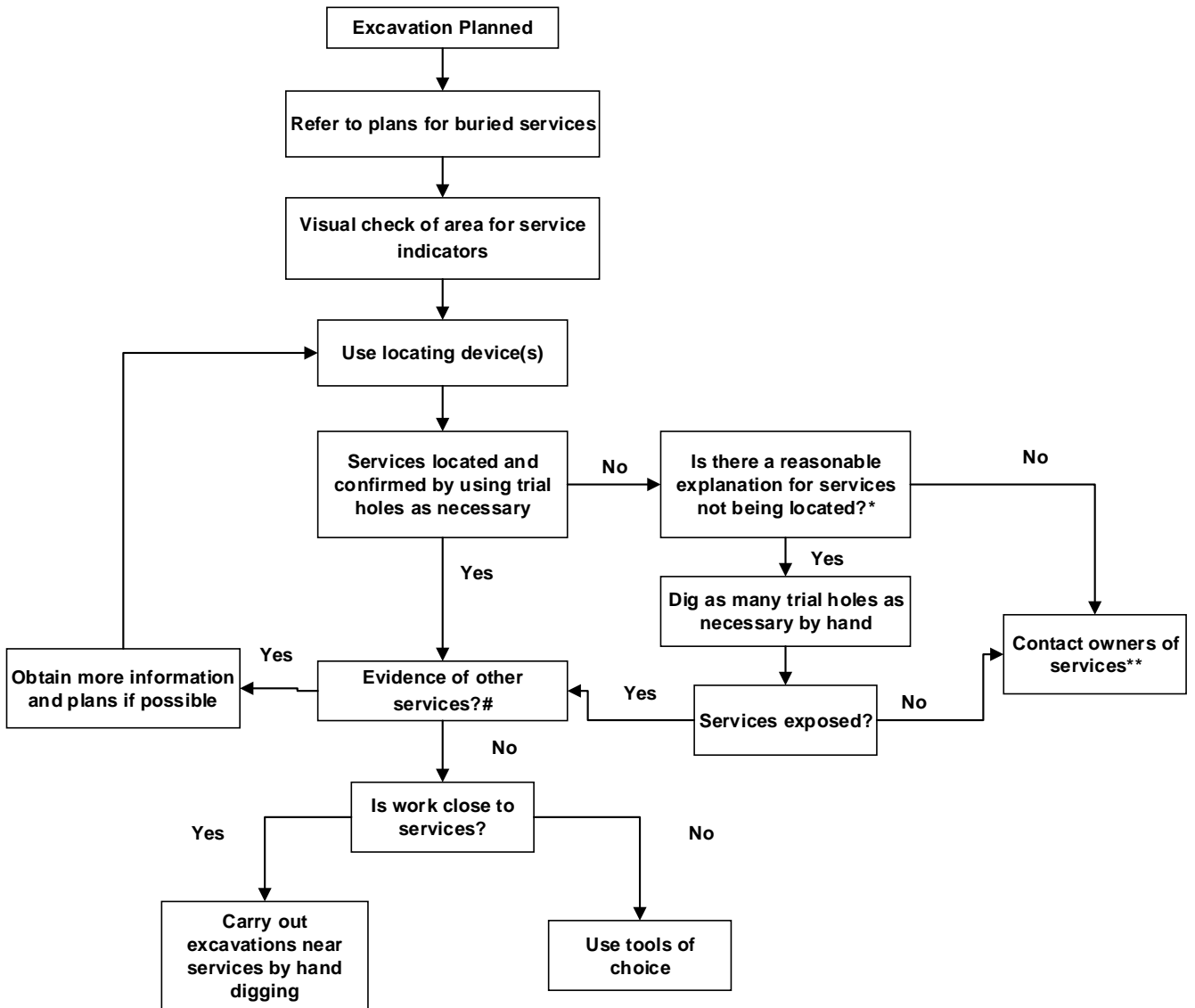
Full consultation must be carried out at all stages with representatives of the various service authorities, to agree precautions required.

All Site Managers, machine operators and banksmen will be instructed in the procedures to be followed. Any Sub - Contractors involved in excavation work will be issued with full information obtained from service authorities and will also be involved in any consultation procedures. All persons on site will be instructed in the operation of a Permit to Work system, if applicable.

Any service installed as temporary supplies, or as part of the permanent works, will be accurately plotted on a site plan by the Engineer/Site Manager and will be physically marked along its route by means of timber stakes and notices.

The Sub - Contractors involved must provide service location equipment, for use on site, in accordance with the above standards, training must be provided, to supervisory and key operatives, in the use of the equipment.

Underground Services Procedures



* For example are services non metallic pipes?
 proceed but using hand-dug trial holes and proceeding with great care.

In particular visual evidence. Ensure that the presence of services, which may be unmarked on plans or for which no plans are available, has been considered, for example service connections.

** If there is any visual evidence of services, but owners cannot be traced, despite all reasonable attempts to do so, any excavation could

Excavations

All excavation work will be carried out in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015)**.

Reference should also be made to the Health and Safety Executive (HSE) publication;

HSG150 Health and Safety in Construction

The above provides guidance on good practice and requirements when undertaking excavation work.

All work will be planned to take the above standards into account.

Details of the ground conditions to be encountered in excavation work or the buildings or structures affected will be obtained from the pre-construction information by Feltham Construction Ltd to enable work to be planned safely.

This information will be passed to the Site Manager before excavation commences.

Training shall be provided to Site Managers required to carry out inspections of excavations.

Operatives involved in erecting support for excavations shall also require training. Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Site Managers will not permit excavation work to begin on site until all plant, materials and equipment necessary to carry out the excavation work safely, is available on site.

No person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply or that there is no risk to any person from a fall or dislodgement of any material.

Where possible, the excavation support should be installed from ground level, otherwise precautions must be provided for safety of operatives installing support.

A competent and authorised person shall inspect daily, before any person carries out work, all excavations required to be supported, as noted above at the commencement of each shift, after any event likely to have affected the strength and stability of any part of the excavation or after any accidental fall of rock, earth or other material. At least one inspection report must be recorded in the site Excavation Report of Inspection in any seven days.

Access and plant must be routed away from the edge of excavations. Where necessary to prevent danger to any person, suitable precautions must be taken to prevent any person, plant, equipment or material from falling into any excavation.

Ladders, securely fixed, must be provided for access into excavation.

The main hazards associated with excavations are: -

- Collapse of the sides.
- Persons falling into excavations.
- Striking underground services (see separate section).
- Persons in excavations being struck by falling materials.
- Building of structures collapsing due to excavations flooding.
- Asphyxiation or poisoning due to ground conditions or fumes from plant.
- Plant running into excavations.

Where necessary, excavation supports, underpinning or shoring must be designed by specialists.

All personnel required to enter excavations must wear a safety helmet.

The safety of the public, particularly children, must be considered when excavations are left open outside working hours.

Where health hazards may be encountered, e.g. land fill sites, industrial sites, sewers, methane gas, carbon dioxide from limestone etc., Safety Services (UK) Ltd may be asked for advice on precautions required, air sampling, monitoring etc.

If excavation is flooded or likely to flood, care must be taken to ensure that any water pumped out is disposed of in foul drainage or via soakaway, and is not allowed to pollute any watercourses.

Entry into Confined Spaces

The **Confined Spaces Regulations 1997** are applicable for entry into confined spaces.

Reference should also be made to the Health and Safety Executive (HSE) publication;

L101 Safe Work in Confined Spaces

The above provides information on the hazards involved, precautions and procedures required.

Information and advice on the legal requirements, recommendations of the Approved Code of Practice and any other aspect of work in confined spaces is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Before work commences, the Contracts Manager must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained and equipped as well as operatives required to use breathing apparatus, reviving apparatus, rescue and permit procedures etc.

Method statements including a rescue plan must be prepared before any work in confined spaces can commence.

The Site Manager will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, before entering a confined space.

The Site Manager will ensure that the contractor follows the planned procedures, including any permit to work system, and that only authorised persons are permitted to enter the confined space.

Any changes in working methods or conditions, which were not included in the planning procedure, must be referred to the Contracts Manager before work recommences.

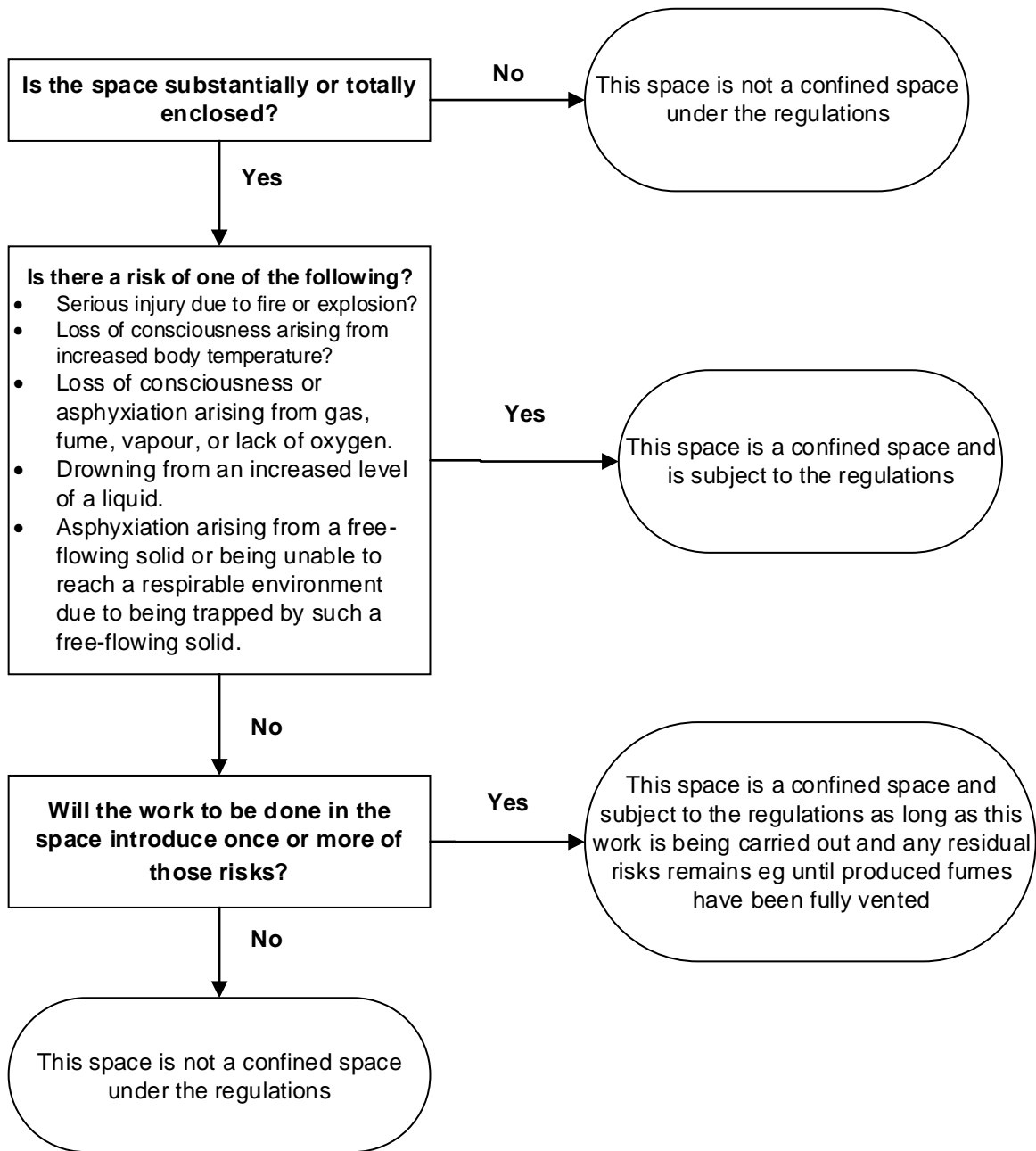
All safety equipment must be regularly checked and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:-

- Asphyxiation due to oxygen depletion
- Poisoning by toxic substance or fumes
- Explosions due to gases, fumes, dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocutation from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes from plant or processes entering confined spaces

When conditions make it necessary, Safety Services (UK) Ltd may provide safe systems of work, permit to work systems etc., as requested and provide information on ventilation equipment, breathing apparatus, rescue apparatus, ropes, harnesses, monitoring equipment etc. as requested.

Confined Spaces Identification



Working Underfloor and in Restricted Spaces

This covers where installations and works extend into restricted spaces including underfloor

This should be read in conjunction with the section on Confined Spaces

This activity should be highlighted in the work package and contract. Plans will be drawn up for entry procedures; the area and task risk assessed and a safe working procedure developed including rescue plan where appropriate. For low risk situations this may be a verbal brief but for more complex situations a written method statement will be appropriate with a written acceptance of understanding from all operatives involved in the task that should be retained for inspection if required. Where possible a survey will be conducted in advance and as built drawings consulted.

The senior person on site will liaise with the site manager of client representative and develop and agree a safe system of work that may include permit and isolations.

There should always be a safe means of access and egress

Take care around other services including lagged pipes and cables and alert client representative of damaged services that could affect safety.

Temporary lighting should be provided with back up in case of power failure.

Check for fragile surfaces and ensure the route is designed for safe access and will support weight required.

Check for vermin and detritus that could affect health – if present liaise with client on how to progress.

High temperatures may be encountered – where temperatures are above 28°C then additional ventilation should be provided – above 30°C then a full heat stress risk assessment should be undertaken.

Review the asbestos survey prior to entry as fire stopping is frequently underfloor.

PPE should include overalls and bump caps with knee protectors and gloves available should crawling be necessary.

Ensure all fire-stopping is reinstated before closing up.

Ensure communication is set up and it is prudent to have a top man/sentry present to raise the alarm

On no account should this be undertaken as a lone working practice.

Ensure that there is a means of rescue in an emergency situation

Demolition

All Regulations which apply to construction work also apply to demolition work but in particular **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** (Regulation 20) applies to demolition work.

Reference should also be made the British Standard;

BS 6187 Code of Practice for Demolition

The above which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure is being demolished.

Reference should also be made to the Health and Safety Executive (HSE) publication;

HSG150 Health and Safety in Construction

The above which covers preparation and planning, legislation, working methods, health hazards. The recommendations in these Guidance Notes will be applied to work carried out by Feltham Construction Ltd.

Further information and advice on the requirements of the code of practice is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

All preliminary procedures required by the code of practice and Guidance Note **HSG150 Health and Safety in Construction** will be carried out by the Contracts Manager in conjunction with the specialist contractor, if used, will draw up a Method Statement and a programme of work detailing the methods to be used, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work, etc. This Method Statement and programme will be issued to the Supervisor responsible for the work on site.

The Site Manager appointed will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of scaffolding, etc. which may apply on site.

The Contracts Manager will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out.

The person appointed shall be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required by this Policy.

The Contracts Manager will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents, especially to children.

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

All plant used on demolition sites will be suitable for demolition work, be in a good condition and will be provided with any necessary safeguards to protect the operator.

When carrying out preliminary procedures, the following must receive special attention: -

- The location and disconnection of any services into the site. Confirmation of disconnection in writing must be requested from the appropriate Service Authority.
- The existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.

- Where the building or structure to be demolished contains unusual, or possibly hazardous, design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire-damaged building, cantilevered balcony, etc. then advice must be obtained from a qualified Consultant Structural Engineer.
- On all sites where demolition work of any kind is to be carried out, Safety Services (UK) Ltd may be involved at the earliest stage to assist in the preparation of Method Statements, etc. and may also be asked to carry out any sampling and monitoring of hazardous substances, where necessary.

Transport on Site

All transport on site, including dumpers, tipper lorries, tractors, tankers etc., will be provided, maintained, operated and used in accordance with **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** and **The Provision and Use of Work Equipment Regulations 1998**.

The Road Traffic Acts and associated legislation will also apply when transport is required to be used on public roads. Reference should also be made to Health and Safety Executive (HSE) publications;

HSG136 **Workplace Transport Safety**
HSG144 **The Safe use of Vehicles on Construction Sites**
INDG382 **Driving at work managing work-related road safety**

The above which give information on the precautions and procedures required to prevent accidents.

Mobile work equipment is covered by the requirements of **The Provision and Use of Work Equipment Regulations 1998** – please refer to work equipment.

Feltham Construction Ltd will arrange for transport to be provided, taking into account the work to be done and the above standards. Feltham Construction Ltd will endeavour to segregate vehicles from pedestrian traffic where possible.

Where necessary, discussions will take place with the Local Highway Authority, Police etc. on road crossing, traffic management etc. Temporary access roads, fuel storage, maintenance facilities for transport on site, will be planned.

The Site Manager will ensure that all site transport, when delivered to site, is in good order and fitted with all necessary safety devices, notices and guards. Any defect must be reported to the supplying Sub - Contractors or hire company, and the machine must not be used until the defect is rectified.

The Site Manager will ensure that only authorised licensed drivers are permitted to operate any site transport. No person under 18 years old is permitted to operate any transport. Where any doubt of competency of any operator exists, the Site Manager will refer this to the Contracts Manager or sub-contractor as appropriate.

The Site Manager will ensure that any necessary preparatory work required to ensure transport is used safely on site, e.g. access roads, traffic control measures etc., is carried out as planned.

The Site Manager must ensure that any defect is notified to him by drivers during operations on site and this is reported immediately for repair and that, where the defect could affect safety on site, the items of transport taken out of use until repairs are carried out.

Hazards associated with the use of transport on site are:

- Incorrect use
- Speeding
- Poor maintenance (i.e. lack of checking - water, oil, fuel, lights, tyres and brakes daily)
- Unsupervised reversing
- Carrying of passengers where no proper seat is provided
- Lack of due care when refuelling
- Overloading or insecure loads
- Incorrect or improper towing
- Transport in close proximity to pedestrian traffic

All operatives required to enter specific high-risk areas as designated by Feltham Construction Ltd will be provided with high visibility waistcoats or belts.

Transport drivers must not consume any intoxicating liquids or drugs during the workday or shift.

All transport operators will adhere to the site transport plan.

Management of Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work etc Act 1974**. Specific legislation regarding asbestos is defined in the:

The Control of Asbestos Regulations 2012

Reference should also be made to the following Health and Safety Executive (HSE) publications:

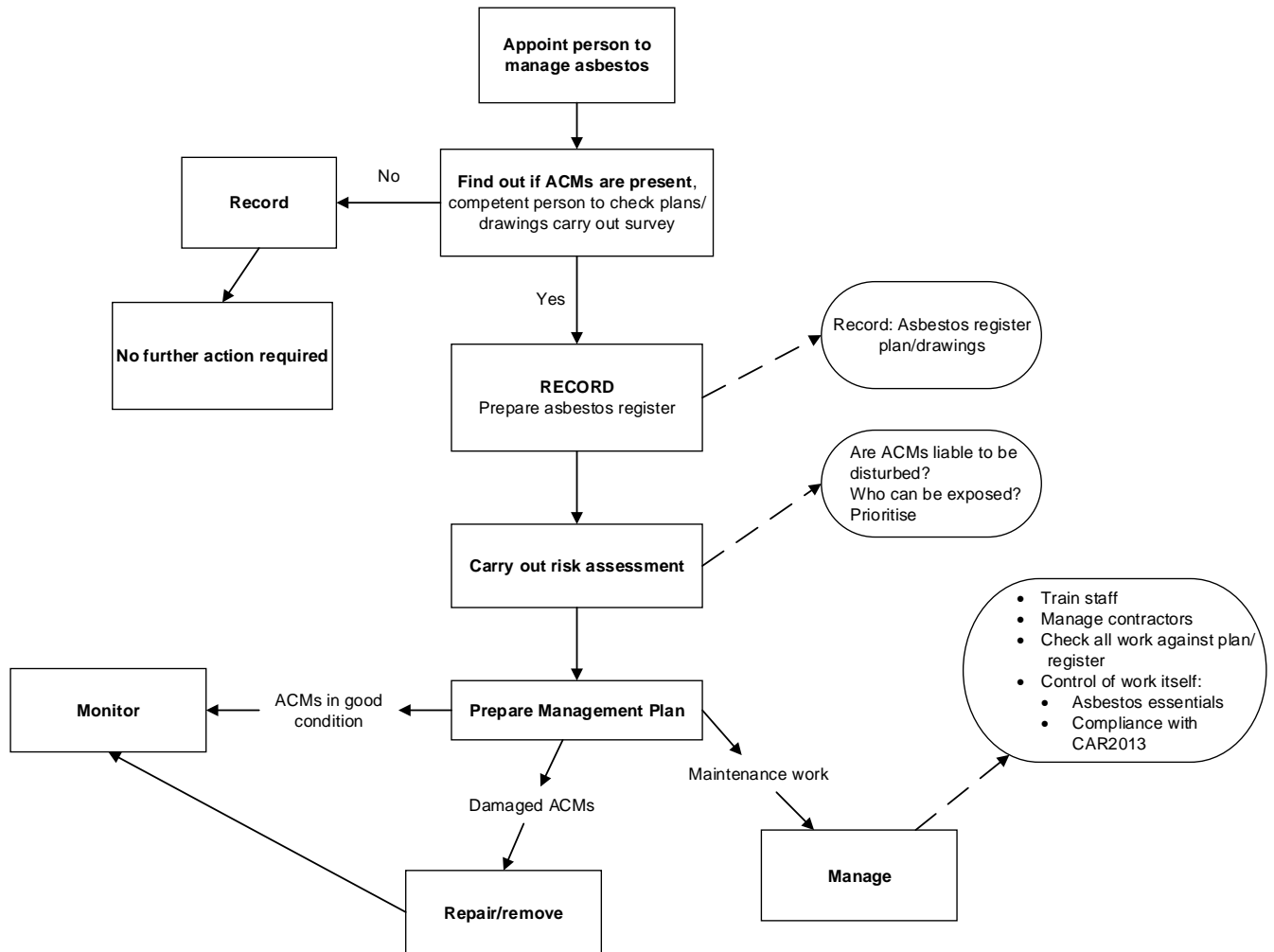
L143 (2nd) Managing & Working with Asbestos (second edition)

This list is not exhaustive. For full details see "Asbestos" Section later in this Policy.

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All employers also have a duty to ensure all employees who may encounter asbestos are provided with adequate training as laid down within the legislation. This training will ensure that they understand the action to be taken on discovering asbestos (or suspected asbestos containing materials) so that they do not place themselves or anyone else at risk.

Summary Managing Asbestos Procedure



Asbestos

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2012 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

General obligations are covered by the **Health and Safety at Work Act 1974**. Specific legislation regarding asbestos is defined in the:

The Control of Asbestos Regulations 2012 SI 2012 No. 632

Reference should also be made to the following Health and Safety Executive (HSE) publications:

L143 (2nd)	Managing & Working with Asbestos (second edition)
HSG210 (4th)	Asbestos Essentials Task Manual (Fourth edition)
HSG 227	Managing Asbestos in premises
HSG 247	Asbestos: The licensed contractors' guide
HSG248	Asbestos: The analyst's guide for sampling, analysis and clearance procedures
INDG223	Managing Asbestos in workplace buildings

Duty holders have an explicit duty to assess and manage the risks from asbestos in premises in compliance with **Regulation 4 of The Control of Asbestos Regulations 2012**. Each premises assessment will be used to produce a Management Plan which details and records the actions to be undertaken to manage and reduce the risks from asbestos and have a requirement to pass on information about the location and condition of Asbestos Containing Materials in non-domestic premises, to anyone likely to disturb them.

All work will be planned to take the above standards into account.

Under the 2012 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

Feltham Construction Ltd will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, Feltham Construction Ltd will review and, if necessary, amend the method statement and risk assessments as appropriate.

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager/Supervisor as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager/Supervisor immediately.

All operatives will be given training, advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

The Site Manager/Supervisor will control all other operatives as a consequence of the actions and advice of the specialist contractor.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, Feltham Construction Ltd is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos.

The Site Manager/Supervisor will designate "No Go Areas". Only employees of a specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos is unexpectedly "discovered" during normal working activity, the Site Manager/Supervisor must be informed immediately and the procedures outlined above will be put into effect. The Site Manager/Supervisor will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labelled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate/certificate of reoccupation has been issued by the specialist licensed removal company.

Allowed activities

Almost all work with asbestos containing materials will require work to be done by licensed contractors/specialists, however there are some circumstances where this does not apply, which includes:

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit (0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])

The work involves:

- Short, non-continuous maintenance activities
- Removal of materials where the fibres are firmly held in a matrix
- Encapsulation or sealing of asbestos-containing materials which are in good condition
- Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved.

Lead at Work

The Control of Lead at Work Regulations 2002 (As amended 2004) with their approved Code of Practice aim to protect people at work exposed to lead by controlling that exposure. Lead is defined as being lead (including alloys, any compounds of lead and lead as a constituent of any substance or material) that is liable to be inhaled, ingested or otherwise absorbed.

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L132 Control of lead at work regulations 2002 approved code of practice
INDG 305 Lead and you

Contact with lead or lead based products is likely to occur in processes which disturb old existing lead installations such as weather proofing or coated surfaces which may have been treated with a lead based product.

All work will be planned to take the above standards into account.

Unless there is no doubt as to the existing surface finishes, all surfaces will be treated as a potential hazard and samples will be taken for testing prior to work commencing.

In the event of lead based surface finishes being present, the following principles of prevention will be applied:

- If possible work on the surface will be avoided
- If work has to be undertaken, the risks will be assessed including:
 - Consideration of the hazardous properties of lead
 - Information of the health effects provided by the supplier
 - The level, type and duration of exposure
 - Circumstances of work and amount of lead involved
 - Activities such as maintenance where there is a potential for a high level of exposure
 - Relevant exposure limits, action levels and suspension level
- The method of work will be planned to minimise exposure to the lead. Including preventative and control measures. The results of relevant medical surveillance and monitoring. Whether the exposure to lead is likely to be significant and any other relevant information.
- Use equipment or substances that reduce the exposure to lead, particularly if production of dust or fume cannot be avoided e.g. Use of local extraction equipment and ventilation systems.
- Ensure that all workers are informed as to the control measures and procedures prior to work commencing. This will include compliance monitoring and health monitoring.
- Ensure the correct PPE and RPE is provided and correctly used. That it is removed on leaving the work area. That it is returned to any accommodation provided for it after use and that any PPE used is decontaminated and cleaned or, if necessary, destroyed after use.

Work will only be undertaken by operatives who have been trained in the processes to be carried out.

The following types of work are liable to result in significant exposure to lead. A suitable and sufficient assessment of the risks, undertaken by a competent person together with the implementation of the control measures identified.

- High temperature lead work above 500°C (including welding, burning and cutting)
- Work with lead compounds giving rise to lead dust in air
- Abrasion of lead giving rise to lead dust in air, e.g. dry disc work, grinding, cutting by power tools, sanding etc.
- Spraying of lead paint and low solubility lead compounds
- Removal of existing lead coated surfaces including lead paint
- Work with low solubility inorganic lead compounds

The work will be supervised by a competent person who will be aware of the hazards, risks and means of control. If this is by a specialist contractor he will be required keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor or operatives.

Where operatives are liable to receive significant exposure to lead the employer is obliged to keep records of any air monitoring carried out for a period of at least 5 years. Employees exposed above this level must undergo medical surveillance, the health record of any such employee must be maintained and the record or copy kept in a suitable form for at least 40 years from the last entry made in it.

Hazards associated with working with lead are:

- Inhalation of lead dust, fume or vapour
- Ingestible lead in the form of powder, dusts, paints or paste
- Absorption of lead through the skin when it is in the form of lead compounds, paint or paste

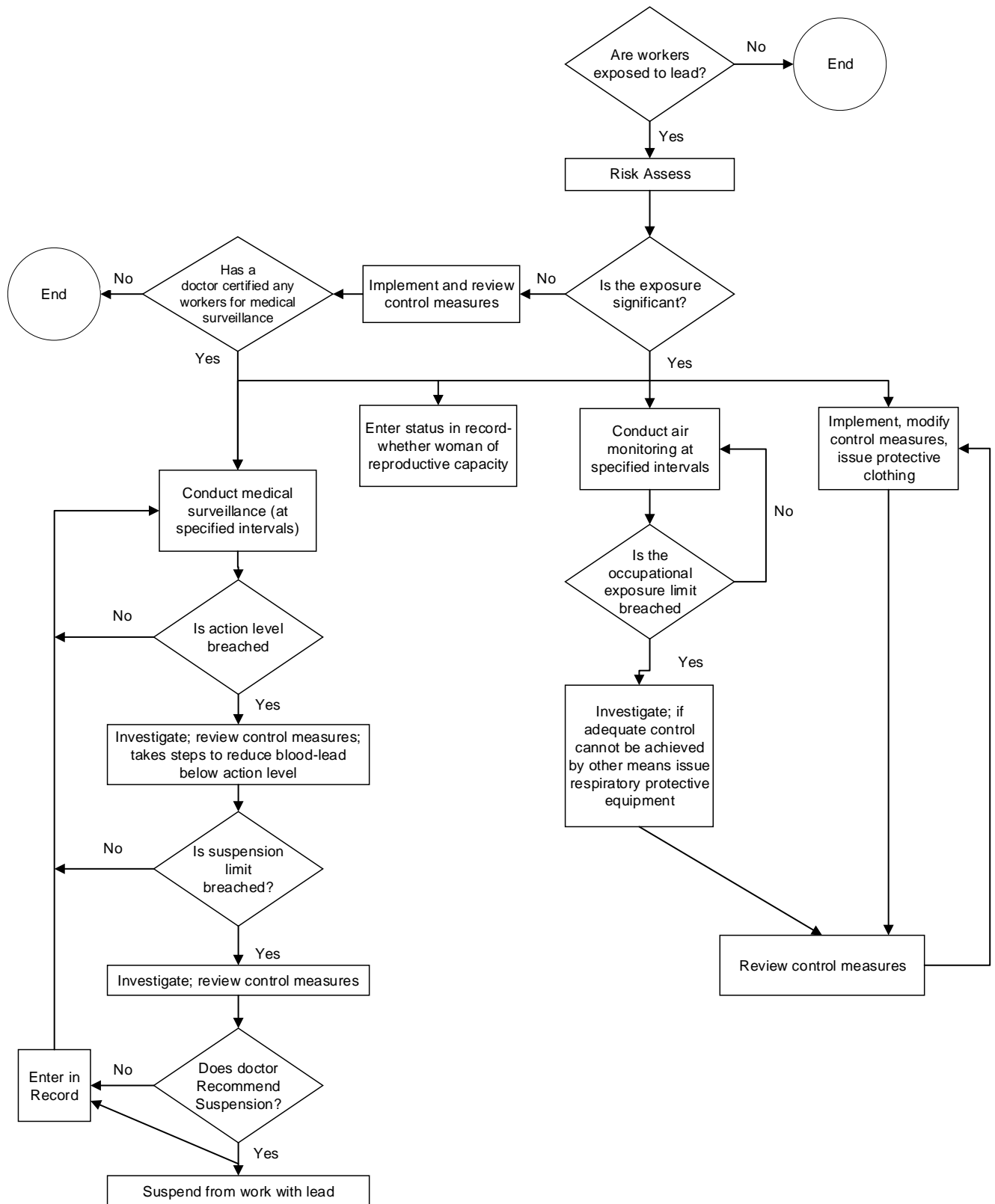
Specialist contractors or suitably trained operatives will be employed to handle all cases where lead dust, powder, vapour or paint is likely to be created or disturbed.

In cases where lead does not exist as dust or a vapour but rather as solid material and its application is for roofing etc., Operatives will still be required to work in accordance with the agreed method of working and must be competent to do so. Protective clothing will be worn particularly coveralls and gloves. The requirements for monitoring and health surveillance will still apply.

Operatives will not be allowed to eat, drink or smoke whilst working with lead or afterwards until hands and face have been washed. No person will be allowed to eat, smoke or drink in areas contaminated with air borne lead or in the immediate vicinity of solid lead.

Feltham Construction Ltd will supply all the washing facilities outlined in the Code of Practice to ensure cleanliness with minimum of delay.

Outline of the Control of Lead at Work Regulations



Flammable Liquids

Highly Flammable Liquids are defined in **The Dangerous Substances and Explosive Atmospheres Regulations 2002 (as amended)** and must be stored and used in accordance with those regulations. This section also applies to liquids, which are not highly flammable, as defined in the regulations, but can be a fire hazard, e.g. gas oil.

The Petroleum (Consolidation) Regulations 2014 apply to;

- Workplaces that store petrol where petrol is dispensed, ie retail and non-retail petrol filling stations; and
- Non-workplace premises storing petrol, for example at private homes, or at clubs/associations (or similar)

Guidance documents and Codes of Practice give advice on the requirements necessary to comply with the regulations and will be complied with on Feltham Construction Ltd sites. These include:

HSG51 The storage of flammable liquids in containers
HSG 140 Safe use and handling of flammable liquids

Information on the requirements of the regulations and the Guidance Notes will be provided by Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure that suitable storage facilities are provided for Flammable Liquids, in accordance with the above standards, and will arrange for a licence for the storage of petroleum or petroleum mixtures, where applicable.

Feltham Construction Ltd will ensure that suitable storage facilities are provided for liquids which are not defined as Flammable, but which could be a fire hazard and will arrange for any necessary firefighting equipment or materials to be available before work starts.

The Site Manager will ensure that the planned storage facilities are provided and maintained and that all Flammable Liquids are kept in storage facilities until required for use.

The Site Manager will ensure that fire resistant, absorbent material is available to soak up any spillage of Flammable Liquids and that this material is immediately disposed of safely after use.

The Site Manager will ensure that any firefighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify and that any defects are noted.

The Site Manager will ensure that the Flammable Substance store is marked clearly on the site fire plan.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing Flammable Liquids.

Safety Services (UK) Ltd may be asked for advice when there is any doubt about precautions required, or where Flammable Liquids are used in large quantities or in unusual situations.

The keeping of petrol must be in accordance with conditions attached to a licence issued under the Petroleum (Consolidation) Regulations 2014. Inspectors appointed by the Petroleum Enforcement Authority visit may visit to ensure the observance, maintenance and, where necessary the improvement of safety standards.

Hot Work

Every year fire kills and seriously injures workers, clients, members of the public and destroys millions of pounds worth of property and equipment, not all of which is covered by insurance. Many of such fires are preventable with forethought. The effects of fire include heat and smoke damage and possible collapse of premises and is not confined to the building being worked on but also can affect equipment and site facilities.

Fire safety is particularly relevant during renovations when walls, floors, ceilings, roofs and some supporting parts of the structure are removed allowing the rapid spread of smoke and heat/flames throughout the premises and the collapse of structures.

The legislation that applies to fire safety in the workplace includes:

The Regulatory Reform (Fire Safety) Order 2005, The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4, The Health & Safety (Safety Signs & Signals) Regulations 1996, The Management of Health and Safety at Work Regulations 1999 and generally the Health and Safety at Work etc. Act 1974.

In construction a major cause of fire is "Hot Work" which includes welding (gas and electric), cutting, brazing, grinding, soldering, paint stripping with blow lamps etc. sealing plastics by hot gun, pitch/tar work (roofs and roads) so attention to fire safety is a site/trade wide responsibility.

To ensure site fire safety "Hot Work" must be undertaken by competent persons in controlled working environments ensuring all fire safety precautions have been met. This is usually confirmed by a Permit to Work (Hot Work Permit) system.

Reference should be made to the following guidance and Health and Safety Executive (HSE) publications:

HSG 150 Health and safety in construction.

HSG 168 Fire Safety in construction work.

Fire Prevention on Construction Sites (The Joint Code of Practice on the Protection from Fire of Construction)

The Site Manager is responsible for fire safety on site and will take the above legislation and guidance into account during planning and operation of the site. The Site Manager is particularly responsible for:

- Assessing the degree of fire risk in relation to the envisaged site activities.
- The review of the risk assessment as the site develops or activities change
- Ensuring that a fire safety plan is formulated and produced
- The regular updating of the fire safety plan as and when this becomes necessary either by the marking up of controlled site drawings or by the appending of relevant information to the fire safety plan
- The control of the Permit to Work (Hot Work Permit) system

The Site Manager may appoint a Site Fire Safety Controller (SFSC) to manage site fire safety on his behalf.

The Site Manager/SFSC may appoint a suitable number of fire wardens to ensure prompt and safe evacuation of the site in the event of an emergency.

The Hot Work Permit, attached at Appendix A:

- Is the controlling document to confirm suitable checks have been completed and adequate fire safety precautions are in place prior to Hot Work starting.
- Will be for a specified time period limited so as to control adequately the risk from hot working
- To ensure that all equipment, apparatus and materials are in a safe condition prior to works, during the works and at close of business each night

The Site Manager/SFSC will:

- Ensure all employees, contractors and visitors to the site are trained in the requirements of the site safety plan.
- Monitor and ensure that employees, contractors and visitors put the fire safety plan into practice
- Undertake daily checks on all fire escape routes, signage, firefighting equipment and alarm devices - See also checklist Appendix C to this policy
- Ensure site security personnel, especially those employed during silent or non-working hours are familiar with site fire procedures as described in the fire safety plan
- Ensure that during an alarm or fire related incident that there is a safe evacuation of site to the specified muster point and to identify from a nominal roll that all persons known to be on site are identified as having vacated the premises

When issuing a Permit to Work the Site Manager/SFSC will ensure they personally undertake a check on all fire escape routes, signage, firefighting equipment and alarm devices pertaining to the area where the hot work is to take place and complete the Safety Checklist appended to this policy at Appendix B.

The Site Manager/SFSC is responsible for the issue of the permit to carry out hot works on site. Prior to issue of the permit, the Site Manager/SFSC will:

- Ensure that if hot work is to be completed in a premise covered by a fire sprinkler system that it suitably protected against accidental discharge.
- Ensure all persons undertaking hot work are competent to do so
- Ensure that the area of the proposed works will be as clear as is reasonably practicable of any and all combustible materials
- All fabric, fixtures and fittings, which by their nature cannot be removed, are adequately protected against the risks from combustion by the use of sheathing, shrouding or other adequate, suitable means
- All equipment to be used has been checked and is serviceable
- Suitable fire appliances are readily available for use
- If required, adequate barriers and signage are in place to prevent unauthorised persons entering the area
- If required, a suitable number of fire marshals are available to watch for fires in hidden locations i.e. through walls, in voids etc.
- That hot work ceases at least 1 hour before the end of normal work
- That any fire safety devices that have been covered, disconnected or turned off are uncovered reconnected or turned on
- That a personal fire safety check is completed before signing back the permit from the worker

Permit to Work Systems: Hot Work Permit

Project Name			
Project Number		Date	
Sub-Contractor			
<p>PROPOSAL – <i>(to be completed by the Sub-Contractors responsible person - for supervising & carrying out the works)</i></p> <p>Exact location of works to be carried out</p> <p>Nature of works to be undertaken</p> <p>I understand the scope of work and precautions to be taken and all operatives involved have read & understood the Site Specific RAMS</p> <p>SIGNED :- NAME (Block Capitals) :-</p> <p>DATE :- POSITION :-</p> <p>SUB-CONTRACTOR COMPANY :-</p>			
<p>AGREEMENT – <i>(to be completed by Company Safety Officer/Site Manager or other nominated person (the 'Issuer of the Permit'))</i></p> <p>This hot work permit is issued subject to the following conditions :-</p> <p>Issue of Permit : Date Time</p> <p>Expiry of Permit : Date Time</p> <p>A FINAL CHECK OF THE WORK AREA SHALL BE MADE, NOT BEFORE (TIME) :-</p> <p>ADDITIONAL CONDITION REQUIRED :-</p> <p>The above location has been examined and the precautions listed on the 'checklist' section of this form have been complied with, I have reviewed the risk assessment and consider that there is no reasonably practical alternative to doing the job using hot work. I have been provided with evidence of appropriate Public Liability Insurance</p> <p>SIGNED :- NAME (Block Capitals) :-</p> <p>DATE :- POSITION :-</p>			
<p>FOLLOWING COMPLETION OF THE WORKS</p> <p><i>(to be completed by the Sub-Contractor responsible for the work, the permit should then be returned to the issuer)</i></p> <p>The work area and all adjacent areas to which sparks and heat have spread (such as floors below and areas on other sides of walls) have been inspected and found to be free of smouldering materials and flames.</p> <p>Paint stripping's, stub ends of welding rods and other hot waste materials have been removed and disposed of safely</p> <p>All equipment including gas cylinders, have been removed to safe area (Minimum 15m)</p> <p>TIME INSPECTION COMPLETED (this must be at least 60 minutes after work has been completed)</p> <p>SIGNED :- NAME (Block Capitals) :-</p> <p>DATE :- POSITION :-</p>			

SUB-CONTRACTOR :-

SIGN OFF BY ISSUER OF PERMIT – THE HOT WORKS HAVE BEEN COMPLETED

SIGNED :- NAME (Block capitals) :- Date & Time :-
.....

HOT WORK PERMIT CHECKLIST

Appendix B

GENERAL

Wherever practicable the use of hot work should be avoided and a safer way employed.

If you cannot comply with the following points, do not go ahead with the works

FIRE PROTECTION

Insert a ✓ (tick) in the column to confirm actions taken as detailed or X (cross) for the actions not being taken or N/A for actions detailed not being 'Not Applicable' in the Hot Work situation which is going to be carried out

Where sprinklers are installed, they are operative	
Where an automatic fire detection system has been installed, it will be kept operative, Only the zone where the hot work is being carried out will be isolated for the period whilst hot work in progress	
Have weather conditions been taken into account – Roof Level works should not be carried out in High Winds	
A trained person not directly involved in the work will provide continuous fire watch during the period of hot work. Following completion of each period of the work, the fire watch will continue for at least 30 minutes, with further checks at regular intervals, up to 60 minutes after completion, to ensure that the working area and all adjacent areas, including floors below and above, and areas on the other sides of walls, screens, partitions and above false ceilings are free of smouldering materials and flames	
Are the works being carried out in a 'Confined Space' – is so have the Site Specific RAMS been issued and safety precautions put in place	
At least two suitable extinguishers or a hose reel or amount & type of extinguishers detailed in the Site Operation specific Method Statement are immediately available	
Screens to be provided for Arc Welding, work area to be cordoned off	
Safe Means of Access & Egress	

The personnel undertaking the work and providing the fire watch are trained in the use of the firefighting equipment	
Local Exhaust Provided	
Personnel involved in the work and providing the fire watch are familiar with the means of escape and method of raising the alarm/calling the Fire Brigade	
EQUIPMENT	
Equipment for hot work has been checked and found to be in good repair	
Gas Cylinders – Stored in a locked cage overnight and outside working hours , ensure cage has relevant safety signage displayed	
PRECAUTIONS WITHIN 10 METRES (MINIMUM) OF THE WORK	
Where work is being carried out on building panels, an assessment has been made of insulating or other materials behind or forming the core of the panels	
Combustible materials have been cleared from the area, where materials cannot be removed protection has been provided by non-combustible or purpose made blankets, drapes or screen	
Blow lamps, blow torches , Flame guns are not to be lighted until required for use and extinguished immediately after and neither should they be left unattended. Hot air guns to be switched off when unattended	
Flammable Liquids have been removed from the area	
Floors have been swept clean	
Combustible floors have been covered and with overlapping sheets of non-combustible material or wetted and liberally covered with sand. All openings and gaps (combustible floors or otherwise) are adequately covered	
Protection (non-combustible or other purpose made blankets, drapes or screens) has been provided for :- <ul style="list-style-type: none"> • walls, partitions and ceilings of combustible construction or surface finish • all holes and other openings in walls, partitions and ceilings through which sparks could pass 	
Before burning off metal work built into or projecting through walls or partitions a thorough examination shall be made including the area on the other side of any walls or partitions to ensure that no combustible material is in danger of ignition either directly or by conducted heat	
Combustible materials have been moved away from the far side of walls or partitions where heat could be conducted, especially where these incorporate metal	
Stored Materials are to be at least 10m away from the where the hot works are being carried out	

<p>Where carrying out Roof Works only materials for 1-2hrs work should be stored on the roof at any one time and be stored at least 10m from the work area</p>	
<p>Enclosed equipment (tanks, containers, dust collectors etc) has been emptied and tested, or is known to be free of flammable concentrations of vapour or dust</p>	
<p>I confirm that I as the Responsible Person for supervising and carrying out the hot works I have read and completed the checklist prior to the works commencing, I also confirm that all of the operatives involved in the hot works under my supervision are fully aware of the hot work procedures and Site Specific RAMS</p> <p>SIGNED :- NAME (Block Capitals) :-</p> <p>TIME :-</p> <p>DATE :-</p> <p>SUB-CONTRACTOR :-</p> <p>POSITION :-</p>	

SITE FIRE SAFETY INSPECTION CHECKLIST

SITE:.....
 .
 ..
CHECKED BY: (Name):.....
DATE:..... **SIGNED:**.....

	✓ As
applicable	
1] Fire Escape Routes Clear, Clean and Unobstructed:	<input type="checkbox"/>
2] Fire Alarms in working order:	<input type="checkbox"/>
3] Fire Extinguishers in position:	<input type="checkbox"/>
4] Fire Extinguishers in date and charged:	<input type="checkbox"/>
5] Fire Orders Displayed:	<input type="checkbox"/>
6] All routes to Fire Escapes unobstructed:	<input type="checkbox"/>
7] All persons on site induction trained:	<input type="checkbox"/>
8] Main site access and egress unobstructed:	<input type="checkbox"/>
9] Fire Service Inspections up to date:	<input type="checkbox"/>
10] Hot Work Permit system operating:	<input type="checkbox"/>

COMMENTS:.....

Lasers in Construction

The Control of Artificial Optical Radiation at Work Regulations 2010 aim to protect workers from the risks to health from hazardous sources of artificial optical radiation (AOR) in all its forms such as ultraviolet, infrared and laser beams.

The current primary standard for laser radiation safety in the UK is; **BSEN 60825-1 Safety of Laser Products Part 1: Equipment Classification** requirements and users guide.

Further information is given in the document

The laser hazard classification scheme rates lasers in increasing degrees of radiation hazard as Class 1, 2, 3R, 3B or 4, according to the measured quantity of laser radiation emitted.

All work will be planned to take the above standards into account.

Only competent operators should use and install this equipment, arrangements should be made to minimise access to the work area by persons not directly involved in the work process if there is a risk of laser light entering the eye.

If lasers of Class 2 or above are to be used specialist advice should be sought.

Installation and use will be supervised by a competent person who will also warn any person entering the work area of the risks associated with laser light.

Ensure the correct covers are fitted to the equipment.

Minimise the risk of stray reflections and ensure that the laser light cannot escape from the working area and affect other persons working nearby.

For lasers of Class 2 and above warning signs will be positioned to advise of their use.

All electrical equipment should be inspected, tested and maintained as required by **The Electricity at Work Regulations 1989**.

Personal Protective Equipment may be required, refer to manufacturer's instructions for further guidance.

Work at Height

The **Work at Height Regulations 2005** applies to all work at height activities.

The **Workplace (Health, Safety and Welfare) Regulations 1992**, in particular Regulations 13 – 16 may apply in part or completely

Reference should also be made to the following Health and Safety Executive (HSE) publications:

INDG401 **Working at height a brief guide**
L24 **Workplace Health Safety and Welfare**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example, you are working at height if you: are working on a ladder or a flat roof; could fall through a fragile surface; could fall from a vehicle flatbed; could fall into an opening in a floor or a hole in the ground.

All work will be planned to take the above standards into account.

The Manager will plan the following arrangements as appropriate:

- To avoid or minimise Work at Height as far as reasonably possible
- Suitable means to prevent falling using guard-rails, barriers, working platforms etc.
- Protection for the public, or other operatives who may be at risk.
- Safe means of access to the workplace.
- Where necessary, suitable access equipment.
- Protection of fragile surfaces.

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that provide personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are:

- Falls from unprotected edges.
- Falls through incomplete or fragile surfaces.
- Objects falling from heights.
- Contact with overhead electric cables (see separate section).
- Falls from ladders.

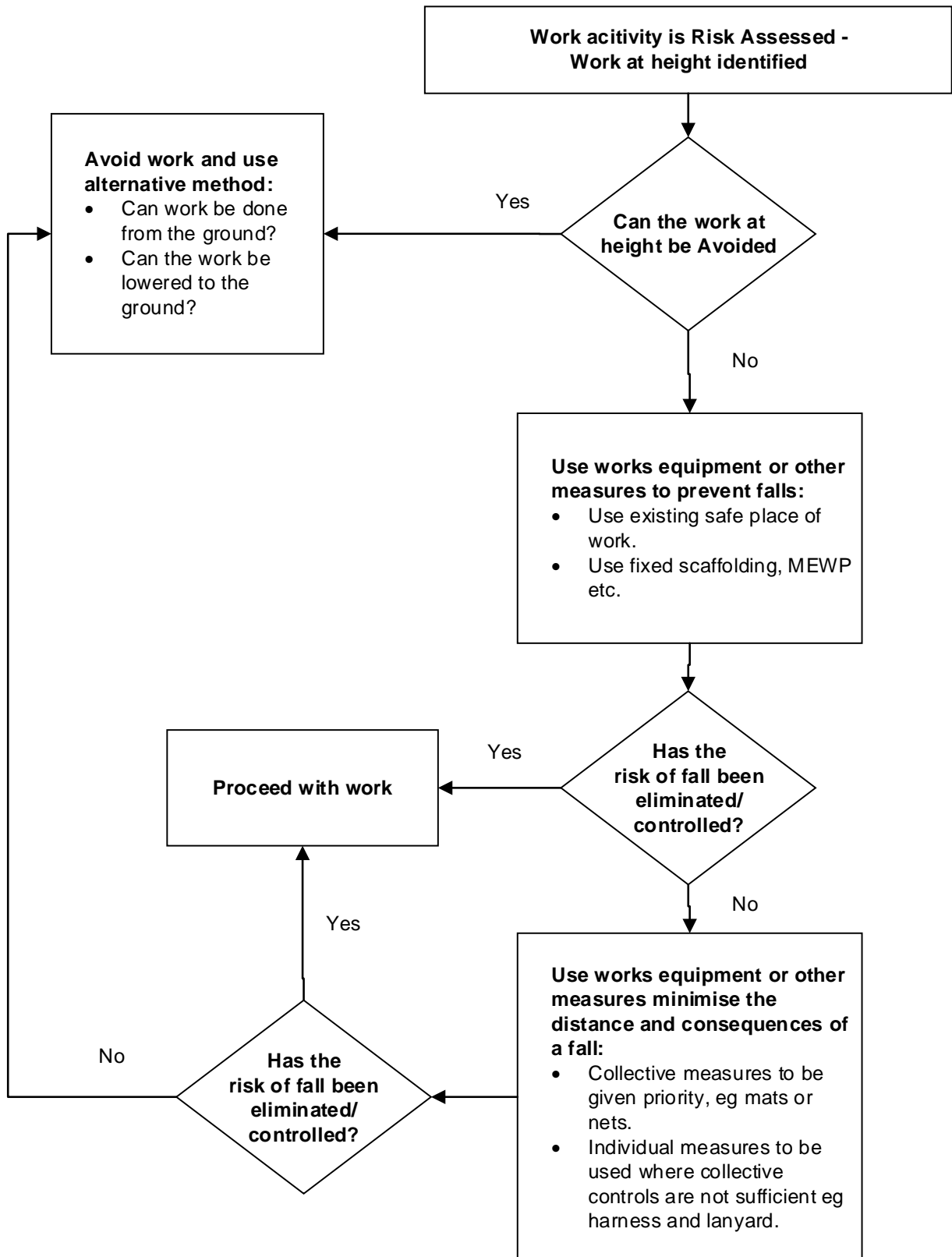
All personnel required to work near or below any work at height must wear safety helmets.

Access to the workplaces at height must be prevented to unauthorised persons, particularly children, after working hours.

As a rule, ladders and stepladders will only be permitted where work is of a short duration, light in nature, where three points of contact can be maintained.

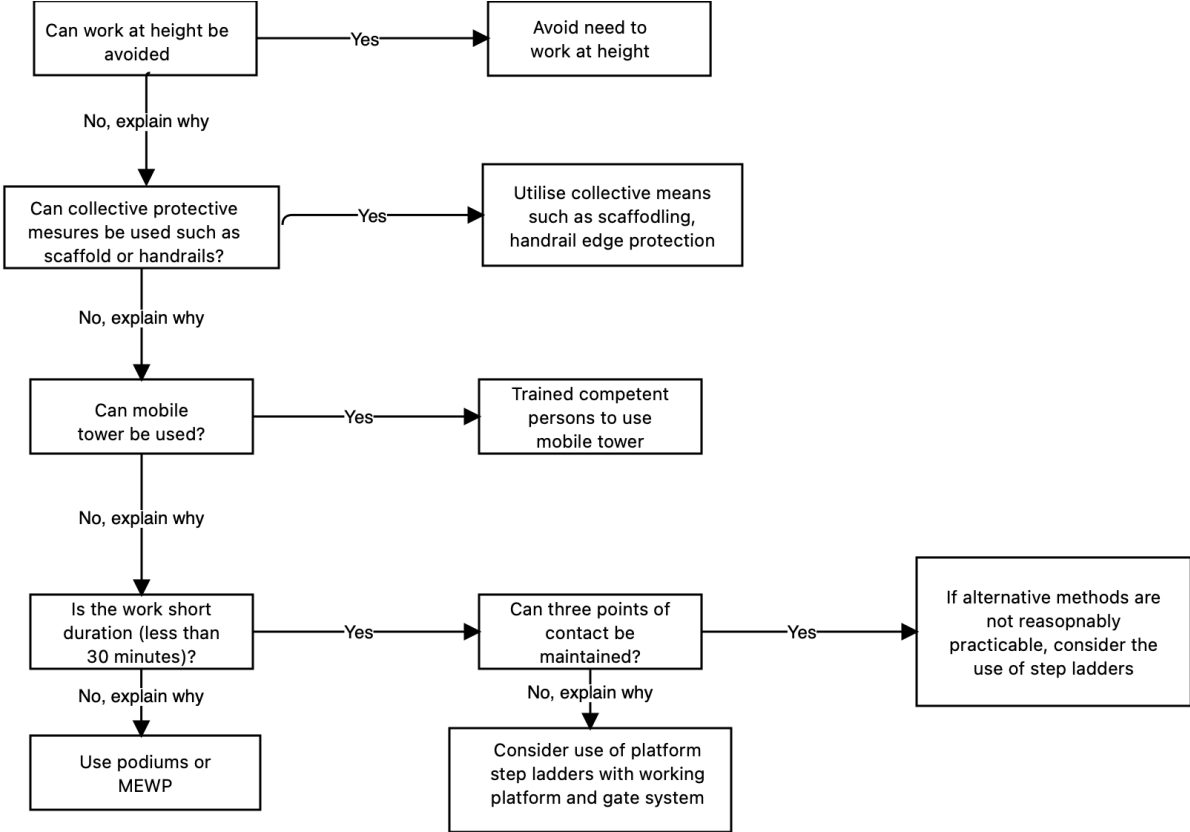
All work at height, no matter how small, should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

Work at Height Procedure



**see page 166 for WAH equipment selection procedure*

Work at Height Equipment Selection Procedure



Work at Height in Construction

The **Work at Height Regulations 2005** applies to all work at height activities.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

INDG401 **Working at height a brief guide**
HSG150 **Health and Safety in Construction**

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury.

All work will be planned to take the above standards into account and applying the principles of Prevention, with the overriding principle of preventing personal injury from falls.

Feltham Construction Ltd in conjunction with the Principal Contractor will consider the hazards and risks associated with the particular activity to ensure that the work is planned with consideration for the following:

- To avoid or minimise Work at Height as far as reasonably possible
- Edge protection, barriers or a scaffold to provide a safe place of work
- Mobile work platforms e.g. Mobile Elevating Work Platforms (MEWPs)
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the workplace
- Where necessary, suitable access equipment
- Protection of fragile surfaces

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that provide personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work at height.

The Manager will not permit work to commence at height until the planned safety precautions have been provided. Work at height must not be permitted if safety could be affected by high winds or gusty conditions.

Consideration must be made of conditions that could affect safety, such as extremes of temperature, wet weather or icy conditions.

Materials must not be dropped or thrown down from heights, other than by means of a chute, or suitable safe method.

The main hazards associated with work at height are:

- Falls from unprotected edges
- Falls through incomplete or fragile surfaces
- Objects falling from heights
- Contact with overhead electric cables (see separate section)
- Falls from ladders and other access equipment

All personnel required to work near or below any work at height must wear safety helmets. Access to the workplaces at height must be prevented to unauthorised persons, particularly children, outside of working hours.

Suitable access equipment/methods must be identified for work at height activities. As a rule, ladders and stepladders will only be permitted where work is of a short duration, light in nature, where three points of contact can be maintained. For the majority of work at height activities, mobile towers, podiums or other working platforms will be suitable.

All work at height of short duration or relatively low height should consider the above standards when work is planned to minimise the risks to those involved or likely to be affected.

**see page 166 for WAH equipment selection procedure*

Scaffolding

All scaffolds erected on Feltham Construction Ltd sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**.

Reference should also be made to British Standards publications:

BS EN 12811-1: 2003 Scaffolds – Performance Requirements and General Design.
BS EN 12811-2: 2004 Temporary Works Equipment – Part 2: Information on materials.
BS EN 12811-3: 2002 Temporary Works Equipment - Part 3: Load testing
BS 2482:2009 Specification for Timber Scaffold Boards

Reference should also be made to the NASC publication SG4:22 “Preventing Falls in Scaffolding and Falsework” altering and dismantling scaffolding” and TG20:21 “Guide on tube and fitting scaffolds” has certain pre-designed arrangements of safe heights for Basic scaffolds as unclad, sheeted and with debris netting

Information on the requirements of the Regulations and the British Standards Code of Practice is available from The Stationery Office and the British Standards Institute.

All work involving the erection and use of scaffolding will be planned to take the above standards into account.

Feltham Construction Ltd will arrange for full details of the use and loading of the scaffold to be erected, to be provided to the scaffolding contractor.

Supervisors required to inspect scaffolding and operatives erecting, altering or dismantling scaffolding must be adequately trained.

Before accepting a scaffold erected by a competent scaffolding contractor for use by Feltham Construction Ltd employees, the Site Manager will obtain a handing over certificate from the scaffolding contractor.

In addition, all scaffolds from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more, and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

If requested Safety Services (UK) Ltd may undertake the inspection and provide the report.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on Feltham Construction Ltd sites or for use by Feltham Construction Ltd employees.

The Site Manager will ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

Scaffolders working on Feltham Construction Ltd sites should hold Construction Industry Scaffolders Registration Scheme (CISRS) cards and be supervised by a competent CISRS card holder. All scaffolds must be tied or otherwise supported in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Scaffolders will be expected to follow their Method Statements and guidance from relevant industry standards throughout the process of working on a scaffold. During scaffold erection working methods are to address fall prevention, the requirements of the Guidance SG4:15 will apply and safety harnesses should be worn and used in accordance with the guidance.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is not suitable to be used.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

Mobile Elevated Work Platforms (MEWP)

The following legislation relates to the supply and use of MEWPs: -

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992
The Work at Height Regulations 2005

All work requiring the use of MEWPs should be planned, tendered and negotiated in accordance with the above.

Ensure a competent person plans all work activities to enable the provision of adequate resources for the duration of the works.

Ensure only competent persons are permitted to operate, maintain and examine MEWPs.

A competent person will ensure all work activities involving the use of MEWPs are carried out in accordance with the above. Any anomalies identified will be rectified without delay and the safe system of work will be revised.

To enable the safe use of an MEWP the following issues will be dealt with in the safe system of work:

- Ensure there is a firm and level base
- Ensure the operator is competent
- Operator controls at platform level and an emergency override button at ground level
- Platform must be properly guarded with guardrails and toeboards and have a safe means of access
- Levelling device on chassis to ensure verticality in use
- Stability in use must be ensured
- Allowance must be made for wind speed and direction
- Ensure obstructions at ground and high level are avoided (overhead power lines)
- Ensure the operator has received specific training relating to the particular type of MEWP (in accordance with the suppliers/manufactures recommendations)
- Ensure the Safe Working Load (SWL) is clearly marked on the appliance and adhered to
- Use of wheel locks and outriggers must be in accordance with the manufacturers' instructions
- Ensure MEWP operators do not climb onto the guardrails or use the MEWP as a means of access from one level to another
- Ensure that when the MEWP is not in use it is secured and locked to prevent unauthorised use

In order to ensure the safe use of an MEWP it is imperative that the plant is maintained in accordance with the following:

- Visual inspection daily before use
- Weekly Inspection (50 hours), by a competent/authorised person to enable a written report to be prepared on the appliance. Any identified faults should be corrected immediately or the MEWP removed from service
- Six monthly (1000 operational hours) or after an accident, major repair or modification. A competent person must examine and test all working parts of the MEWP, a certificate should then be prepared stating that the MEWP is safe to use

Aluminium Mobile Tower Scaffolding

All scaffolds erected on Feltham Construction Ltd sites, or used by employees, will be erected in accordance with **The Work at Height Regulations 2005**. Equipment should also comply with the requirements of **The Provision and Use of Work Equipment Regulations 1998** and associated Approved Code of Practice.

The relevant manufacturer's instructions **MUST** always be supplied with the tower, be available on site and used to erect/dismantle the mobile tower.

All work involving the erection and use of tower scaffolding will be planned to take the above standards into account.

The Manager or Supervisor should ensure that the correct type and size of tower is selected, taking advice and guidance from the tower supplier as necessary.

Supervisors required inspecting scaffolding and any person erecting, altering or dismantling scaffolding must be adequately trained.

The scaffold tower should be erected by competent persons or supervised by a competent person.

In addition, all scaffold towers from which a person could fall 2 metres or more **MUST** be inspected by the users in accordance with the following schedule:

- Before being taken into use for the first time; and
- After any substantial addition, dismantling or other alteration; and
- After any event likely to have affected its strength or stability; and
- At regular intervals not exceeding 7 days since the last inspection.

A report of the above inspection and any action taken should be made within 24 hours of the inspection, for any platform where a person could fall two metres or more and recorded in the Scaffold Report of Inspection. For platforms where the fall is less than 2 metres then the inspection must still be undertaken but there is no requirement for a written report to be made.

If requested Safety Services (UK) Ltd will undertake the inspection and provide the report.

Only competent persons will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold tower erected on Feltham Construction Ltd sites or for use by Feltham Construction Ltd employees.

The user should ensure that all scaffolds are erected on ground or surfaces that have been prepared, levelled and consolidated.

All scaffold towers should be erected in accordance with the manufacturer's instructions and the requirements of any method statement.

The method of erection should be such that no person has to stand on a platform without guardrails around them; especially when erecting, modifying or dismantling the tower.

This will require the use of either "Advanced Guardrail Systems" or "Through the Trap" methods to ensure that this requirement is achieved.

Step-Ladders, Trestles and Stagings

All stepladders, trestles and stagings will be provided and used in accordance with **The Work at Height Regulations 2005**.

Only equipment constructed in accordance with **BS 8630 Portable Stagings and Folding Trestles** or **BS EN 131 Ladders** shall be used.

Further information on the requirements of the regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

Suitable work equipment should then be selected that considers the activity, duration, hazards and risks, so that the work can be undertaken safely.

As a rule, ladders and stepladders will only be permitted where work is of a short duration, light in nature, where three points of contact can be maintained.

Feltham Construction Ltd will ensure that the required numbers and types of equipment will be provided, taking into account the work to be carried out and the above standards.

Training provided to Site Managers and operatives will include the hazards and precautions relating to this equipment and its use.

All equipment will be checked by a competent person before use to ensure that there are no defects and will be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

The Site Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The Site Manager will ensure that proper storage is provided for stepladders, trestles or stagings, undercover where possible.

The main hazards associated with stepladders, trestles and stagings are:

- Unsuitable bases, e.g. unlevelled equipment, inadequate packing pieces, loose material etc.
- Unsafe use of equipment (on scaffold platforms, roof etc., where special precautions are not taken)
- Overloading and overreaching
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support ("Trap Ends")
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.2m where 38mm boards used)
- The use of a trestle and staging without edge protection where there is risk of injury as a result of a person falling. Regardless of fall height.

Stilts

All stilts will be provided and used in accordance with **The Provision and Use of Work Equipment Regulations 1998**.

Stilts of sound construction and suitable for site use will be used.

Further information on the requirements of the regulations and recommendations of is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

The Contracts Manager will ensure that suitable equipment will be provided, taking into account the work to be carried out

Training provided to operatives will include the hazards and precautions relating to this equipment and its use.

Where it is planned to use stilts, consideration should be made to ensure that they are suitable for the location and work to be done.

All equipment will be checked by the Operatives before use to ensure that there are no defects and will be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Competent persons will carry out any repairs only.

The Contracts Manager will check that the equipment is being used correctly and not being used where a safer method should be provided.

The main hazards associated with Stilts are:

- Unsuitable ground conditions
- Unsafe use of equipment, on platforms, near unprotected edges and staircases, etc.
- Use of equipment where safer method should be provided
- Using defective equipment

The Contract Manager and Operatives should ensure that all work is planned and carried out in a manner to minimise these risks.

Ladders

All ladders must be provided and used in accordance with **The Work at Height Regulations 2005 (Amended 2007)**.

Only ladders constructed in accordance with **BS 1129 (Timber) Industrial Grade** and **BS 2037 (Aluminium)** or **BS EN 131 (Steel, Aluminium, Wood or Fibreglass)** will be used.

Reference will be made to **LA455, Safe Use of Ladders and Stepladders a brief guide**.

Further information on the requirements of the Regulations and recommendations of Guidance Notes is available from Safety Services (UK) Ltd as required.

All work will be planned to take the above standards into account.

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

The Contracts Manager will select correct access for the type of work and duration.

As a rule, ladders and stepladders will only be permitted where work is of a short duration, light in nature, where three points of contact can be maintained.

The Contracts Manager will arrange for the required number and type of ladders to be provided, taking into account the above standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to Site Managers and operatives will include the hazards and precautions relating to ladders and their use.

Ladders must be checked by the Site Manager before use, to ensure that there are no defects, and will be checked at least weekly while in use on site. Where a defect is noted, or a ladder damaged, it will be taken out of use immediately. The Site Manager will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout length.

The Site Manager will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp, etc.

The main hazards associated with ladders are:

- Not securing the ladder properly
- Unsafe use of ladder (over-reaching, sliding down etc.)
- Using ladder where safer method should be provided
- Using ladder with defect
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommend angle 1 in 4 or 70°).
- Insufficient overlap of extension ladders
- Undertaking two handed work operations

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

Roof Work

The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4 will apply to the work activities in general and **The Work at Height Regulations 2005** also applies to work on roofs.

Reference should also be made to the HSE publication **HSG33 Health and Safety in Roof Work** together with appropriate industry guidance such as **INDG 284 Working on Roofs**.

Roofing and Cladding in Windy Conditions published by the National Federation of Roofing Contractors provides useful information.

All work will be planned to take the above standards into account.

Feltham Construction Ltd in conjunction with the Contractor will plan the following arrangements:

Where possible consideration should be given to avoiding work at height or minimising the duration of the activity.

- Edge protection barriers or a scaffold to prevent falls
- Protection for the public, or other operatives who may be at risk
- Safe means of access to the roof
- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.
- Protection of fragile roof materials/roof lights

Where falls cannot practically be prevented then a system of fall protection must be used. There are two basic types:

- Those that provide a collective safeguard e.g. safety nets, air bags or bean bags
- Those that provide personal fall protection e.g. safety harnesses attached to a suitable anchorage point

Both systems require appropriate training and supervision to ensure their effectiveness.

Collective safeguards have the advantage over personal fall protection in that they do not rely on supervision to ensure their effectiveness and they may also allow work to be carried out below with less danger from falling objects.

If a personal protection system is used, then a rescue procedure must be planned, communicated to the workforce and implemented prior to work commencing.

Short duration work will also be carefully planned to identify hazards and arrange for the provision and securing of access equipment as necessary.

Training will be provided for supervisors and operatives required to work on roofs.

The Site Manager will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced.

The roof surface must be checked at the commencement of work after rain, frost or snow.

Adequate supervision must be provided to ensure that the safe systems of work are followed.

Materials must not be dropped or thrown down from roofs, other than by means of a chute, or suitable safe method.

The main hazards associated with work on tiled/slatted roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slats fixed
- Materials, tools falling from roof
- Contact with overhead electric cables (see separate section)
- Falls through roof lights
- Falls through fragile materials

Only properly constructed roof ladders are to be used which **do not** rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roofing operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

Where special roof shapes, additional hazards, materials containing asbestos, or other unusual factors are involved, Safety Services (UK) Ltd may be involved at an early stage.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc., will be carried out to the above standards.

Pipework & Ductwork

The following standards relate to work activities associated with pipe and ductwork;

The Health and Safety at Work etc. Act 1974
The Construction (Design & Management) Regulations 2015 (CDM 2015)
The Work at Height Regulations 2005 (Amended 2007)
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992

In addition, various British Standard Codes of Practice and Industry Standards may apply

A competent person will select a suitable means of access and protective equipment, assess and plan any manual handling operations and ensure all necessary resources are made available.

A competent person will liaise with the Principal contractor to ascertain the means of access required.

When available means of access have been identified, any additional means of access will then be established.

All work will be planned to ensure that the works can be undertaken in a safe manner. The main hazards involved the weight or size of the items being handled together with the risks associated with using welding equipment and pipe preparation equipment. See also Sections in policy on scaffolding, ladders and steps, welding (Gas & Electric) and manual handling and any other relevant section.

A competent person will regularly monitor the work activities to ensure the safe methods of work are acceptable and adhered to.

Any necessary changes to the work activities will be planned and the safe method of work will be revised accordingly.

The Safety Director will ensure all necessary resources and precautions are taken to ensure the legislative requirements are met.

- Identify the facilities/resources available
- Identify the safest means of access available
- Ensure that an adequate Method Statement is developed
- Properly select, maintain and use the necessary equipment
- Ensure employees are fully conversant with the safe method of working
- Ensure employees are competent to carry out the proposed work activities
- Regularly monitor the work activities and improve the methods of work if and when necessary
- Isolate/cordon-off any equipment/working area to avoid the potential for injury caused to either other employees or third parties
- All testing and commissioning work will be undertaken in accordance with an agreed method statement

Glazing and Handling Glass

The following standards relate to work activities associated with glazing and handling glass;

The Health and Safety at Work etc. Act 1974

The Work at Height Regulations 2005

The Workplace (Health Safety and Welfare) Regulations 1992

The Management of Health and Safety at Work Regulations 1999

The Control of Substances Hazardous to Health Regulations 2002

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1998

Reference should also be made to the following British Standard;

BS 8213 Windows and doors. Code of practice for the survey and installation of windows and external doorsets

Most accidents caused as a result of glazing and glass-handling activities are through:

- Falls whilst gaining access
- Contact with falling materials
- Cuts and lacerations caused by contact with edges of glass or sharp tools
- Injuries related to incorrect manual handling

The work must be planned to meet the above legal requirements and to prevent these types of accidents.

A competent person will select a suitable means of access and protective equipment, assess and plan any manual handling operations and ensure all necessary resources are made available.

A competent person will liaise with the client to ascertain the means of access available for the glazing operations.

When available means of access have been identified any additional means of access will then be established.

A competent person will regularly monitor the work activities to ensure the safe methods of work are acceptable and adhered to.

Any necessary changes to the work activities will be planned and the safe method of work will be revised accordingly.

Feltham Construction Ltd will ensure all necessary resources and precautions are taken to ensure the legislative requirements are met.

- Identify the facilities/resources made available by the client
- Identify the safest means of access available
- Properly select, maintain and use the necessary equipment. Including suitable equipment for lifting and carrying glass
- Ensure employees are fully conversant with the safe method of working
- Ensure employees are competent to carry out the proposed work activities
- Regularly monitor the work activities and improve the methods of work if and when necessary
- Isolate/section off any equipment/working area to avoid the potential for injury caused to either employees or third parties

Road Works

Road works will be planned and carried out in accordance with the following:

Highways Act 1980.

New Roads and Street Works Act 1991.

The Traffic Signs Regulations and General Directions 2016.

Chapter 8 Traffic Signs Manual - "Traffic Safety Measures for Roadworks".

Information and advice on the legal requirements and recommendations of Chapter 8 and advisory literature is available from Safety Services (UK) Ltd.

All work will be planned to take the above standards into account.

Feltham Construction Ltd, in conjunction with the contractor, will ensure that consultation with the Police and Local Authority takes place before work commences and that the following arrangements for roadwork's are planned by the contractor, taking into account these consultations and the above standards:

- Sufficient road signs, traffic cones, lamps, signals etc. of the correct type and size.
 - Plant and vehicles are suitably painted, or marked, for roadwork's and are fitted with amber flashing lights and warning devices for use when reversing, where practicable
 - Protective clothing and equipment for operatives, including fluorescent/reflective jackets, slippers or similar
 - Protection for pedestrians
 - Adequate labour for signing, cleaning signs, attending to lamps, signals etc.
 - Training for operatives, supervisors, plant operators etc.
-

The Site Manager will ensure that all arrangements for signing, lamps, cones, signals etc. are carried out by the contractor, as planned, and that regular checking takes place throughout the working period to clean, replace and reposition traffic safety measures, as necessary. He will ensure that work is carried out as planned and that additional requirements, requested by Police or Local Authority during the works, are carried out.

The Site Manager will ensure that the contractor issues personnel with any necessary protective clothing and equipment and that fluorescent/reflective items are worn at all times in the working areas.

The Site Manager will ensure that all plant and transport is suitable for use on roadworks, is operated only by trained and authorised personnel and that any defects noted or reported are rectified. Where defects could affect the safe use of the equipment, it must be taken out of use immediately.

The main hazards associated with roadwork's are:

- Inadequate information for traffic
- Operatives, plant, transport outside signed areas
- Pedestrians not protected

Where lifting appliances are used on roadworks, safety helmets will be worn by personnel.

Compressed Air Power Tools

The following Regulations apply to the use of compressed air equipment on site:

The Personal Protective Equipment at Work (PPE) Regulations 1992
The Provision and Use of Work Equipment Regulations 1998

Reference should also be made to the following Health and Safety Executive (HSE) publication;

HSG39 Compressed Air Safety

The above provides advice on precautions required with this equipment. Various safety publications give advice on the safe use of compressed air tools and equipment and these recommendations will be applied on Feltham Construction Ltd sites.

Information on the requirements of the regulations, and any advisory literature applicable, is available from Safety Services (UK) Ltd, as required.

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are in accordance with the above standards and are selected in accordance with Feltham Construction Ltd Policy on noise.

The Site Manager will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays etc.) and noise control measures and that instructions have been given to the operative in the correct use of the equipment to reduce noise, injuries, damage etc.

The Site Manager will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use, as required.

The Site Manager will ensure that any defects in the compressor, hoses or tools are reported immediately to the plant manager or hire company.

The Site Manager will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc., disciplinary action will be taken against any operative seen directing live compressed air hose at any other person.

When moving compressors on site, care must be taken to ensure that the jockey wheel, or towing arm stand, is not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

Cartridge Tools

The following Regulations apply to the provision and use of cartridge operated tools:

Personal Protective Equipment at Work (PPE) Regulations 1992
Provision and Use of Working Equipment Regulations 1998

Reference should also be made to the following publications;

GE700 Book C
BS 4078 Code of Practice on Cartridge Fixing Tools

Information on requirements of the regulations and the Guidance Note and Code of Practice, and any other advisory literature, is available from Safety Services (UK) Ltd, as required.

All work requiring the use of cartridge tools will be planned to take the above standards into account.

Only cartridge tools of a low velocity, indirect type will be used on Feltham Construction Ltd sites. Sub - Contractors will be informed of this Policy.

The Contracts Manager will arrange for all operatives who will be required to use cartridge tools on site, to be trained by the cartridge tool manufacturer's representatives and certificates obtained, which will be maintained on site.

Suitable storage facilities must be provided where cartridges are stored on site and a suitable record kept of cartridge issue and return.

The Site Manager will ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site. No person under the age of 18 years will be trained or allowed to use cartridge tools.

The Site Manager will ensure that, where necessary, all cartridges are stored on site in the storage facilities provided.

The Site Manager will ensure that all cartridge tools brought on site by Sub - Contractors are of the low velocity, indirect type and that operatives have been suitably trained in their use and be in possession of the appropriate certification.

Suitable and adequate personal protective equipment (PPE) will be provided for use with cartridge tools and operatives are reminded that they must co-operate with Feltham Construction Ltd and use such PPE when provided.

Persons found misusing cartridge tools will be disciplined and could be dismissed.

Safety Services (UK) Ltd may be asked for advice where there is doubt on precautions required, or difficulties experienced in obtaining training from cartridge tool manufacturers.

Gas Installations

The Gas Safety (Installation and Use Regulations) 1998 cover the installation and maintenance of gas fittings, gas appliances, gas storage vessels and gas flues.

The regulations **do not** cover;

- gas consisting wholly or partly of hydrogen when used on non-domestic premises;
- portable or mobile appliances supplied with gas from a cylinder or the cylinder pipes and other fittings.

Under the regulations:

- No person shall carry out any work in relation to a gas fitting or storage vessel unless he is competent to do so, i.e. membership of a body approved by the HSE for doing such work
- Where an employer or a self-employed person requires any work in relation to a gas fitting to be carried out at any place of work under his control, or where an employer or self-employed person has control to any extent of work in relation to a gas fitting, he shall take reasonable steps to ensure that the person undertaking the work is, or is employed by, a member of a class of persons approved by the Health and Safety Executive (HSE)
- It shall be the duty of every employer or self-employed person to ensure that any gas appliance, installation, pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person
- Landlords have a responsibility for installations in premises they let and must ensure that each appliance and flue is checked for safety every 12 months or less with the certificates retained for inspection if required.
- Landlords shall ensure that any room used as, or to be used as sleeping accommodation would comply with the requirements on sealed room appliances in the regulations

The regulations contain requirements on:

- Standards of material and workmanship
- General safety precautions
- Fittings to be protected against damage, the safety of existing gas fittings during alteration work
- When gas is supplied for the first time to a premises the supply shall be fitted with an appropriately sited emergency control to which there is adequate access
- When work is carried out in relation to a gas fitting electrical continuity shall be maintained as necessary to prevent danger
- Meters and regulators, safe use and installation of pipework, appliances and flues
- Procedures for dealing with escapes of gas

All work will be planned to take the above standards into account.

Feltham Construction Ltd will ensure that all persons on site required to carry out work covered by these Regulations has the appropriate level of competence.

The Principal Designer (if applicable) will ensure that instructions for appliances and any other information necessary for safety is included in the Health and Safety file.

If there is no Principal Designer, the Site Manager shall ensure that such information is provided to the client.

Site Managers and contractors with responsibilities under these Regulations shall provide adequate supervision to ensure that any gas appliance, installation, pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or not fulfilling their duties under these regulations.

Safety Services (UK) Ltd may be asked for advice when there is any doubt about precautions required under the regulations.

Homeworking

The **Health and Safety at Work etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** places duties on employers even if the employee is involved in homeworking. Homeworkers are those people employed to work at home for an employer (usually on a regular basis)

The Health and Safety at Work etc. Act 1974
The Management of Health and Safety at Work Regulations 1999
The Display Screen Equipment Regulations
The Manual Handling Operations Regulations
The Control of Substances Hazardous to Health Regulations
The Provision and Use of Work Equipment Regulations

May apply to homeworkers either in full or in part - the requirement to assess the risk and ensure that adequate controls are in place still applies even though the homeworker is not working in an employer's premises.

For guidance see HSE publication "Homeworkers –Guidance for employers and employees" INDG226

Risk assessments should be carried out of the work activities carried out by homeworkers to decide whether enough steps have been taken to prevent harm to them or anyone else who may be affected by their work.

If the risk assessment does not identify any significant hazards or the risks identified are low then further action may not be necessary unless the circumstances change.

Assessments should include all equipment and materials that are provided by the employer, the homeworker is responsible for any equipment that is their own and also for electrical supplies and sockets etc. that are part of their home.

Homeworkers will by their nature tend to work alone and with minimal supervision if any - employers should ensure that they have arrangements in place to check that the homeworkers are safe and that any issues identified are addressed.

Supervision could include contact by telephone or other remote means and will not necessarily mean visiting the homeworker

The Employer will make arrangements for putting into practice all the control measures, which have been identified as being necessary in the risk assessment.

Allowance may need to be made for the provision of:

- extra training and supervision
- first aid information
- the provision of information to employees
- Lone working
- the provision of additional equipment to assist with handling or using any item of employer supplied equipment.

Homeworkers should also be made aware of the need to report any accidents that occur while homeworking and of the requirements to report any accident, disease or dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Driving

The use of a Feltham Construction Ltd vehicle for Feltham Construction Ltd business is covered under;

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998.

The Road Traffic Act 1998

The Road Vehicles (Construction and Use) Regulations 1986

Reference should be given to

HSG 136 A guide to workplace safety

INDG 199 Workplace transport safety a brief guide

INDG 382 Driving at Work, Managing work-related road safety

Feltham Construction Ltd understands its responsibilities with regards to driving on Feltham Construction Ltd business, the following procedures will be followed.

Safe driver

Feltham Construction Ltd drivers will be assessed to ensure they are competent drivers and have a current licence for the type of vehicle they are to drive. Regular checks should be conducted to ensure that licenses remain valid. Drivers must inform their line manager of any endorsements/penalty points added to their license.

Feltham Construction Ltd drivers must be medically fit to drive, should a medical professional diagnose a health condition that would make an individual unfit to drive, then said individual must notify their line manager immediately.

Feltham Construction Ltd drivers will be given adequate information and resources to ensure they can carry out their role safely and effectively.

Safe vehicle

Feltham Construction Ltd vehicles will be maintained and serviced in accordance with the manufacturers' recommendations.

Drivers are to ensure that the vehicle is fit for use, tyres must be of legal tread and correct inflation, lights, wipers, controls, dials etc must all function. Should there be any doubt of the road worthiness of the vehicle the driver must contact their line manager and not use the vehicle until it is confirmed safe to do so.

Seat belts must be worn when fitted in the vehicle.

Passengers must only travel if there is a safe seat and restraining device/seatbelt fitted to the vehicle. The vehicles passenger carrying capacity must not be exceeded.

Ensure all loads are secure and in particular ensure that they will not fall when the vehicle door/ shutter is lifted.

Safe Journey

Whilst driving on Feltham Construction Ltd business short journeys are encouraged but if longer trips are necessary then drivers are encouraged to take a minimum of a 15min break every 2 hours and not to drive when tired.

Under no circumstances should mobile telephones be used whilst driving unless a suitable hands-free arrangement is in place. Where possible hands-free kits will be supplied and should be used if it is necessary to use whilst a vehicle is in motion and it is safe to do so.

It is illegal to smoke in Feltham Construction Ltd vehicles in the UK as such smoking is not permitted in any Feltham Construction Ltd vehicle.

Drivers must always obey general road safety legislation and must never drive whilst impaired by fatigue, alcohol or drugs.

Whilst offloading, hands and feet are to be kept clear of tail lifts, doors etc.

All accidents occurring while driving for Feltham Construction Ltd will be reported to the relevant manager to ensure the accident is reported in the correct manner.

Drugs and Alcohol

It is illegal to drive if either:

- You have over the alcohol limit for drivers of 80 milligrams of alcohol/100millilitres of blood, 35 microgram/100 millilitres of breath or 107milligrams/100 millilitres of urine (England and Wales) or 50 milligrams of alcohol in every 100 millilitres of blood or 22 micrograms of alcohol per 100 millilitres of breath (Scotland).
- you're unfit to do so because you're on legal or illegal drugs
- you have certain levels of illegal drugs in your blood (even if they haven't affected your driving)

Legal drugs are prescription or over-the-counter medicines. If you're taking them and not sure if you should drive, talk to your doctor, pharmacist or healthcare professional.

It's illegal in England and Wales to drive with legal drugs in your blood if it impairs your driving.

It's an offence to drive if you have over the specified limits of certain drugs in your blood and you haven't been prescribed them. Talk to your doctor and refer outcomes to your line manager about whether you should drive if you've been prescribed any of the following drugs:

- clonazepam
- diazepam
- flunitrazepam
- lorazepam
- methadone
- morphine or opiate and opioid-based drugs
- oxazepam
- temazepam

You can only drive after taking these drugs if:

- you've been prescribed them and follow advice on how to take them by a healthcare professional
- they aren't causing you to be unfit to drive even if you're above the specified limits

Note - You must inform your line manager if you are taking any of the prescription drugs listed above and must not drive on Feltham Construction Ltd business until formal approval is given following discussions and review of healthcare professional's notes.

Mobile Telephones and In-Car Technology

The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 apply to the users of mobile telephones when driving.

HSE guidance INDG 382 Driving at Work – Managing work related road safety

All users of mobile telephones must not use a handheld phone when driving. “Hands-free” phones are acceptable providing that the phone does not have to be held in the hand at any time when in use.

The user must exercise proper control of the vehicle at all times. Never use a handheld mobile phone or microphone when driving. Using hands free equipment may also distract the users’ attention from the road and should only be used when on the move if it is considered safe to do so. It is far safer not to use any telephone while driving - find a safe place to stop first.

There is also a danger of driver distraction being caused by in-vehicle systems such as route guidance and navigation systems, congestion warning systems, PCs, multi-media, etc. Do not operate, adjust or view any such system if it will distract your attention while you are driving; you must exercise proper control of your vehicle at all times. If necessary find a safe place to stop first.

Cleaning Operations

Although there are no specific regulations to cover cleaning operations particular attention needs to be paid to;

The Control of Substances Hazardous to Health Regulations 2002 (as amended)
The Provision and Use of Work Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Electricity at Work Regulations 1989
Personal Protective Equipment at Work Regulations 1992
The Work at Height Regulations 2005 (Amended 2007)

All cleaning operations need to be planned in accordance with the above standards, all equipment, substances and methods of work will need to be planned to reduce risks to employees and others who may be affected by Feltham Construction Ltd's acts or omissions.

All equipment and substances will be properly selected, maintained and used by competent personnel only.

If Feltham Construction Ltd employs the services of sub contract cleaners they have a duty to ensure the competence of the contractor and to give the contractor adequate information, instruction and training in order to enable them to understand any inherent risks present in the workplace and to undertake their activity safely.

The Site Manager will ensure all persons are competent to carry out their works and that adequate supervision and resources are made available at all times.

The Site Manager will ensure that all necessary information required for a safe method of work is made available to all relevant persons.

The main hazards associated with cleaning operations are:

- Exposure to hazardous substances
- Slips, trips and falls
- Electrocuting from faulty electrical equipment
- Cuts to hands and other parts of the body
- Lifting injuries

Waste Removal

The following regulations cover waste removal:

The Environmental Protection Act 1990
The Hazardous Waste Regulations 2005
The Producer Responsibility Obligations (Packaging Waste) Regulations 2007
The Controlled Waste (England and Wales) Regulations 2012

All waste disposal must be via a “licensed waste contractor” approved by the Environment Agency.

All waste will only be disposed of in a suitable specified waste disposal site.

All waste removal movements will be recorded on a recognised consignment note.

The Environmental Protection Act gives responsibility for all producers of waste to ensure it is managed correctly until. This includes documenting the transfer of waste and ensuring that the waste is handled correctly by all handlers. This requires you to prevent uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds or the spread of waste materials by high winds by netting over waste collection skips). As you have a responsibility to ensure your waste is handled by competent, responsible contractors it is important that you only use licensed contractors.

Any hazardous waste as defined by the Environment Agency **Technical Guidance WM3: Waste Classification** must be disposed of in accordance with the Hazardous Waste Regulations 2005 and the consignment note procedure followed

All Waste Disposal will be properly planned taking into account the type of waste that requires disposal.

Any hazardous wastes activities will need careful planning to reduce the risks of exposure to an approved level.

Producers of hazardous wastes may need to be registered with the Environment Agency and allocated a registration number before consignments are collected. (Check this with your Waste Collection Contractor in advance)

Controlled waste (your general waste) must not be stockpiled or treated (including bonfires) on sites or at premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33).

All hazardous waste will be assessed to ensure all safety precautions are taken and that the waste is only removed to a licensed disposal site.

The monitoring and supervision of all waste removal will be undertaken by a competent person only.

The competent person will ensure all resources are made available and all necessary steps are taken to ensure the waste is disposed of properly.

The competent person will ensure that the consignment note is properly used and passed on to all relevant persons/organisations.

The waste consignment note must describe the:

- transferred waste
- state whether the waste is loose or contained
- state the quantity of waste being transferred
- state the name and address of the producer
- state the name and address of the carrier, his registration number and issuing authority
- state the place of transfer
- state the date and time of transfer
- contain signatures of both the producer and carrier

All transfers of hazardous waste will be undertaken in suitable enclosed containers.

A safe method of work will be drawn up by a competent person for all waste removal operations. The safe method of work will contain the following information:

- Type of waste (Hazardous, non-hazardous etc.)
- Location of waste
- Location of suitable disposal site
- Competence of waste removal operatives
- Issue of waste consignment note
- Necessary special precautions (PPE, Wheel Scrubs etc.)
- Amount of waste requiring removal
- Notification to necessary authorities (if and when required)
- Who is likely to be exposed to any hazards/risks
- Control measures for reducing the hazards/risks

Further information on waste removal can be obtained from Safety Services (UK) Ltd.

Window Cleaning

The following standards relate to work activities associated with window cleaning;

The Health and Safety at Work etc. Act 1974
The Work at Height Regulations 2005 (Amended 2007)
The Workplace (Health Safety and Welfare) Regulations 1992
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992

A competent person will select a suitable means of access and protective equipment, assess and plan any manual handling operations and ensure all necessary resources are made available.

Where possible consideration will be given to systems that remove or reduce the need to work at height.

A competent person will liaise with the client to ascertain the means of access available for the cleaning operations.

When available means of access have been identified any additional means of access will then be established.

A competent person will regularly monitor the window cleaning activities to ensure the safe methods of work are acceptable and adhered to.

Any necessary changes to the work activities will be planned and the safe method of work will be revised accordingly.

The Safety Director will ensure all necessary resources and precautions are taken to ensure the legislative requirements are met.

- Identify the facilities/resources made available by the client
- Identify the safest means of access available
- Properly select, maintain and use the necessary equipment
- Ensure employees are fully conversant with the safe method of working
- Ensure employees are competent to carry out the proposed work activities
- Regularly monitor the work activities and improve the methods of work if and when necessary
- Isolate/section off any equipment/working area to avoid the potential for injury caused to either employees of third parties

Lone Workers

There are some situations where there is a serious risk to a person if he is injured whilst working alone, because he/she is unable to summon help.

Under **The Health and Safety at Work etc. Act 1974**, there is a duty on every employer to ensure, so far as is reasonably practicable, the health safety and welfare at work of all his employees. This duty, therefore, applies to lone workers. It is necessary for the employer to consider in some depth the hazards and risks of the work involved and to take steps to minimise the hazards and so reduce those risks so far as is reasonably practicable.

With any lone worker situation, the common-sense approach should be taken relative to the inherent risks involved. A Risk Assessment should be developed to ensure that suitable and sufficient controls are implemented. If the risks cannot be adequately controlled, then lone working should not be allowed or undertaken. Consideration should be given to the suitability of the person in relation to their medical condition and the availability of emergency procedures and facilities.

A system of regular telephone calls is one way of reducing the risks to lone workers and all employees who find themselves in such a situation should comply with Feltham Construction Ltd regulations as detailed.

In addition to **The Health and Safety at Work etc. Act 1974** there are a number of specific legal provisions which specify systems of working which require more than one person. These include:

- Work in Compressed Air Regulations 1996;
- Diving at Work Regulations 1997;
- Control of Substances Hazardous to Health Regulations;
- Carriage of Explosives by Road Regulations 1996;
- Electricity at Work Regulations 1989

There are other provisions which require work to be done under “the immediate supervision of a competent person” or similar wording, which would suggest that the work, although carried out by one person, must be done in the presence of another.

Reference should be made to the HSE Books leaflet: **INDG 73 “Working alone in safety”**

Leptospirosis

Two types of Leptospirosis infection can affect workers in the UK.

Weil's disease - this is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The Hardjo form of Leptospirosis - this is transmitted from cattle to humans.

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water, such as in sewers, ditches, ponds and slow-flowing rivers.

Feltham Construction Ltd will ensure that information is obtained and relayed to staff with regard to Leptospirosis.

Any necessary protective clothing, equipment, hygiene facilities, etc., must be planned before work commences.

The Site Manager must ensure that all operatives engaged in any process which may involve a risk of contracting Leptospirosis will be given full instructions and any necessary training on the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc., as required before they start work.

Any cases of Leptospirosis must be reported to the Health and Safety Executive (HSE).

The Site Manager will ensure that protective clothing and equipment will be issued to operatives and that hygiene measures are provided and maintained.

- Get rid of rats. Don't touch them with unprotected hands
- Cover all cuts and broken skin with waterproof dressings before and during work
- Wear protective clothing (appropriate gloves etc.)
- Wash your hands after handling any contaminated clothing or other materials, and always before eating, drinking or smoking

If you have taken part in any process, which may involve a risk of contracting Leptospirosis, and you consequently develop a fever, report this illness to your doctor and tell the doctor about your work.

Leptospirosis is much less severe if it is treated promptly. If your doctor decides you have Leptospirosis inform your line manager.

Working over Water

Working over, on, or near water presents a number of problems, in particular:

The ever-present risk of people falling into the water.
The complexity of the legal obligations which vary regionally.

Detailed safe working procedures should be developed for each individual project in the light of prevailing conditions.

The Management of Health and Safety at Work Regulations apply.
The Work at Height Regulations 2005 and **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4** set down requirements to:

- Prevent so far as is reasonably practicable the fall of a person into water
- To minimise the risk of drowning in the event of such a fall
- Provision and use of suitable equipment to enable prompt rescue.
- Requirements on the use of vessels to convey persons by water to or from a place of work.
- **The Personal Protective Equipment at Work Regulations 1992.**
- **The Docks Regulations** and **the Dangerous Substances in Harbour Areas Regulations** can also apply in certain circumstances (both are administered by the Health and Safety Executive (HSE)).
- **The Merchant Shipping Acts** may apply to pontoons, passenger carrying craft, lifebuoys etc. (administered by the Department of Trade and Industry (DTI))
- **The Coastal Protection Act** (administered by the Department of Trade and Industry (DTI)) becomes applicable if the work involves the shore area.
- Work in water filled quarries is subject to the **Mines and Quarries Act**

Numerous Bylaws also exist for example:

- Port Authorities (for ports)
- Harbour Authorities (coastal works)
- British Waterways (canals)
- Local Authorities (inland lakes)
- Water Authorities (reservoirs)

Guidance is available from:

HSE Books, Agriculture Information Sheet 1, "Personal Buoyancy equipment on Inland and Inshore Waters".

Water Authorities Association: Advisory Broadsheets.

The Project Manager will take into account all the relevant matters contained in these Regulations when formulating his plan of works for each project. In case of doubt the nearest Marine Office of the Department of Trade and Industry (DTI) or the Health and Safety Executive (HSE) area office should be consulted.

The Supervisor will ensure that prior to work starting or before a new person starts work on the site, that they receive an induction training session outlining the site specific hazards and control mechanisms relating to their area of working.

The main hazards associated with working over, on, or near water are:

- Falls into the water leading to injury or drowning (a fall from over two metres into water while working offshore is a reportable dangerous occurrence under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR))
- Being swept off one's feet, by rise of tide, strong current or swell from passing water traffic, leading to injury or drowning
- Leptospirosis, Hepatitis A and Hepatitis B are all reportable diseases under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Personnel will be protected from these hazards by development of a safe system of work in accordance with the above regulations as applicable. Platforms and gangways must comply with the requirements of the Work at Height Regulations 2005 and Construction (Design and Management) Regulations 2015, Part 4.

Risk assessment should also address the following issues:

- Warning notices
- The securing of decking boards to prevent dislodgement by water or high winds
- The provision of additional handholds in the event of storms
- Ladders to be securely attached. Where ladders are permanently fitted over water, they should be fitted with safety hoops.
- The use of safety nets or harnesses should be considered, a means of rescue will also be required
- Site tidiness
- Illumination
- Weather conditions
- First aid facilities
- Protective clothing and equipment:
 - Safety Helmets
 - Footwear
- Personal buoyancy equipment. Life jackets or buoyancy aids should always be worn should be worn when there is a foreseeable risk of drowning when working on or near water
- Rescue equipment
- Lifebuoys and rescue lines
- Grab lines
- Rescue boat

Project/Contract Management will monitor, with the assistance of Safety Consultants when necessary, the level of compliance to these requirements by both directly employed persons and any sub-contractors appointed to the project.

Unauthorised Access

The Health and Safety Executive (HSE) has issued Guidance Note;

HSG151 Protecting the Public - Your Next Move

relating to protecting the public from activity on construction sites.

Construction projects can endanger the health and safety of persons not undertaking work on the project in many ways, if they walk on the site:

- Falling materials and equipment
- Vehicle movement
- Tripping or falling
- Dust
- Noise

Health and Safety Executive (HSE) investigations also show that children were most at risk from the following activities:

- Falling through openings such as manholes, stairwells or into excavations, pits and so on
- Riding on mobile plant (e.g. dumper trucks) which runs out of control or being hit by mobile plant while playing near it
- Falling from or being hit by builder's hoists
- Climbing onto stacks of material which then collapse
- Playing with manhole rings and cable drums that run away and roll over the children
- Tunnelling into piled sand that is undermined and collapses onto the tunnellers suffocating them
- Climbing onto and then falling from scaffolds or from/through roofs or other elevated areas

To minimise the risks to non-construction personnel the most effective way is to restrict access to the site so that only authorised persons may enter.

The hazards of construction sites are such that the general public should not be permitted on site except for properly supervised, educational or other visits. Site management should make this prohibition known to Sub - Contractors before they start work and ensure that Sub - Contractors comply with it and any specific precautions adopted. For visitors to the site, such as delivery drivers and prospective purchaser's specific arrangements must be made and they should have these precautions drawn to their attention.

Where sites are located in areas in which children congregate, e.g. close to schools, housing estates, etc. site occupiers will find it useful to liaise with school head teachers, tenant's associations and so on to discuss ways in which the children can be told of the dangers and be discouraged from trespassing. For example, visits to schools to talk to the children and show them a suitable film have been effective in the past in reducing accidents and vandalism on site. The local police force may be prepared to participate in similar activities.

Risk assessments must be undertaken during the project planning stage to ensure all effective controls are in place prior to construction activity commencing.

Too many children, construction sites have the appeal of adventure playgrounds and it is no easy task to provide measures that effectively prevent a determined child accessing the hazardous areas mentioned above. However, site occupiers should take all reasonable measures to minimise the risks to young life. Indeed, it is often relatively easy to keep out toddlers. The following precautions are reasonably practicable steps which site occupiers should consider taking to prevent persons endangering themselves.

At all construction sites where it is reasonably practicable, a fence should be erected enclosing all construction activities. In assessing whether erecting a fence is reasonably practicable, site occupiers should weigh the degree of risk against the difficulty and cost of erection and maintenance. Unless the risk is insignificant when compared to the cost etc., a fence should be erected. Consideration should be given to the following when judging the need for such protection.

- Nature and type of construction work
- How populated is the area
- Who will need to visit the site during construction
- Whether the site may attract children
- Site characteristics

Given the hazards of construction sites and that it is the public and children who are at risk, the degree of risk is high for most sites. Thus, for example, any demolition site, new-build, redevelopment or major refurbishment should be fenced where these sites are located in, or near, urban areas. Minor refurbishment and other jobs of short duration (even less than 24 hours) may have to be fenced, depending on the nature of the risk and the location of the site.

The perimeter fence should not be less than two metres high and, since it should not be capable of being easily climbed, it should be either close-boarded or covered with a close mesh which prevents children getting their hands and feet through. Support poles should be firmly anchored.

Access openings should be gated and kept locked when the site is unoccupied. A watch on the gates should be kept when they are open. The fencing should be properly maintained and materials should not be placed or stacked near the fence in a way that provides easily climbed access over the fence. Suitable warning notices should be fixed to the fencing. Where hoardings are installed consideration is required of the management of Temporary Works.

The site occupier may find that children are getting onto the site despite the provision of a perimeter fence. In such cases consider additional height to be added to the fencing, whilst maintaining its stability, a different fencing material can be used, security staff could be employed, along with closed circuit television. On some construction sites it may not be reasonably practicable to erect a perimeter fence. Each case should be judged on its merits but obvious examples of sites that may not be fenced are very long excavations on motorway sites and a new housing estate that is partly occupied (though, in some cases, problems can be avoided by better planning of the parcels of work). The construction area should still be fenced off where practicable and in difficult locations additional measures taken.

Priority must be given to preventing materials falling into the workplace, or areas where building occupiers or members of the public may be at risk. If a risk still exists from falling materials consideration needs to be given to the following: -

- Provide brickguards, debris netting or sheeting to prevent materials striking people
- Provide overhead frames/protection over doorways, walkways or other access points
- Safe system of work for raising/lowering materials and plant
- Ensure method statements are prepared prior to work commencing
- Only authorised persons allowed in areas of risk
- Erect adequate fencing and signage

Measures to protect site workers from falling into excavations etc., or over open edges such as at stairwells, are required under **the Construction (Design & Management) Regulations 2015**. To protect all persons against these dangers, the measures should be augmented as follows.

- All excavations, pits etc., should be back filled or securely covered immediately work in them is ended. If leaving them open cannot be avoided then their edges should be shored or battered to avoid collapse, they should be fenced by a barrier to a height of at least one metre from the ground. The fencing should be adequately supported. Where a fall could be in excess of two metres then guardrails, toeboards or similar protection should be installed

- Where an open edge, such as a stairwell, has been protected with a guardrail and toe board, the space between guardrail and toe board should not be in excess of 470mm, closed with a secured barrier, a second guardrail or other suitable material
- Where covers have been used to guard open edges, perhaps at manholes or small floor openings, it is important that they are effectively secured and signed since children are likely to try and remove such covers to investigate what lies below

All vehicles and plant with moving parts, e.g. hoists, should be effectively immobilised when left unattended. If possible, such equipment should be locked in a separate enclosure when the site is unoccupied

All materials which could cause injury if they fell, e.g. paving slabs, timber, pipes, should be stacked or stored in a way which prevents their easy displacement. Temporary but secure and stable racking should be used when appropriate.

Palletised loads of bricks, blocks, etc. should not be stored more than two pallets high. The condition of the strapping or shrink-wrapping around the load should be checked regularly. If the strapping of an upper pallet is broken, or the shrink-wrapping has deteriorated, the pallet should be removed to ground level. (Palletised loads may also become unstable due to loss of material from damaged packages, e.g. cement bags, within the load). Palletised loads should not be placed near to open edges of excavations or on ground liable to give way.

Manhole rings, cable drums and similar articles should be stored end-on, not side-on, to prevent their rolling. For some articles it may be impracticable to store them end-on in which case they should be effectively chocked.

Heaps of sand, topsoil etc. should be limited in size to minimise the consequences of their collapse should children digging at their base undermine them.

All ladders that are giving access to elevated areas when the site is unoccupied, should be removed and placed under lock and key. Alternatively, access could be prevented by padlocking scaffold boards to the ladder at ground level to cover the rungs.

Where there is an enhanced risk of children using scaffolds to climb to high levels, e.g. at scaffolds erected around occupied blocks of flats, access at ground level should be prevented by an adequate barrier strapped to the base of the scaffold. If access to scaffold platforms through windows of occupied properties is possible, occupants should be asked to keep those windows closed, preferably locked shut. The use of brickguards, sheeting or other barriers between the guardrails and toe boards will lessen the chance of a fall should children manage to climb onto the scaffold platform.

To prevent debris chutes being used as slides when unattended, access to the upper ends of the chutes should be prevented, e.g. by providing a lockable cover or an effective barrier.

At the end of work for the day, electrical supplies to all equipment which does not need to be energised when the site is unoccupied should be locked off, or switched off at isolators in a locked building or enclosure. Supplies to equipment which is kept energised, e.g. floodlights, pumps, etc. should be installed in such a way that access to live conductors is not possible except by the use of tools. Additional protection such as wire cages, may be needed for light fittings where they are accessible, to prevent damage and contact with live parts.

Gas supplies should be similarly isolated or protected and cylinders of compressed gases of any kind should be placed in a locked, ventilated enclosure unless they are of such a size, so located or secured that they cannot be easily moved or the valves opened without the use of special tools. Special tools for electrical or gas supplies should be kept under lock and key when the site is unattended.

Tanks containing fuel (e.g. diesel for site plant) should be locked-off at the end of the working day to prevent unauthorised release of their contents.

Material which is flammable, toxic or presents some other hazard (e.g. cartridges for fixing tools) should also be locked away at the end of the working day.

Alcohol, Drugs and Medication

The following legislation relates to the use of Alcohol, drugs and medication at work

The Mis-Use of Drugs Act 1971
The Health and Safety at Work etc. Act 1974
Road Traffic Act 1998
Transport and Works Act 1992
Management of Health and Safety at Work Regulations 1999

Reference should also be made to the following Health and Safety Executive (HSE) publication;

INDG240 Don't Mix it: A guide for Employers on Alcohol at Work
INDG91 Drug Misuse at Work

The risk posed by the use of alcohol and drugs affects, not only the safety the individual, but also the safety of others, both employees and non-employees. Feltham Construction Ltd recognises its duty under the above legislation to ensure suitable controls are in place to manage the risks. Feltham Construction Ltd has adopted a zero tolerance attitude towards non-compliance. Individuals working whilst under the effects of intoxicating liquor or non-prescribed drugs/medication may be subject to instant dismissal. This policy is applicable to all Feltham Construction Ltd employees at all levels and will be enforced accordingly. Feltham Construction Ltd recognises that arranging support for the affected employee may be more appropriate, in certain circumstances, than dismissal and aims to take a responsible approach.

The use of intoxicating liquor or non-prescribed drugs/medication is prohibited at all times whilst on site and during the working day. To this end possession of such items on site is also strictly forbidden. Any employee suspected of either taking or possessing intoxicating liquor or non-prescribed drugs/medication will be removed from site with immediate effect and, subject to an investigation, may be liable for dismissal. Furthermore anyone found in possession of, or dealing in drugs, will be reported to the Police.

Where Feltham Construction Ltd has reason to suspect that an employee is under the influence of intoxicating liquor or non-prescribed drugs/medication at the commencement of work, Feltham Construction Ltd shall make suitable arrangements to have that employee prevented from starting work. Where such circumstances arise Feltham Construction Ltd shall request of the employee a program of suitable testing by a competent medical practitioner.

Where an employee approaches Feltham Construction Ltd and voluntarily admits to a dependency, Feltham Construction Ltd will take a responsible approach and refer the individual to a relevant body for professional help and guidance. Under these circumstances no disciplinary action will be taken, until a full assessment has been undertaken. The employee may be offered alternative work and subject to health surveillance before being allowed to return to full time work on completion of the assessment.

Where such surveillance is undertaken, information will be stored and communicated in accordance with relevant legislation and the Data Protection Act 2018.

Where an employee is prescribed medication which may affect their performance at work, they must notify their Supervisor immediately. An assessment of the risks will be undertaken, giving due regard for the type of work being undertaken and the potential risk to others within the area. A record will be kept of all such notifications.

It is a responsibility of all employees to report those who they know, or suspect, are not complying with this Feltham Construction Ltd policy. Those in supervisory or managerial roles have a responsibility to take action as soon as an allegation is made.

Smoking

Smoking is banned in almost all enclosed or substantially enclosed public places and workplaces in the United Kingdom under **the Health Act 2006**.

These sites give details of the free guidance, information and signs that can be obtained free of charge.

It is an offence to smoke – or permit others to smoke – in enclosed public places or work premises. People will still be allowed to smoke outdoors and in private homes, as well as in certain residential premises such as care homes, army barracks and prisons.

It is the duty of any person who controls or is concerned in the management of smoke-free premises to cause a person smoking there to stop smoking.

Additionally, the ban includes all public transport and any vehicle used as a workplace by more than one person – regardless of whether they are in the vehicle at the same time – it will have to be smoke-free at all times. This applies even if all persons who use or travel in the vehicle smoke.

Employers or duty holders must display at least one legible no-smoking sign on their premises.

Your local council are in charge of enforcing the Smoke Free law. Penalties for breaking the Smoke Free law.

- Smoking at work or in a vehicle classed as a no smoking area – fixed penalty fine or if prosecuted a larger fine.
- Not adhering to signage regulations (owners/managers failing to display signs) – Fixed penalty, with larger fines if prosecuted.
- Not maintaining a smoke free place (owners and managers) – a maximum penalty of £2500 to the person who manages/controls the area. A fixed penalty is not appropriate in this situation.

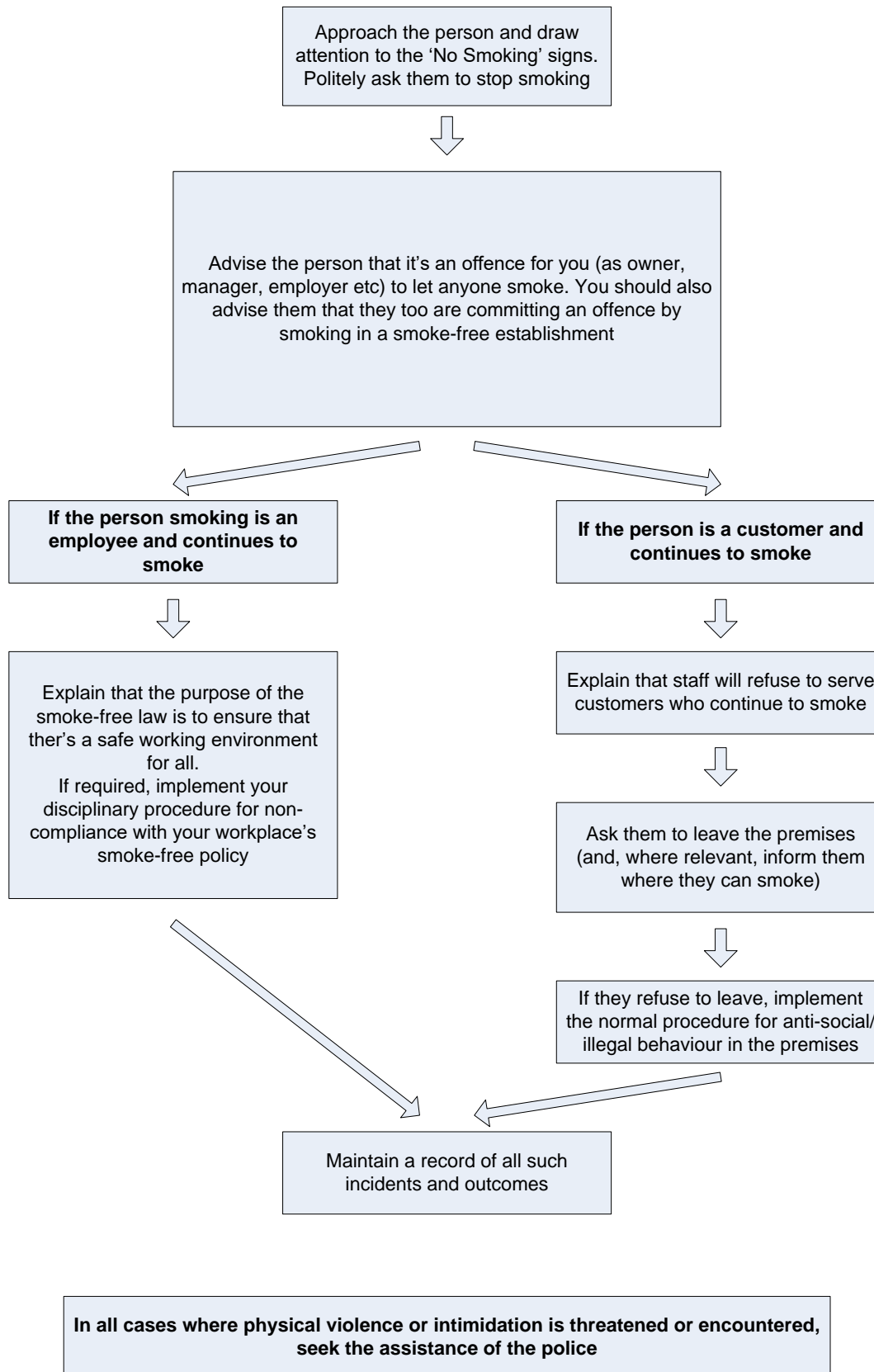
Employers should ensure that all employees are made aware of the requirements of the smoking legislation and that it is a breach of company rules to smoke in premises and/or company vehicles.

If members of the public, visitors or customers are likely to be present then company procedures should be established and communicated so that all staff understand what they should do. A suggested procedure is attached in the following flowchart.

There is no obligation to provide a smoking shelter however if a decision is made to provide one, employers should ensure that it is not enclosed or substantially enclosed (it cannot have walls that enclose more than 50% of the space; the roof does not count). If in any doubt about whether a building or structure is enclosed, substantially enclosed or open enough to allow smoking, contact the local council for advice and clarification.

The company understands its responsibilities and will comply with the requirements of the current legislation.

Action to consider if someone ignores the smoking ban



Protection of the Public

All resources will be made available at all times to prevent incidents/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

If a member of the public is injured as a result of Feltham Construction Ltd's activities this should be reported to the local enforcing authority.

Working in Occupied Dwellings

Where work undertaken by Feltham Construction Ltd involves working in or on an occupied residential dwelling, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

Working in Occupied Premises

Where work undertaken by Feltham Construction Ltd involves working in or on occupied premises, then additional risk assessments will be undertaken to assess whether there is any risk to any employee from the occupants or others that may be in the vicinity.

Advice will be sought from the client if it identified that this is the case. If the risk is significant, work will only be undertaken when additional safety and security measures have been introduced.

If the risks are from drug abuse related products, the guidance elsewhere in this document will be referred to.

If an employee, at any time, feels that he or she is in an unsafe environment, work shall cease until the issue has been resolved.

Violence in the Workplace

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Reference should also be given to;

Preventing workplace harassment and violence joint guidance

HSG133 Preventing violence to retail staff

The concept of workplace violence generally covers insults, threats or physical or psychological aggression exerted by people outside the organisation, including customers and clients, against a person at work that endangers their health, safety or well-being. There may be a racial or sexual dimension to the violence.

People who deal with customers and clients by telephone may experience aggression and verbal abuse. The HSE definition of work-related violence includes verbal abuse as well as physical attacks.

Aggressive or violent acts take the form of:

- Uncivil Behaviour – Lack of respect for others
- Physical or verbal aggression – intention to injure
- Assault – intention to harm the other person

Feltham Construction Ltd's aim is to prevent violence through:

- Identifying hazards
- Assessing risks
- Taking preventative action
- Staff training and information

If an act of violence has occurred Feltham Construction Ltd will support the person who has experienced the incident.

The incident will be fully investigated by the Manager responsible for Health and Safety. The facts recorded, including incidents of a psychological nature, and an assessment made of how the incident happened with the view of improving prevention measures.

If at any time a member of staff feels threatened they are to inform the supervisor immediately.

Under no circumstances should a member of staff become involved in any altercation that may ensue.

If further action is required the police or security should be called.

Working Outdoors

The Workplace (Health, Safety and Welfare) Regulations 1992 and **The Construction (Design & Management) Regulations 2015 (CDM 2015) Part 4**, applies to work outdoors and requires that consideration is given to ensuring that workers are protected, so far as is reasonably practicable, from adverse weather. This is generally assumed to be poor weather conditions, although these days consideration should also be given to hot weather conditions also.

In non-construction situations the generalities of the **Health and Safety at Work etc Act 1974** will apply.

Reference should also be made to the following Health and Safety Executive (HSE) publications:

INDG337 **Sun Protection – Advice for employers of outdoor workers**
INDG147(rev1) **Keep your top on – Advice to outdoor workers**

All work will be planned to take the above into account.

This will include the provision of advice and guidance to those likely to be affected and will also include the following:

- Consideration of rescheduling of works activities to when weather conditions are more favourable
- Provision of plenty of drinking water for hot conditions
- Provision of protective clothing suitable for extremes of temperature, either hot or cold
- Suitable shelter for extreme conditions and facilities to warm up or cool down
- Allowance for frequent rest breaks appropriate to the conditions
- Adequate heating and a means to heat food and drinks in cold weather
- Advice on the use of sunscreens and if appropriate the provision of the same
- Education of employees regards the signs and early symptoms of health or cold stress.

The site manager will advise employees and operatives to take breaks from work in the shade, if possible, on hot sunny days.

All employees and operatives should be encouraged to check their skin regularly for unusual spots or moles that change shape, size or colour. Medical advice should be sought if they have any concerns.

Welfare facilities will be established that are suitable for the location. See section on Welfare.

Control of Legionella

Duties under the **Health and Safety at Work act 1974** apply to the risks from exposure to legionella bacteria that may arise from work activities. **The Management of Health and Safety at Work Regulations 1999** provide a broad framework for controlling health and safety at work. **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** provides specific framework of actions for the control of risks from a range of hazardous substances including biological agents.

The following Health and Safety Executive (HSE) publications should be referred to:

- **L8 - Legionnaires' disease: The control of legionella bacteria in water systems (ACOP)**
- **HSG274 Legionella technical guidance**
- **INDG458 Legionnaires disease – A brief guide for duty holders**

All work will be planned to take the above standards into account.

Legionella bacteria is the most well-known and serious form of a group of diseases known as Legionellosis. Breathing in small water droplets, contaminated with the Legionella bacteria can spread the infection. Persons exposed to Legionella can develop initial symptoms such as high fever, chills, headaches, and muscle pains. Other symptoms can include diarrhoea or vomiting and delirium. The disease can be treated effectively with antibiotics in early stages. Legionella bacteria can survive under a wide variety of environmental conditions although the temperature range 20C to 45C tends to favour growth. The organisms do not readily multiply below 20C and will not survive above 60C. Legionella also requires a supply of nutrients e.g. algae, amoebae, and other bacteria to multiply. The presence of sludge, sediment, scale and other materials within systems can harbour bacteria and provide favourable conditions and protection from biocides for bacteria. It is therefore important that the water systems are adequately maintained, cleaned and regularly disinfected. The Legionella bacteria requires a source of oxygen in order to survive. Legionella is naturally found in water and so can be present in rivers, streams, lakes, potting soil, and in manmade water systems both hot and cold, Spa baths, cooling towers, air conditioning units and showers for example.

Feltham Construction Ltd will:

- Identify and assess sources of risk in premises
- Prepare a scheme or plan for prevention or controlling the associated risk
- Implement and manage this scheme – appoint a person or persons to be responsible
- Maintain records and check that action taken is effective
- Provide training, instruction and supervision of persons with delegated responsibilities

The purpose of this practice is to manage the risk from Legionella bacteria exposure to Employees, Contractors, and Visitors and high-risk populations close to the Site [High risk groups include hospitals, elderly care homes etc.

Feltham Construction Ltd will ensure that, before operatives are set to work, they are instructed in the safe use of any products they are using in accordance with the written assessment. Feltham Construction Ltd will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. Feltham Construction Ltd will ensure that any necessary protective clothing or equipment is provided and used.

Managing legionella requires Feltham Construction Ltd to take the following steps to comply with the regulations and guidance:

- Assess the foreseeable risk from Legionella bacteria
- Take action to manage the risk from Legionella bacteria and identify responsible person/s
- Provide recommendations and guidance on precautionary measures required to maintain all water systems and services
- Maintain appropriate records
- Continually review policy and guidance notes and adapt to meet changing needs.
- Arrange for all water systems to be professionally risk assessed in sufficient detail to identify and assess the risk of Legionella from work activities and on-site water sources
- Implement the necessary controls and precautionary measures

- Ensure that all records are maintained effectively and are accessible by interested parties such as Contractors and HSE Inspectorate etc.
- Ensure compliance with statutory legislation in conjunction with appropriate advice
- Ensure that all showers are run weekly for minimum of 5 mins
- Maintain buildings and systems maintenance projects to ensure that any risk of Legionella is suitably controlled and meets approved standards
- Ensure that Employees and Contractors under their control are where reasonably practical, not exposed to significant risk to their health and safety
- Ensure all proactive regular maintenance of all water systems is carried out
- Appointing Contracting Companies for water treatment

Risk Assessments

A suitable and sufficient assessment of the risk of exposure to Legionella bacteria from work activities and water systems at Feltham Construction Ltd premises and the necessary controls or precautions taken will be completed prior to any relevant activity taking place

This Assessment will identify and evaluate potential sources of risk and particular means by which exposure to Legionella can be prevented or where this is not reasonably practical the method by which the risk from Legionella bacteria can be controlled

A competent contractor will be appointed to carry out this work

All assessments will be reviewed periodically (annually) or when the content of the assessment may no longer be valid, or when the Contracting company changes. For all task based risk assessments a new risk assessment combined with a method statement will be required

Training records for Contractor operators will be required prior to any work activity being undertaken. E.g. confined space entry, gas detection etc.

All safety equipment including RPE and PPE will be inspected for test dates and suitability prior to work being undertaken

Actions in the Event of an Emergency

In case of an Emergency where an outbreak of Legionella is suspected or confirmed, the Environmental Co-Ordinator, Engineering and SES Manager will be informed **immediately**

Thereafter the appropriate authorities (HSE / Environmental Health / Local Authority etc.) will be contacted

It is important to ensure all documentation and information including maintenance records, logbooks and certification are available for inspection. All actions, meetings, notes etc. pertaining to any outbreak should be retained, and kept with the logbook

Keeping of Records

Feltham Construction Ltd will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Feltham Construction Ltd will review the situation at regular intervals to ensure that the systems are working and that they are adequate.

Temporary Works

1. PURPOSE

The Management & Control of Temporary Works is intended to ensure that temporary works (TW) are identified, planned and designed effectively and are erected, loaded, maintained and dismantled safely.

It seeks to comply with the requirements of the following current governing documents:-

- BS5975 Code of practice for temporary works procedures and the permissible stress design of falsework

These are for guidance over a wide range of complexities, for simpler projects then the relevant parts should be extracted for use.

If in any doubt contact SSUK for guidance.

2. ROLES AND RESPONSIBILITIES

For most projects roles will overlap. For example, the Temporary Works Co-ordinator and Temporary Works Supervisor will usually work closely together in establishing TW solutions and often carry out similar tasks to ensure the process is carried out effectively. Therefore, there is a degree of flexibility in the definition of the roles and responsibilities listed below depending upon the circumstances.

Temporary Works Co-ordinator (TWC)

Has overall responsibility to ensure that all TW under his control are undertaken in accordance with the Management & Control of Temporary Works and the TW design.

Our Temporary Works Coordinators are Andy Gray and Chris Edwards.

A review of the Temporary Works requirements on a project, led by the Contracts Manager, is initially undertaken pre-commencement on site and thereafter reviewed on a monthly basis. The output of which will be the completion of the Temporary Works Analysis Form (Appendix 1).

The Contracts Manager will consult with the TWC, principally focusing on any activities above 'low Risk' to devise an appropriate TW Plan.

The Temporary Works Coordinator has overall responsibility to ensure that all TW under the control and management of the Contracts Manager, are undertaken in accordance with the Management and Control of Temporary Works and the TW design.

The TWC is responsible for:

- Ensuring that all TW activities are undertaken in accordance with Management and Control of Temporary Works.
- Ensuring that TW are recorded in the launch Meeting Minutes under Temporary Works Analysis Schedule together with any assumptions regarding design responsibilities for those works.
- Ensuring that a Project Temporary Works Analysis Schedule is produced initially by the Contracts Manager, reviewed regularly and updated in conjunction with the Contracts Manager and Temporary Works Supervisor to identify TW requirements on the project.
- Monitoring that full details of the TW design is obtained by the Contracts Manager, in conjunction with the Temporary Works Supervisor for schemes identified on the Project Temporary Works Schedule.
- Monitoring that the Contracts Manager employ TW designers competent to undertake TW

design.

- Ensuring that each item of TW is allocated a risk factor category from 0- 3 (in accordance with BS 5975) to determine the requirement for design checking and level of site control.
- Monitoring that the Contracts Manager ensures that a written Design Brief is produced for TW as appropriate and issued to the designer and design checker. Where a sub-contractor is the TW designer, it is likely that they will have produced their own brief and the Design Brief should be completed for the design checker.
- Identifying any requirements for periodic inspections, monitoring and maintenance of TW loaded for longer than 1 week and agree arrangements for these with the Contract Manager and Temporary Works Supervisor.
- Where matters are encountered beyond the Temporary Works Coordinator's normal experience and understanding, advice should be sought from another person experienced in the issue in question.
- Monitoring that the Contract Manager distributes information to all interested parties, including the CDM Coordinator where appropriate.

Temporary Works Supervisor

As Temporary Works Supervisor the **site manager** is the individual in direct control of the operatives constructing and/or using TW and is responsible for:

- Maintaining a TW file on site to include a record of all drawings, calculations and other relevant documents relating to the Management & Control of Temporary Works on their project.
- Ensuring that all TW activities on the project are undertaken in accordance with the Management & Control of Temporary Works and the TW design.
- Ensuring that the construction of any TW does not commence until an approved method statement has been issued and understood by all those involved in the implementation and dismantling of the TW. The method statement must identify any requirements for inspection or further authorisations during the implementation and dismantling of the TW.
- Ensuring that inspections or further authorisations are implemented in accordance with the method statement and that any unusual occurrences, extremes of weather, accidental damage or observed deformation affecting any part of the TW are appropriately notified.
- Ensuring that the materials used are as stated in the design documentation unless alternatives have been agreed and authorised.
- Completing any item identified during final inspection which requires remedial action.
- Ensuring that any testing or proving of strength of the permanent works is undertaken and the result issued as appropriate.
- Ensuring that site work does not progress beyond each hold point until the appropriate checks are made and the Permit to Load / Use / Unload is issued appropriately.
- Consulting the Temporary Works Co-ordinator or TW designer where there are concerns regarding suitability or safety in respect of an item of TW. If there are safety concerns all activities associated with an item of TW should be suspended.

3. DEFINITIONS

Temporary Works

- (i) Works to stabilise or protect an existing building or structure that are not intended to be permanent or
- (ii) Works undertaken during construction but not required to form part of the final completed construction works or
- (iii) Permanent works operating under temporary conditions outside the parameters of their permanent design. This would normally be dealt with by the permanent works designer.

Examples of TW items are listed below but this is not exhaustive:

- Temporary cabin foundations
- Temporary services installations
- Hoardings and fencing
- Demolition schemes
- Temporary roads
- Traffic management schemes
- Piling mats and crane platforms
- Mortar silo foundations
- Formwork and false work
- Access scaffolds
- Hoists
- Chute support
- Lifting operations
- Battered excavations
- Trench supports
- Temporary material loading out
- Propping of walls to form openings
- Steel sheet piling or bored pile walls
- MEWPs, cherry pickers, scissor lifts, mobile platforms
- Metal deck flooring (prior to concrete infill having achieved full strength)
- Steelwork under erection or dismantling

Competent Person

A competent person is one who is sufficiently qualified by training and practical experience to carry out the responsibilities allocated to them.

Permit to Load / Strike

Permit to Load / Strike means written approval to load / strike TW and can only be issued by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

Risk Assessment & Method Statement

A written risk assessment and method statement (RAMS) must be prepared for all TW prior to construction. RAMS should cover the method of construction, the plant and equipment used; the means of access, sequence and/or loading limitations imposed by the design and the method of dismantling.

RAMS must be communicated to all personnel involved in TW by the Temporary Works Co-ordinator, Temporary Works Supervisor or, in the event of absence, by a competent appointed person.

4. CATEGORISATION OF TEMPORARY WORKS

BS5975 recommends that each item of TW is allocated one of four categories to determine the independence of the design checker. These categories may also assist the Temporary Works Co-ordinator and Temporary Works Supervisor in determining the level of site control to be adopted during implementation.

The following is provided as guidance:

Category	Scope	Comment	Independence of Checker
0	Restricted to standard solutions only to ensure the site conditions do not conflict with the scope or limitations of the chosen standard solution.	This applies to the use of standard solutions and not the original design which will require both structural calculation and checking to category 1,	Because this is a site issue, the check may be carried out by another member of the site or design team.
1	For simple designs, e.g. formwork, Falsework (where top restraint is not assumed), needling and propping to brickwork openings.	Such designs would be undertaken using simple methods of analysis and be in accordance with the relevant standards, supplier's technical literature or other reference publications. Category 2 checks would include design where a considerable degree of interpretation of loading or soils'	The check may be carried out by another member of the design team.
2	On more complex or involved designs for excavations, foundations, structural steelwork connections,		The check may be carried out by an individual not involved in the design and not consulted by
3	For complex or innovative designs which result in complex sequences of moving and/or construction of either the TW or permanent works.	These designs include unusual designs or where significant departures from standards, novel methods of analysis or considerable exercise of engineering	The check should be carried out by another organisation.

This standard is not intended to be prescriptive in defining a specific category for any particular type of TW. The Temporary Works Co-ordinator should use his experience and judgment to allocate categories appropriately on individual projects.

Significant Temporary Works

All TW shall be classified as "significant" unless they are simple in nature and have negligible risks associated with them.

Examples of TW that would typically not be classified as "significant" include:-

- Minor formwork including ground slab edge formwork and minor wall formwork.
- Simple access scaffolds without complex layouts and with simple foundation arrangements.
- Minor battered excavations without attendant risks.
- Standard design solutions for common items.

If there is any doubt about classification, the Temporary Works Co-ordinator should seek clarification from a TW designer.

Standard Solutions (Category 0)

Using the rigorous definition of TW one can see that many items are repetitive and required for many projects, e.g. site hoardings. Rather than design the hoarding for each project it is more cost effective to use a standard design.

Standard designs should be sought for simple items of TW such as:

- Site hoardings
- Traffic management schemes
- Basic access scaffolds
- Mortar silo foundations
- Loading platforms

It should be noted that all standard designs will have some caveats and conditions attached. If the particular site conditions dictate that the design is not applicable to the site then a modified design will be required. For example, a site hoarding may call for ground to be stable and firm, if this is not the case then the design will need to be modified and enhanced to suit. The Temporary Works Co-ordinator will need to judge if the standard design is appropriate and if there is doubt, refer to the TW designer.

5. DESIGN PROCESS

1. A **Design Brief** must be supplied by the Temporary Works Co-ordinator or Temporary Works Supervisor to the TW designer (who may be a subcontractor or supplier).
2. The TW design must be carried out by or under the supervision of a competent designer and signed off on the drawing or scheme by the authorised person.
3. The TW designer must include on the drawings any sequences of construction and/or dismantling that are fundamental to the design.
4. No TW design should be changed without the agreement of the TW designer.

In certain circumstances items of TW may remain in place at the conclusion of the project, for example, permanent formwork or steel sheet piling. Unless the permanent work design documentation specifically states that such items have been designed as support for the permanent works, these items must be considered as TW, even where such items appear to have been designed as part of the permanent works. It is important to establish that the method and sequence of construction do not cause these items to be loaded other than as envisaged by the permanent works designer

Sub-contractors Designing Temporary Works

1. The sub-contractor's design must comply with the Management & Control of Temporary Works.
2. The sub-contractor's design should be checked by an independent engineer before a Permit to Load / Strike is issued.
- 3.

6. FORMS

All forms associated with TW management are available from the server/office

Temporary Works Flow Diagram

