



keepmoat

Health & Safety
Policy



Bramall Construction, Frank Haslam Milan and Keepmoat Homes are all Keepmoat companies

HEALTH AND SAFETY POLICY

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Amendment Schedule for the Policy Review

Serial Number	Amendment Number	Date	Signature	Name	Remarks
HSP	1	April 2005		R. Ward	Full review of Policy
HSP	2	Nov 2006		R. Ward	<ul style="list-style-type: none"> • Stress amended • Drugs & Alcohol amended • Occupational Road Risks added • Whole Body Vibration added
HSP	3	July 2007		R. Ward	<ul style="list-style-type: none"> • Smoking Policy amended • CDM amended
HSP	4	Jan 2008		R. Ward	<ul style="list-style-type: none"> ▪ Full Review ▪ Bullying & Harassment and Whistle Blowing added
HSP	5	April 2008		R. Ward	<ul style="list-style-type: none"> • Corporate Manslaughter and Corporate Homicide Act added
HSP	6	May 2008		A. Hickling	<ul style="list-style-type: none"> • Asbestos Policy amended
HSP	7	May 2009		A. Hickling	<ul style="list-style-type: none"> • Full Review • Security Policy added • Electrical Isolation added • Gas Safe Register/Capita added • Work at Heights procedure amended
HSP	8	November 2009		A. Hickling	<ul style="list-style-type: none"> • Full Review • Style Review • Style change • Health & Safety Charter details amended

Section 1.0

The Statement of Intent

1.1 Policy Statement for Health, Safety and Welfare

Keepmoat and its companies recognise the importance of maintaining excellent Health and Safety Management standards and the impact this has on the effectiveness and sustainability of the business.

We recognise and accept our responsibilities as an employer to manage our work in line with the Health & Safety at Work etc Act 1974, other Legal requirements, industry codes of practice and company standards that apply to our activities.

The overall aim of our policy is to ensure the Health and Safety of all persons who may come into contact with our works; this includes staff, operatives, residents and the general public.

The Board of Directors and all management generally, within the scope of their individual responsibilities shall ensure the policy is implemented throughout the business.

We shall undertake to discharge our statutory duties by:

- Carrying out obligations that are set out in the policy;
- Making available all necessary resources both financial and practical, to ensure the health and safety of all who may come into contact with our work;
- Co-operating with everyone who has an interest in Health & Safety;
- Identifying hazards in the workplace, assessing risks related to them and implementing appropriate protective measures;
- Providing and maintaining safe plant and equipment;
- Providing and maintaining a safe working environment;
- Providing and maintaining adequate welfare facilities;
- Establishing and enforcing safe methods of work;
- Consulting with our employees on all matters relating to health, safety and welfare;
- Promoting awareness of health and safety and of good practice through effective communication of relevant information;
- Working with only approved sub-contractors and suppliers, which will help improve relationships and joint performances;
- Providing a safe working environment to our employees, so far as is reasonably practicable and for the safety of the general public and visitors (authorised and unauthorised) who may be affected by our activities;
- Meeting performance standards, above what is recognised as industry standard; Ensuring our health and safety performance exceeds those of industry standards, and;
- Prevent injury and ill health through continuous improvement in Occupational Health and Safety Management and Performance.

Keepmoat's Business Units are committed to giving all our employees the information and training they need to carry out their duties and responsibilities as defined in the policy and to comply with all relevant Acts, Regulations, ACOP's and Guidance. We shall ensure competence is maintained through refresher training, where required.

We expect our employees, sub-contractors and suppliers to:

- Co-operate with us in carrying out this policy;
- Ensure that they carry out their work so far as is reasonably practical, without putting themselves and others at risk;
- Provide tools, materials and equipment which are safe and free from defects.

The Keepmoat Managing Director and the Business unit's Health and Safety Managers shall annually review our Policy to:

- Monitor its effectiveness;
- Continually improve our Occupational Health and Safety Performance and Management Systems;
- Meet changes in Regulations and the needs and circumstances of the business.

Health & Safety will be included on the agenda of every Board Meeting. The Managing Director of Keepmoat will take the initiative in advising the board on health and safety matters so the board can discharge its collective function. A review of performance will be carried out and measurable targets for improvement will be set and reviewed, by the board health and safety director, at least annually.

Our company's commitment towards health, safety and welfare is reinforced by the Health & Safety Charter and the Occupational Health Charter Document.

To help us manage health, safety and welfare, the company shall employ dedicated health & safety professionals, and shall utilise the skill of specialist consultant whenever necessary. The specialist consultant shall audit our procedures and policies on an annual basis.

We shall dismiss anyone who is deliberately and consistently negligent in relation to our Health and Safety Policy.



Signature
Allen Hickling
Director of Regeneration, Keepmoat
November 2009

1.2 Introduction

This policy has been prepared to show everyone we are committed to preventing accidents and ill health on our sites and workplaces.

The policy takes into account the general duties of the Health & Safety at Work etc Act 1974 and other appropriate legislation and guidance that we need to apply, including:

- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- Construction (Design and Management) Regulations 2007
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment Regulations 1992
- Health & Safety (Display Screen Equipment) Regulations 1992
- Workplace (Health, Safety and Welfare) Regulations 1992
- Control of Noise at Work Regulations 2005
- Electricity at Work Regulations 1989
- Health & Safety (Consultation with Employees) Regulations 1996
- Control of Asbestos at Work Regulations 2006
- Confined Spaces Regulations 1997
- Construction (Head Protection) Regulations 1989
- Health and Safety (First Aid) Regulations 1981
- Health & Safety Offences Act 2008
- Road Safety Act 2006
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Safety Representatives and Safety Committees Regulations 1977
- Control of Lead at Work Regulations 2002
- Health and Safety Information for Employees Regulations 1989
- Control of Vibration at Work Regulations 2005
- Health Act 2006
- Regulatory Reform (Fire Safety) Order 2005
- Working Time Regulations 1998
- Corporate Manslaughter and Corporate Homicide Act 2006.

This list is not exhaustive and reference shall be made to the Business Units' Legal Register.

1.3 Health and Safety Charter

The Health and Safety Charter shows our commitment to providing a working environment which is both safe and free from health hazards for everyone within the Construction Industry and members of the public who may be affected by our operations.

The Health and Safety Charter outlines our commitment to:

Implementing a Safety Strategy with a target of zero reportable accidents by leading behavioural change on all our sites to eliminate accidents, incidents and causes of ill health by:

- Working towards a fully qualified workforce;
- An effective induction process before anyone is allowed to work;
- All the workforce being consulted on Health and Safety matters through a three tier system;
- Sharing best practice on Health and Safety to disseminate lessons learned;
- Publication of Health and Safety Performance; and
- Reducing the incident of work related ill health in the construction industry through health surveillance, education, rehabilitation and reducing exposure. Keepmoat operating companies will monitor progress by measuring the total number of days lost due to sickness absence.

1.4 Occupational Health Charter

Keepmoat recognises the importance of maintaining excellent Health and Safety Management standards and the impact this has on the effectiveness and sustainability of the business.

We recognise and accept our responsibilities as an employer to meet our legal duty under the Management of Health and Safety at Work Regulations 1999 and other legal requirements to provide health surveillance.

The overall aim of our strategy is to ensure the health of all employees who are affected by our work activities.

The Occupational Health Charter outlines our commitment to:

- Conducting Pre-employment health assessments;
- Providing health screenings making eyesight testing available for display screen equipment users and by undertaking workstation assessments as outlined in the Health and Safety (Display Screen Equipment) Regulations 1992;
- Providing eyesight testing and driver awareness training programmes for occupational road users;
- Providing health screening to employees affected by noise, vibration, manual handling and harmful chemicals;
- By monitoring sickness absence records as these could assist in identifying general problems affecting employee's health;
- Provision of a 24 hour stress helpline for employees suffering with stress;
- Lifestyle health promotion and education which shall include the provision of screening clinics that will test for cholesterol, blood pressure levels, diabetes etc.

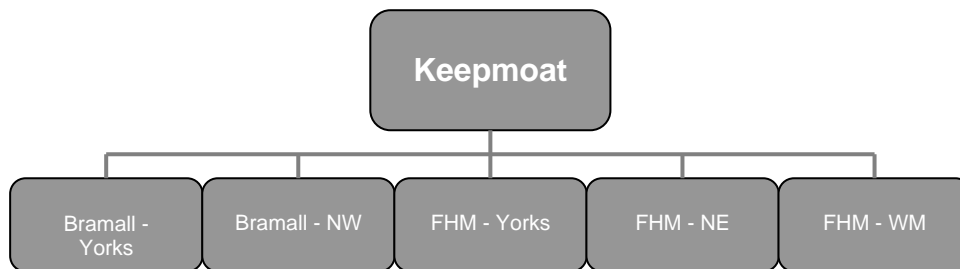
Section 2.0

Organisational Responsibilities

2.1 Organisation

- The Health and Safety Policy has been developed to ensure the Health, Safety and Welfare of all persons who may come into contact with our activities, and specifically to:
- Meet and exceed the requirements as determined by the Health and Safety at Work etc Act 1974 and all Regulations, ACOP's and guidance relating to our activities;
- Set out and define the Health and Safety aims of the Group of Business Units and a minimum standard for our employees;
- To ensure that all employees receive suitable and sufficient training in order that they can carry out their work safely and carry out their Health and Safety responsibilities efficiently;
- Determine the duties and responsibilities for persons undertaking the various functions within the company; and
- Implement best practice in relation to carrying out our works through a proactive approach to Health and Safety, by use of measurement and evaluation.

The Keepmoat Group of companies is organised as follows:



The Keepmoat Board of Directors shall have overall responsibility for the Health and Safety Policy in the Company. However, implementation of this policy is the responsibility of all members of management generally, within the scope of their individual responsibilities.

The Managing Director of Keepmoat is the designated 'Board Health and Safety Director' and shall have the specific responsibilities delegated.

Each Business unit's company Managing Director shall have responsibilities delegated to them for Health and Safety within the company. The Managing Director shall be responsible for ensuring that the Health and Safety Policy is implemented within each Business unit.

The duties arising from the Health and Safety Policy have been structured and the duties allocated to Directors, Managers, Supervisory Staff and other members of staff as detailed later who check that they meet the aims as determined within the policy and the strategy document.

Every person who is in charge of a place of work shall ensure that all the Health and Safety procedures that are laid down within this policy are followed to protect all employees within our works and those affected by our activities.

The following must be provided prior to the commencement of any activities:

- Suitable and sufficient resources shall be made available with respect to undertakings and all our activities are undertaken in a safe manner, in order to comply with the Policy and the Health and Safety Strategy;
- Risk assessments, method statement or safety systems of work;
- Safe machinery and equipment;
- Safe methods of handling and transportation of materials, plant and substances;
- Supervision, training, instruction and information;
- Safe access and egress to and from the place of work;
- Safe and healthy working environment; and
- Welfare and rest arrangements.

Managers and Supervisory Staff shall ensure that our works do not place others at risk, including employees, contractors, visitors, residents, members of the public etc. Where the Company is deemed under CDM to be in control of the premises all persons who enter the premises to carry out work must have a safe place of work, safe access and egress. All relevant Health and Safety information shall be passed on to them prior to commencing work.

2.2 Responsibilities

The Keepmoat Board of Directors and the Business Units Managing Director shall ensure that adequate and sufficient resources are made available to all persons to ensure that the aims detailed within this policy are met.

The Managing Director of Keepmoat shall take the initiative in advising the Keepmoat Board of Directors and the Business Units' Managing Directors on health and safety matters so that the board can discharge its collective function. The board shall also ensure that the policy is reviewed at least annually.

The following responsibilities are taken from the general duties of the Health and Safety at Work etc Act 1974 and subsequent Regulations, ACOP's and Guidance Documents.

2.3 Managing Director

The Director responsible for each Business unit's health, safety and welfare shall be responsible for:

- Ensure the principles set out within the Institute of Directors (IOD) guidance are embedded within the organisation;
- The enforcement of the Health and Safety Policy together with company procedures;
- Ensuring all employees receive appropriate training to allow them to comply with the Health and Safety Policy and Legislation requirements;
- Actively promote the Business units commitment to effective health and safety management by leading by example;
- Set and review health and safety objectives on an annual basis with assistance from the Construction Director and Health and Safety Manager;
- Monitor health and safety performance at all levels throughout the company's activities and taking appropriate actions where performance is not to levels as defined in the Health and Safety Policy;
- Undertake annual safety tours of sites assisted by the Health and Safety Manager;
- Attend management review meetings on a regular basis; and

- Attend the Health and Safety Committee Meetings.

2.4 Directors

Each Business units Board of Directors shall assist the Managing Director in fulfilling his duties and responsibilities set out in this policy.

The directors are responsible for:

- Ensure the principles set out within the Institute of Directors (IOD) guidance are embedded within the organisation;
- Reporting all matters related to health, safety and welfare to the Business Unit's Managing Director;
- Ensuring sufficient resources both financial and practical are available to ensure the health, safety and welfare of all our employees and those who may come into contact with our work;
- Enforce the Health and Safety Policy together with company procedures;
- Actively promoting the Business units' commitment to effective Health and Safety Management by leading by example;
- Attend Health and Safety Management review meetings;
- Liaise with the Health and Safety Manager with respect to any changes in policy and procedures; and
- Undertake safety tours assisted by the Health and Safety Manager.

2.5 Heads of Departments

Working with the Health and Safety Manager, the Heads of Department shall report all matters relating to Health, Safety and Welfare to the Business Units Board of Directors.

They shall be responsible for:-

- Ensuring the policy is implemented within their department by following procedures and guidance which has been issued;
- Lead by example;
- Undertake a review of the health and safety policy with respect to their department and liaise with the Health and Safety Manager with respect to any changes in policy and procedures;
- Ensure employees are appropriately trained for them to undertake their works and to comply with the Health and Safety Policy, Company Procedures and Legal Requirements; and
- Monitor and evaluate safety and take action when performance is not as that defined in the Health and Safety Policy.

2.6 Health and Safety Manager / Health and Safety Co-ordinator

The Business Units' Health and Safety Manager / Health and Safety Co-ordinator shall report all matters relating to the overall performance of Health, Safety and Welfare to the Managing Director.

The Health and Safety Manager / Health and Safety Co-ordinator is responsible for:

Advising the directors, management and employees on aspects of the Health and Safety Policy, Health and Safety Strategy, Occupational Health Strategy and Individual responsibility; and contributing towards the Health and Safety Policy in practical and proactive way.

In particular, the Health and Safety Manager / Health and Safety Co-ordinator will advise on:

- All relevant regulations, codes of practice, guidance notes and so on, and make recommendations on their application, including changes and amendments to legislation;
- Potential hazards to health and safety and the control measures that are needed;
- Safety training requirements; and
- Suitability of new and hired machinery and equipment, from a safety point of view.

The Health and Safety Managers / Health and Safety Co-ordinator duties shall include the following:

- Monitoring the Health and Safety Policy and providing information to the board of directors as to any updates or amendments they feel may be necessary;
- Arranging workplace inspections and audits;
- Keep up to date with any relevant Health and Safety Legislation, Health and Safety Regulations, Approved Codes of Practice, Health and Safety Executive guidance notes and other forms of safety literature;
- Maintaining an efficient system of investigating, reporting and keeping records of accidents and dangerous occurrence incidents and near misses;
- By working with management, finding out the causes of any Reportable Injuries, Diseases and Dangerous Occurrence incidents (RIDDOR) and advising on recommendations for preventing any reoccurrences;
- Maintaining contact with the Health and Safety Executive and other authorities, as necessary;
- Attending health and safety committee meetings and chairing where required;
- Making sure there is a climate of continuous improvement towards health, safety, welfare and environmental issues;
- Reviewing risk assessments and safety method statements;
- Review site inspections;
- Setting good personal examples and promoting a safe conscious culture within the organisation;
- Advise on the competence of contractors and their safety performance on site;
- Dissemination of information with respect to accidents, incidents and causations and actioning and taking appropriate action to prevent a re-occurrence;
- Ensure health and safety files are appropriately developed;
- Relay information on current and proposed regulations, guidance and ACOP's to those concerned;
- Shall where appropriate have the power to cease any work activity which in their opinion involves a risk of injury to persons;
- Ensure Construction Phase Plan and Pre-construction information is adequately developed and available on site prior to commencement;
- Ensure regular inspections of office premises, processes, plant and activities to determine whether the highest standard of health and safety, which are reasonably practicable to attain, are being achieved;
- Assist with training programmes and any on site training;

- Ensure the F10 Notification is in place;
- Consult with the employees on health, safety and welfare matters; and
- Attend client's Health and Safety meeting as required;

Performance Review

- At least annually, the Health and Safety Manager shall make an initial audit of the performance of the Business Units health and safety activity;
- Review of policy issues and the effectiveness of the arrangements; and
- Recommendations for improvements to the management system.

2.7 Health and Safety Advisors (In House)

The services are provided to support the Board of Directors, Health and Safety Manager and line management in discharging their health, safety and welfare responsibilities:

- Bring to the attention of the Health and Safety Manager policy issues and the effectiveness of the management arrangements;
- Undertake safety inspections and audits;
- Shall create a positive approach to accident prevention and the health of all employees;
- Assist with the review of policies and procedures;
- Advise the health and safety manager on the overall health and safety performance of the business;
- Assist the Health and Safety Manager with accident reporting and investigation;
- Shall initiate and maintain positive measures to raise the level of safety performance;
- Shall liaise with the Health and Safety Executive and relevant authorities where needed;
- Dissemination of information including procedures, best practice and statistics to employees and contractors who work on site;
- Assist with the preparation and issue of management system documentation, construction phase plan, risk assessments, method statements and COSHH assessments;
- Carry out toolbox talks as required;
- Ensure consultation with employees, employees representatives and unions is carried out;
- Attend health and safety committee meetings; and
- Shall where appropriate, have the power to stop any work activity which in their opinion may cause a risk of injury to any person.

2.8 External Health and Safety Advisors

The services of external safety advisors shall be commissioned by each Business Unit to supplement the Health and Safety Department. They shall undertake periodic inspections of all sites under the control of the operating companies. They shall report directly to the Health and Safety Manager any findings on site and where necessary shall have the powers to cease work if there is a risk of injury.

Carry out site inspections in association with the Site Manager or Supervisor to ensure that all safe methods of working are in operation; that all regulations are being observed, for example that statutory notices have been posted; that mess rooms, washing facilities and other welfare amenities have been provided as appropriate to the works being carried out, and are properly maintained.

Assist in the implementation of the Health and Safety Policy and Company Procedures assist the Business unit in ensuring accident / injury prevention and damage control within the business and assisting in its operational efficiency.

2.9 Construction Manager

The Construction Manager shall have delegated duties for putting into practice and managing the Health and Safety Policy and safe working practices on the sites. They shall monitor each site to ensure company policies and procedures are followed and legislation is complied with.

Their main responsibilities are to:

- Know and understand the requirements of the Health and Safety Policy, site rules, company procedures, and meet all the requirements of the Health and Safety at Work etc Act 1974 and all other relevant legislation;
- Ensure sites have an appropriate mobilisation period and welfare facilities are available and operational prior to site commencement;
- Make sure sub-contractors competencies are assessed and satisfactory, and that only approved contractors are used;
- Ensure sites follow safe working practices and legal requirements are met;
- Make sure clients, local and public authorities or their representatives co-operate;
- Co-ordinate safety activities with sub-contractors and suppliers;
- Ensure tenders take into account safe working methods, adequate resources and provision of appropriate welfare facilities;
- Check over working methods and precautions with contract and site management before work starts;
- Set a good personal example at all times and promote a safety conscious culture within the company;
- Inform the Health and Safety Manager of new activities and processes;
- Ensure staff receive appropriate training;
- Undertake regular site inspections / visits;
- Attend Health and Safety meetings; and
- Advise the Directors and Health and Safety Manager on health and safety matters.

2.10 Contract Managers / Operation Managers

Contracts Managers / Operations Managers are the link between the Contracts Director and direct site management, and are responsible for applying the Health and Safety Policy on their sites. They shall monitor each site to make sure company procedures and policies are followed.

Their main responsibilities are to:

- Know and understand the requirements of the Health and Safety Policy, and to make sure everyone follows all the requirements of the Health and Safety at Work etc. Act 1974 and all other relevant legislation;

- Make sure that all employees follow safe working practices at all times, in particular by referring to any relevant code of practice;
- Make sure that all staff receive appropriate training;
- Ensure all sites have a Construction Phase Plan prior to commencement and an F10 has been issued to the Health and Safety Executive;
- Co-ordinate safety activities with sub-contractors and suppliers who do work on the site, and make sure all clients, local and public authorities or their representatives co-operate;
- Make sure that tenders take account of safe working methods and provide correct welfare facilities;
- Ensure that the Construction Phase Plan is developed and provide information and direction to sub-contractors;
- Check over working methods and precautions with site management before work starts;
- Make sure sub-contractors are assessed before they start work; for suitability and competence;
- Set a good personal example at all times and promote a safety conscious culture within the organisation;
- Enforce site rules;
- Undertake regular site visits / inspections to ensure the policy is implemented and business units procedures are followed;
- Attend Health and Safety Meetings;
- Advise the Health and Safety Manager of new activities and processes; and
- Undertake Health and Safety Charter audits in line with Keepmoat requirements.

2.11 Project and Site Managers

Project and Site Managers report to the Construction and Contracts Manager. They are responsible for making sure that the company's Health and Safety Policy and procedures are followed.

Their responsibilities are to:

- Understand the company Health and Safety Policy and ensure it is available to employees and they are aware of its location;
- Carry out all work in line with company Health and Safety Policy and procedures and advise the construction and Contracts Manager about any improvements or additions which are necessary;
- Where necessary, issue risk assessments and method statements setting out the method of work;
- Make sure that subcontractors are working in line with their agreed risk assessments and method statement;
- Make sure that risk assessments have been carried out for all work activities and are available prior to commencement, and that appropriate control measures, training, instruction, protective clothing and so on have been provided, as stated in 3.15 Managing Health and Safety Risks;
- Continue to develop the Construction Phase Plan as the project progresses and collate all relevant information for the Health & Safety File;
- Properly maintain registers, records and reports, make sure they are kept in a safe place and make sure statutory notices are available and displayed where everyone can see them;

- Make sure that any accident on site that results in an injury to any person (not just employees) or damage to machinery or equipment is reported in line with the company procedure;
- Organise and maintain a tidy site so that work is carried out to the required standard with minimum risk to employees, other contractors, members of the public, equipment or materials;
- Ensure weekly health, safety and welfare inspections are carried out by a nominated site safety representative;
- Appoint 'competent people' to inspect scaffolding, excavations, machinery and so on (they must have enough knowledge and experience to assess all aspects of safety relating to the item they are inspecting);
- Appoint a Representative of Employee Safety and ensure competence and training of the representatives;
- Make sure that the correct protective clothing and equipment is available and used by all personnel;
- Make sure that an emergency procedure is in place, and that everyone on site is aware of it and the procedure for receiving first-aid treatment and calling an ambulance;
- Provide suitable facilities for health and welfare, and ensure they are appropriately maintained;
- Make sure that all machinery and equipment on site, including power and hand tools, are fit for the purpose intended and maintained correctly, and faulty items are taken out of use immediately;
- Make sure management is made aware of any training requirements;
- Make sure that no dangerous materials or substances are allowed on site without the appropriate COSHH assessments, and that all materials are stored and used in line with COSHH guidelines;
- Ensure everyone who works on and visits site receives a site specific induction;
- Co-operate with the Health and Safety Department and the Health and Safety Executive during site visits, and act on recommendations (if the inspector issues a notice (prohibition or improvement), contact the Health and Safety Manager immediately after meeting any requirements);
- Attend health and safety training and health and safety meetings;
- Set a good personal example by wearing appropriate protective clothing on site, commending those who follow the requirements and promoting a culture of health and safety within the organisation;
- Chair monthly site safety team meetings;
- Ensure the site Health and Safety notice board is up to date with all relevant information;
- Ensure young persons, foreign workers and pregnant women are known to the Health and Safety Manager;
- Advise the Health and Safety Department and Contracts Management of contractors who disregard health and safety;
- When Site Managers are absent from site, they are responsible for ensuring the site has appropriate cover; and
- Undertake daily visual inspections of the site.

2.12 Site Supervisors and Foremen

These employees report directly to the site manager and their main responsibilities are to:

- Understood the company Health and Safety Policy and ensure it is available to employees and they are aware of its location;

- Make sure all employees are aware of the emergency procedures and what action needs to be taken;
- Make sure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions;
- Report immediately any faults on machinery or equipment;
- Report any accident, however minor, to Site Manager immediately;
- Prevent dangerous practical jokes and reprimand those who consistently fail to consider their own health and safety and that of others around them;
- Praise employees who, by action or initiative, remove danger;
- Attend safety training courses and Health and Safety meetings;
- Set a good personal example by wearing protective clothing (PPE), carrying out work safely and promoting safety culture;
- Ensure safe working practices are followed; and
- Ensure visitors and those who work on site receive a site specific induction.

2.13 Operatives

These employees report to site manager, site supervisor, the trade's foreman and gangers, and their main responsibilities are to:

- Follow the Health and Safety Policy, company procedures, the construction phase plan and site rules knowing that failure to do so will lead to disciplinary action;
- Ensure everyone has a safe approach to all work, including using the correct tools and equipment, and correctly using safety equipment and protective clothing that is supplied;
- Work in accordance with risk assessments, safety method statement and permits to work;
- Ensure at all times that their work does not put themselves or others at risk;
- Report any health and safety problems to the site manager;
- Suggest and attend any training that is needed;
- Avoid improvisation and short cuts, which involve unnecessary risks;
- Suggest ways of removing dangers to the site manager;
- Warn others of known dangers;
- Keep the workplace safe and tidy;
- Stop people playing dangerous practical jokes and abusing welfare facilities; and
- Know the procedures for fire and first aid.

2.14 Office-based Staff

These people report to their manager or supervisor and must:

- Follow the Health and Safety Policy and company procedures and relevant regulations that apply to their work and make sure that all employees, particularly new employees are aware of their location;

- Ensure the Human Resource Department are notified of relevant training that a new employee may need;
- Report any dangerous or unsafe conditions, materials or equipment to their manager, supervisor or Health and Safety Manager;
- Only use correct materials, equipment and methods of work, and avoid placing themselves or others at risk;
- Make sure materials and substances being used are not hazardous to health and safety and, where necessary, make sure COSHH assessments are available and control measures are followed;
- Make sure office facilities under their direct control are clean and tidy;
- Know and adhere to the office emergency, fire and first aid procedures;
- Suggest to the manager, supervisor or safety manager any improvements to health and safety in the workplace; and
- Wear the appropriate personal protective equipment and follow safety procedures in the office to comply with office rules.

2.15 Customer Liaison Manager / Resident Liaison Officer

- Shall know and understand company policy and procedures and comply with them;
- Shall if they see any hazardous condition, report it to the site manager / supervisor immediately;
- Shall ensure that persons working under their control are not exposed to hazardous situations and that a safe system of work is maintained;
- Shall liaise closely with the site management to ensure the coordination of information with reference to the residents and the clients requirements; and
- Shall liaise with the residents to ensure all necessary information is forwarded with reference to the works being undertaken and relevant health and safety issues that may affect the resident.

2.16 Representative of Employee Safety

A Representative of Employee Safety shall be appointed where possible on every site and shall have the following responsibilities to:

- Be familiar with the Construction Phase Plan;
- Undertake Health and Safety training appropriate to the position;
- Assimilate comments from operatives regarding all aspects (good and bad) of health and safety procedures and report back;
- Observe health and safety on site and inform site management of any health and safety issues raised from the workforce;
- Encourage operatives to work safely on behalf of themselves and their colleagues;
- Encourage the wearing of PPE and set an example of good practice;
- Undertake weekly site health and safety inspections; and
- Attend monthly site health and safety team meetings.

The following is the minimum Health and Safety training requirements for Site Health and Safety Representatives:

- Formal Representative of Employee Safety course;
- First Aid – appointed person.

2.17 Buyers / Surveyors

- Shall ensure any person who supplies the Business Unit with articles and substances for use at work provides relevant information so they can be used, handled and stored without risk to health and safety;
- Make sure sub-contractors competencies are assessed and satisfactory, and that only approved contractors are used;
- Understand the company Health and Safety Policy and ensure it is available to employees and they are aware of its location;
- Make sure that tenders take account of safe working methods and provide correct welfare facilities; and
- Set a good personal example at all times and promote a safety conscious culture within the organisation.

2.18 Estimators

- Understand the company health and safety policy and ensure it is available to all employees and they are aware of its location;
- Make sure that tenders take account of safe working methods and have a provision for adequate welfare facilities; and
- Set a good example at all times and promote a safety conscious culture within the organisation.

2.19 Clients and Visitors

- Shall report to the site office immediately upon entering the workplace;
- Shall attend a site specific induction;
- Shall report any unsafe or hazardous situation to the Site Manager / Supervisor;
- Shall wear appropriate personal protective equipment;
- Shall not put themselves or others at risk whilst on site; and
- Obey site rules.

2.20 Contractors and Sub-contractors

Contractors and sub-contractors have duties to comply with current legislation and to ensure their employees and others are not affected by their activity.

- They shall be responsible for providing risk assessments and method statements for the activities they carry out;
- They shall be required to follow the company's health and safety policy and procedures, and this will be recorded as the minimum standard to work to;

- They shall ensure that all work is carried out safely, in line with current legislation, and taking into account the health and safety of others on site and the general public;
- Contractors and sub-contractors who are not working safely or who fail to abide by the Health and Safety Policy and procedures shall be removed from the site;
- Any materials or substances brought onto our premises shall be used and stored in line with current legislation and COSHH Assessments must be available to those affected;
- Where scaffolding is erected by a contractor and sub-contractor, they have a duty to ensure the scaffolding complies with current legislation and a handover certificate is provided before any work activities are carried out from the scaffolding;
- Where contractors and sub-contractors work from a scaffolding provided by ourselves, they are not permitted to overload the scaffolding, work from incomplete scaffolding or make any unauthorised alteration to the scaffolding;
- All machinery and equipment brought onto the site by contractors and sub-contractors must be safe and in good working condition, and with any relevant certificate for checking;
- Information and assessment on the noise and vibration levels of machinery, equipment or operations to be carried out by the contractor, or sub-contractor must be given to the site manager before work starts;
- No power tools or electrical tools greater than 110 volts may be brought onto the site. All transformers, generators, extension leads, plugs and sockets must be for industrial use and portable appliance tested;
- Any injury suffered or damaged caused shall be reported immediately to the Site Manager;
- Contractors and sub-contractors are required to confirm the name of the person they have appointed as the health and safety contact;
- Contractors and sub-contractors shall make sure their workplaces are kept tidy of all rubbish and waste materials at all times;
- Contractors, sub-contractors and their visitors shall attend a site specific induction and wear appropriate personal protective equipment at all times;
- We shall appoint a site safety representative to inspect sites and report matters on health and safety to the Site Manager. Contractors and sub-contractors who are told about any danger or problems during the inspection must take immediate action;
- Comply with the Construction Phase Plan;
- Contractors and sub-contractors wishing to further sub-contract their work must obtain approval from the business unit; and
- Must ensure their employees hold the relevant card to prove their competence (CSCS, CPCS or equivalent).

2.21 Suppliers

Suppliers have duties to comply with current legislation and to ensure their employees and others are not affected by their activity. They must co-operate with us to avoid accidents and ill health on our sites.

Suppliers shall:

- Comply with our Health and Safety Policy;
- Deliver articles and substances in line with current legislation; and take account of the health and safety of others on site and the general public;

- Provide material safety data sheets for substances supplied;
- Provide relevant certification for plant and machinery supplied, and ensure equipment or machinery supplied conforms to current legislation and is in good working order and appropriately maintained;
- Obey traffic management and site rules;
- Any injury suffered or damage caused by the suppliers' employees are reported immediately to the site manager;
- Ensure employees hold relevant driving licences;
- Suppliers employees are to attend appropriate training;
- Where plant and equipment is supplied, noise and vibration levels are to be provided;
- Suppliers employees are to wear appropriate personal protective equipment whilst on site; and
- Suppliers are to provide all necessary technical and product information.

2.22 All Employees

Section 7 of the Health and Safety at Work etc. Act 1974

All employees shall ensure that they do their own work in a way that avoids accidents and ill health to themselves or others. They shall also co-operate with the company to make sure that work is carried out in line with the regulations, and they shall not misuse or interfere with anything provided for health and safety.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 Places the following duties on Employees:

- Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions;
- Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees;
- Of any work situation which a person with the first mentioned employees training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and
- Of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work and has not previously been reported to his employer or to any other employee of that employer in accordance with the paragraph.

Every employee has an absolute duty to report accidents.

Section 3.0

Arrangements

3.1 Construction (Design and Management) Regulations

We recognise our duty to follow the Construction (Design and Management) Regulations 2007 when acting as Principal Contractor, CDM Co-ordinator, Designers and Contractor to an appointed Principal Contractor.

As Principal Contractor we shall:

- Prepare, develop and implement the Construction Phase Plan and site rules and ensure ongoing implementation and development continues throughout the contract and any significant changes are brought to the attention of those affected (designers, contractors, employees, visitors etc);
- Ensure the Construction Phase Plan is properly planned, managed, monitored, adequately resourced, and site management has appropriate competence to deal with the appropriate activity and risks;
- Ensure we have appropriate competencies to address health and safety issues likely to be involved in the management of the construction phase;
- Ensure the client is aware of their duties under CDM 2007;
- Comply with the requirements of schedule 2 of the regulations and part 4 of the regulations which relate to health and safety on construction sites;
- Provide contractors with relevant parts of the construction phase plan and relevant information about the project that they need to enable them to carry out their work safely and without risks to health;
- Advise contractors of the minimum amount of time they will be allowed for planning and preparation before they begin work on site;
- Check competencies of all appointees;
- Provide suitable welfare facilities from the start of the project and maintain throughout the construction phase;
- Provide all workers with a site induction and any further information and training needed for the work;
- Consult with the work force on health and safety matters;
- Liaise with the CDM Co-ordinator regarding on-going design;
- Promptly provide the CDM Co-ordinator with all relevant information for the health and safety file;
- Provide a secure site;
- Display the F10 notification and site rules;
- Ensure everyone on site co-operates so as to ensure the health and safety of construction workers and of others who may be affected;
- Report obvious risks; and
- Take account of and apply the general principals of prevention when carrying out our duties.

As CDM Co-ordinator we shall:

- Advise and assist the client with their duties;
- Notify the Health and Safety Executive;
- Co-ordinate health and safety aspects of design work and co-operate with others involved in the project;
- Facilitate good communication between clients, designers and contractors;
- Liaise with the principal contractor regarding design;
- Identify, collect and pass on pre-construction information;
- Prepare / up-date the health and safety file; and
- Report obvious risks.

As Contractors we shall for non-notifiable projects:

- Plan, manage and monitor our own work and that of workers;
- Check the competence of all their appointees and workers;
- Train our own employees;
- Provide information to our workers;
- Comply with requirements in Part 4 of the Regulations;
- Ensure there are adequate welfare facilities for the workers;
- Ensure workers are competent;
- Co-operate with others and Co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work;
- Report obvious risk; and
- Take account of and apply the general principals of presentation when carrying out these duties.

For notifiable projects we shall carry out the additional duties:

- Ensure the client is aware of their duties under CDM 2007, and a CDM Co-ordinator has been appointed and the Health and Safety Executive have been notified before starting work;
- Co-operate with the principal contractor in planning and managing the work, including reasonable direction and site rules;
- Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work;
- Inform the principal contractor of problems with the construction phase plan;
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences; and
- Provide the principal contractor with relevant information for the health and safety file.

As Designers we shall for non-notifiable projects:

- Eliminate hazards and reduce risks during design;
- Provide information about remaining risks; and
- Ensure the design and materials of fixed workplaces (e.g. office, schools etc) comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

For notifiable projects we shall in addition to the above:

- Check clients are aware of their duties and a CDM Co-ordinator has been appointed; and
- Provide any information needed for the health and safety file.

3.2 Managing Health and Safety Risks

Risk Assessments are a fundamental part of our overall health and safety management system.

In simple terms, a Risk Assessment is a review of workplace duties in order to identify hazards, evaluate risks created by the hazards so that you can establish whether you have taken enough precautions to prevent harm or if additional measures are required.

Management and supervisory staff shall carry out Risk Assessments of work activities, which shall include:

- Identifying the dangers and how serious they are;
- Who might be harmed;
- Assessing the risk and control measures that are needed;
- Recording the findings; and
- Reviewing the assessment and amending it as necessary.

All findings are recorded on standard Risk Assessment forms, including arrangements and any training that shall be necessary.

Advice on risk and associated dangers can be obtained from the Health and Safety Department at our head office or our external safety advisors.

Generic Risk Assessment manuals shall be issued to site management teams, where required. Each manual contains a pack of generic Risk Assessments that cover most operations carried out on site. Site management teams / Health & Safety Department shall assess each individual contract at the pre start stage to determine which generic Risk Assessments are to be copied into the construction phase health and safety plan. Additional Risk Assessments shall be required for:

- Operations being carried out by sub-contractors. These shall be requested during pre start meetings and shall be approved by Contracts Managers;
- Where risks have been identified in the design or use of materials. The designer and planning supervisor shall work together to eliminate and / or reduce risks;
- Operations being carried out on site which are not covered by generic assessments. Site Managers shall carry out job / site specific Risk Assessments using the blank pro forma which is contained within the health and safety manual.

Through our management structure and organisation of health and safety monitoring, we shall ensure that workers and contractors follow the site rules which have been set out in the health and safety plan. We shall have regular meetings with sub-contractors and our employees about health and safety on sites.

All work on site shall be carried out in line with our safe working guidance, which is set out in section 3 of our Health and Safety Policy document. All personnel shall receive induction training before they start on site.

3.3 Reporting of injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Under RIDDOR requirements, the following incidents shall be reported by the Health and Safety Manager to the nearest Health and Safety Executive.

These incidents fall into the following categories:

- Fatal Injuries;
- Major Injuries;
- Over 3 day accidents;
- Injuries to people not at work;
- Diseases;
- Dangerous Occurrences;
- Non-Consensual Violence.

Where these types of incidents occur on site, site management must notify the Health and Safety Manager immediately.

Accidents involving sub-contractors are to be reported to the HSE by the sub-contractor, a copy of the F2508 is to be submitted to the Health and Safety Manager.

All reportable accidents shall be investigated by the health and safety department and a report produced containing details of the accident and recommendations to prevent a re-occurrence.

Incident Flash Warnings will be distributed to all sites for reportable accidents and where incidents are considered serious enough to communicate to relevant parties.

3.4 Accident Reporting Procedures

Employees and sub-contractors are encouraged to report all accidents, dangerous occurrences and near misses.

All accidents and near misses shall be recorded using the accident report forms.

Accident statistics shall be collated on a monthly basis by the Health and Safety Manager and communicated to relevant parties.

3.5 Induction Training

Everyone working on site and in the office will go through a Health and Safety Induction process to a common framework before they are allowed to commence work. Induction training will concentrate on site specific health and safety factors and will be the responsibility of the site / office management.

Site Managers shall be inducted into the Construction Phase Plan by the person who has written the plan.

Operatives who come to work on site will receive a site specific induction which shall be delivered using a DVD / Flipchart or other appropriate method.

Following the induction operatives shall be issued with a copy of the 'Safety on Site' booklet.

Induction contents shall include (but not limited to):

- Senior management commitment to health and safety;
- The outline of the project;
- The individual's immediate line manager and any other key personnel;
- Any site specific health and safety risks;
- Control measures on the site including:
 - Any site rules;
 - Any permit to work systems;
 - Traffic routes;
 - Security Arrangements;
 - Hearing Zones;
 - Arrangements for personal protective equipment, including what is needed, where to find it and how to use it;
 - Arrangements for housekeeping and material storage;
 - Facilities available, including welfare facilities; and
 - Emergency procedures including fire precautions, the action to take in the event of a fire, escape routes, assembly points, responsible people and the safe use of any fire-fighting equipment;
 - Arrangements for first aid;
 - Arrangements for reporting accidents and other incidents;
 - Details of any planned training, such as 'toolbox talks';
 - Arrangements for consulting and involving workers in health and safety;
 - Information about the individual's responsibilities for health and safety; and
 - Health and Safety Policy location.

When working in occupied properties, contact shall be made with tenants for access arrangements and detail of the work involved. During this process the tenant liaison officer, or the appointed person for the site, shall explain to the tenant the extent of the works and how this may affect them and their visitors. All hazards due to the operations being undertaken shall be highlighted to the tenants.

Site visitors shall undergo the generic, non-task related induction delivered by site management.

All inductions shall be recorded.

3.5.1 Additional Procedure for Employees under 18, Inexperienced Workers and Foreign Workers

At the site induction foreign workers, inexperienced workers and young persons shall be identified and additional training provided. Individual risk assessments shall be produced and communicated to all relevant parties.

Young and inexperienced workers shall not be permitted to work alone; they shall remain under the direct supervision of a competent person.

3.5.2 Site Specific Health and Safety Training

Where specific training is required, training needs shall be brought to the attention of the Human Resource Department.

3.6 Work in Occupied Premises

When working in occupied premises the health, safety and welfare of those carrying out the activities and those people who live in or visit the premises shall be considered.

- Existing hazards such as asbestos, cleanliness of the working environment, potentially violent tenants, possible presences of needle sticks and so on shall be identified prior to work commencing;
- The Resident Liaison Officer and Site Manager are responsible for obtaining from the Client information of potential violent tenants or vulnerable tenants prior to carrying out work activities;
- Resident Liaison Officers shall be responsible for carrying out a resident's induction prior to work commencing. The induction shall identify hazards created by the work activities and the precautionary measures the resident needs to take. Residents are responsible for informing those who visit their property of the dangers;
- Employees and contractors shall comply with the Health and Safety Policy, Company Procedures, Site Rules and be polite and courteous to those who use or live in the premises;
- Those who work in occupied premises shall pay attention to housekeeping. All access, fire-escape routes and other areas that the occupants are using shall be kept clear of materials, waste, tools, equipment, trailing leads and so on. Any spills of water, oil or other substances which could create slippery conditions shall be cleared up immediately;
- Areas where work is taking place shall not be left unattended unless all tools, materials, equipment, hazardous substances and so on have been removed or put in a safe place;
- No work activities shall be permitted in properties where minors and vulnerable persons are present;
- Hot work permits shall be issued for all hot work activities. No work involving blowlamps, welding equipment and so on shall be carried out within one hour of the end of a shift, and the working area shall be checked for smouldering before operatives leave the site;
- Fire extinguishers shall be readily available when carrying out hot works;
- Where holes are created when installing wiring or pipework, these shall not be left unattended. Temporary protection and adequate warning signage shall be displayed;
- Where scaffolding is erected to the outside of a property all necessary steps shall be taken to prevent injury from falling materials, where necessary brick guards and / or netting shall be fixed to the scaffolding and appropriate protection shall be placed over doorways. Ladders shall be removed when not in use and appropriate warning signage displayed. Where standards are positioned on access / egress routes these shall be appropriately protected. All waste materials shall be removed from the scaffold daily; and
- Employees and sub-contractors shall wear identification badges at all times, and report their presence on site.

3.7 Work in Occupied Schools

- Prior to works commencing a health and safety presentation shall be carried out with the school. The presentation shall target the dangers of playing on construction sites;
- The site manager shall liaise with an appointed representative from the school and keep them up to date with details of the work activities and relevant health and safety issues;

- Where necessary, we shall segregate the work area from the areas that are occupied by pupils, staff and parents etc by boarding or sheeting that is appropriate to keep out unauthorised visitors;
- We shall ensure deliveries to site are restricted during school drop-off and pick-up times;
- We shall ensure appropriate health and safety signs are displayed and maintained;
- Where scaffold is erected and access is needed by staff, pupils and members of the public, these shall be suitably protected and lit providing a safe means of access;
- Where possible we shall prevent any nuisance from dust and noise;
- Where access is restricted we shall ensure alternative routes are provided and appropriately signed. All access routes shall be maintained and free of materials, equipment and debris;
- Where holes are created these shall be appropriately protected by barrier fencing or covered with a suitable material;
- Where the work activities affect the existing services i.e. fire alarm, lighting etc, the school shall be informed;
- Where equipment, plant and substances are used, these shall be removed to the site compound when not in use;
- Emergency routes shall be maintained at all times;
- Only 110 volt equipment shall be used;
- We shall adhere to the schools rules and procedures; and
- Provide risk assessments, COSHH assessments and method statements for all activities undertaken.

3.7.1 Working Adjacent to Schools

Prior to works commencing we shall notify the school that we shall be working in the area and offer to carry out a health and safety presentation with the pupils to identify the dangers of playing on construction sites;

- We shall liaise with the appointed representative of the school and keep them up to date with the work activities and health and safety issues that may affect them;
- We shall ensure access and egress routes to the school are maintained;
- We shall ensure plant, machinery and hazardous substances are not left unattended and are removed back to the site compound when not in use;
- We shall ensure when working on the highway we appropriately segregate the work activities. Ensure access to unauthorised persons is denied and work activities are carried out in accordance with the site traffic management plan; and
- Where the site compound is located near the school, deliveries will be restricted during school drop-off and pick up times.

3.8 Work in Sheltered Housing

When working on Sheltered Housing Projects the health, safety and welfare of those carrying out the activities and those people who live in or visit the premises shall be considered.

- Existing hazards such as asbestos, cleanliness of the working environment, potentially violent tenants, possible presences of needle sticks and so on shall be identified prior to works commencing;
- The Site Manager shall liaise with the appointed warden for the sheltered housing scheme;

- Employees and contractors shall comply with the Health and Safety Policy, Company Procedures, Site Rules and be polite and courteous to those who use or live in the premises;
- Those who work on sheltered housing schemes shall pay attention to house keeping. All access, fire escape routes and other areas that the occupants are using shall be kept clear of materials, waste, tools, equipment, trailing leads and so on;
- Areas where work is taking place shall not be left unattended unless all tools, equipment, materials, hazardous substances and so on have been removed to a safe place;
- Where possible the work area shall be appropriately segregated;
- We shall ensure appropriate health and safety signs are displayed and maintained;
- We shall ensure access / egress routes to the sheltered housing are maintained for residents, members of the public and emergency services;
- Where the work activities affect existing services i.e. fire alarm, lighting etc, the warden on call or appropriate contact shall be informed;
- Where equipment, plant and substances are used, these shall be removed to the site compound when not in use;
- Emergency escape routes shall be maintained at all times;
- Resident goods shall be appropriately protected;
- Where access is restricted we shall ensure alternative routes are provided and appropriately signed;
- Where scaffold is erected and access is needed by residents and members of the public, these shall be suitably protected and lit providing a safe means of access;
- Employees and sub-contractors shall wear identification badges at all times, and report their presence on site;
- Where holes are created, these shall not be left unattended. Temporary protection and adequate warning signs shall be displayed; and
- Provide risk assessments, COSHH assessments and method statements for all activities undertaken.

3.9 Lone Working

- There are specific instances where legislation requires more than one person to be involved in the operation, in which case the work shall be planned for the relevant number of people. Examples include working in confined spaces and undertaking electrical works at or near live conductors;
- Lone working shall be subject to Risk Assessment, we shall identify hazards associated with the work, assessing the risks involved, and put the measures in place to avoid or control the risks. Where the Risk Assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing assistance shall be put in place;
- Lone workers shall be informed of any risks and the control measures that should be taken, these include: instructions, training, supervision and protective equipment where necessary, we shall ensure control measures are adhered to;
- Inexperienced workers and young persons shall not be permitted to work alone, adequate supervision shall be provided at all times;
- Safe working arrangements for people working on their own shall be no different from other employees. Lone workers shall not be exposed to significantly more risks than employees who work together; and

- When undertaking works in and around occupied properties we shall seek information from the client with respect to vulnerable residents and those which are potentially violent or aggressive. We shall undertake a specific Risk Assessment for activities which are to be undertaken in or around these properties.

3.10 House Keeping

General Access:

- Materials shall be safely stored in a designated place and, if relevant returned when they are finished with;
- Brick bundles shall be stacked on a level base and no more than two bundles high;
- Steel and nylon bandings shall be put in a skip as soon as they are cut. Care shall be taken not to leave any bands sticking out of a stack;
- Loose materials or stacked sheet materials shall not be left on platforms or working areas unless they are safely contained or restrained;
- Nails shall be removed or flattened in timbers before stacking or removing from site;
- Rubbish or materials shall not be thrown from a scaffold, they are to be lowered to the ground or by means of a rubbish chute, hoist or other methods;
- Electrical leads / cables shall be appropriately placed so they do not cause a tripping hazard and shall be protected from physical damage;
- Hazardous substances shall be removed when not in use and appropriately stored;
- Spillages shall be cleaned up immediately and waste removed correctly;
- Welfare facilities shall be kept clean and tidy and not used for storing machinery or materials;
- Site boundaries shall be checked;
- General appearance of the site shall be maintained at a high standard;
- Areas around machinery and plant shall be kept clean and tidy;
- Excavations shall be adequately protected and inspected prior to works commencing and during the work activity;
- Holes or openings shall be adequately fenced off or have secure covers;
- Working platforms, leading edge, stairways and landings shall have appropriate edge protection;
- Access and egress routes shall be maintained at all times, floors shall be kept clean and tidy; and
- Work areas and access routes shall be adequately lit.

3.11 Entry into Confined Spaces

- Work in confined spaces shall be subjected to Risk Assessment;
- Set procedures shall be agreed before work starts, and, if necessary, a permit-to-work shall be issued;
- Only suitably trained and authorised people shall be allowed to enter confined spaces, permits shall be utilised;
- Young persons are not permitted to work in confined spaces;

- All necessary equipment shall be made available and checked before entry into a confined space, for example, gas monitor, harness, breathing apparatus, resuscitators, lamps, protective clothing, first aid kit, barriers, winch and air horn;
- Safe working procedures shall include the use of suitable communication systems such as two way radios for use in emergencies;
- Safe working procedures such as using lifelines, checking the depth of the flow and making sure there is clear communication between team members shall be required;
- Hazardous substances such as petrol, diesel or LPG powered equipment shall not be used in confined spaces. In addition, naked flames are strictly prohibited;
- Electrical equipment shall not be used in confined spaces, unless authorisation has been obtained;
- Weather conditions shall be checked prior to entry into sewers because storms can cause rapid rises in water levels;
- Stihl saws, grinders etc, shall not be used in confined spaces;
- Working areas shall be well ventilated by opening manholes above and below the point of entry. Suitable barriers shall be positioned around the manholes if necessary;
- Any cut, scratch or graze shall be protected by waterproof dressing prior to entry into a confined area;
- When working in areas where rats may be present operatives shall carry a Leptospirosis card at all times. Where necessary it shall be shown to a doctor or to a hospital because of illness;
- Gas monitors shall be checked prior to use and lowered into the confined space to test for hazardous atmospheres;
- Lifelines attached to a harness shall be used where necessary. In addition, step irons and rungs shall be checked before entry;
- Tools and equipment shall be lowered into the void by using a line to ensure both hands remain free for climbing up and down. If the alarm sounds, the escape set shall be used (if needed) and the area will be vacated quickly and calmly;
- Suitable personal protective equipment shall be worn at all times and any areas of skin that may come in contact with sewage must be protected and covered;
- In the event of a collapsed injured person, steps shall be taken to ensure the confined space is vacated immediately and the emergency services shall be informed immediately; and
- Where manhole covers have been removed these shall be replaced after use.

3.12 Electrical Equipment

- Where possible, cordless tools and equipment shall be used;
- Only 110v equipment must be used on site;
- All portable tools shall be subject to regular and recorded maintenance inspections and tests, carried out by competent persons. Maintenance procedures shall include portable appliance testing (PAT) at regularly intervals in accordance with the Regulations.
- Equipment shall only be maintained and repaired by suitably qualified personnel. Temporary repairs must not be attempted by untrained persons;
- If personal electrical equipment not hired or purchased by the company is used it shall be subject to regular recorded inspections and tests;
- All equipment shall be subject to a pre-user visual check to ensure that it is in good working order;

- Electrical equipment shall be protected by residual current and other similar protection devices;
- Any equipment found to be faulty shall be marked 'Faulty - Do not use' and reported immediately to Line Management;
- Electrical equipment shall not be used in adverse weather conditions, such as heavy rain;
- All equipment shall be disconnected and made safe when not in use; and
- Tools and equipment shall not be left unattended when not in use. In addition, items must not cause an obstruction i.e. left on public footpaths.

3.13 Compressed Air Equipment

- Compressed air equipment shall be subject to risk assessment;
- Operatives using compressed air equipment shall be suitably trained to do so;
- All compressed air equipment shall be used in accordance with manufacturer's instructions and guidance;
- Equipment shall be subject to a visual inspection prior to use to ensure it is in good working order;
- Equipment shall be disconnected from the compressor when changing discs, tools etc;
- Appropriate personal protective equipment such as eye protection, ear defenders and face visor must be worn where necessary;
- Equipment shall be removed when not in use.

3.14 Cartridge Tools

- Cartridge operated tools shall be subject to risk assessment;
- Only trained and competent operatives shall be authorised to use cartridge tools, certificates of compliances shall be required;
- Cartridge tools and equipment shall be used in accordance with manufacturer's instructions for use;
- Equipment shall be subject to pre-user visual inspections to ensure all guarding is in place;
- Appropriate personal protective equipment such as safety helmets, ear defenders and eye protection shall be worn where necessary;
- Tools and cartridges must not be left unattended and shall be returned to their storage place when not in use. They shall be kept in a lockable container;
- Unspent cartridges and used cartridges shall be disposed of safely in accordance with current regulations; and
- Cartridge tools shall not be used in the vicinity of flammable vapours or gasses such as LPG.

3.15 Abrasive Wheels

- Abrasive wheels shall be subject to risk assessment;
- Only trained and competent personnel shall be authorised to use and change the abrasive wheels;
- Equipment shall be subject to regular and recorded inspections and tests;

- Pre user checks shall be carried out by operatives prior to use to ensure equipment is in good working order and that all guarding is in place;
- Appropriate personal protective equipment such as eye protection, ear defenders and dust mask shall be worn when using the equipment;
- Loose clothing such as ties or scarves shall not be worn when using abrasive wheels;
- Where possible equipment shall be used outside or in well ventilated areas;
- Members of the public shall be physically segregated by means of barriers or similar from entering works where abrasive wheels are being used;
- When using on materials that are likely to create large amounts of dust, a suitable water suppression or extraction system shall be used;
- Abrasive wheels should not be used above head height as this may increase the potential for upper body injuries and / or strains;
- Appropriate safe working procedures identified by relevant COSHH assessments shall be followed when re-fuelling equipment;
- All dust and debris must be cleared away at the earliest opportunity and / or once a work is complete; and
- Abrasive wheels shall not be used whilst working off scaffold.

3.16 Woodworking Machines

- Woodworking machines shall be subject to Risk Assessment;
- Only trained and competent operatives shall be authorised to use woodworking machines;
- Machines shall be fitted with appropriate and effective stopping and isolating devices in accordance with 'The Provision and Use of Work Equipment Regulations, 1998'.
- Woodworking equipment shall be subject to regular and recorded maintenance inspections and tested, on an annual basis;
- Pre-user visual checks shall be carried out by the person using the equipment. Any faults shall be reported to line management immediately and the equipment must be marked 'Faulty – Do Not Use'.
- Appropriate personal protective equipment such as ear defenders, eye protection, gloves, dust masks shall be used where Risk Assessment identifies the requirement;
- All loose clothing such as ties, overall sleeves, scarves etc shall be secured prior to use. All machinery shall be used in accordance with manufacturers instructions and guidance;
- Where possible, machines shall be used outdoors in well ventilated areas;
- Where necessary, appropriate dust extraction units shall be fitted to machinery to prevent excessive amounts of dust being released into the air;
- Users shall ensure that appropriate guarding is in place prior to use; and
- Machines shall not be used in poor or reduced lighting.

3.17 Chain Saws and Cut off Saws

- Chain saws and cut off saws shall be subject to Risk Assessment;
- Saws shall be used in accordance with manufacturer's instructions and guidance;

- Saws shall be used by competent / trained persons;
- A visual inspection of the working area shall be carried out prior to use, identifying items such as overhead power cables, pedestrian routes etc;
- Appropriate personal protective equipment such as ear defenders, eye protection, forestry mesh visor, gloves, safety footwear, ballistic nylon trousers shall be used when using chain saws or cut off saws;
- Saws shall only be used where effective ventilation can be achieved, preferably outdoors;
- Members of the public and / or other employees shall be physically prevented from accessing areas where chain saw work is being carried out. This shall be achieved with the introduction of physical barriers and / or warning signage;
- Chain saws shall be removed from the working area when not in use;
- If using the chain saw whilst working at height a suitable safe working platform shall be used, ladders must not be used for this purpose;
- Re-fuelling of saws shall be carried out outdoors, with any spillages being cleaned up in accordance with the company Environmental Policies;
- Saws shall not be left anywhere that may potentially cause an obstruction i.e. on a public footpath;
- Saws shall be stored in appropriate lockable, well ventilated containers which must be properly signed;
- If saws are to be transported, they shall be secured to ensure they cannot overturn or be damaged.

3.18 Liquefied Petroleum Gas (LPG) and Highly Flammable Liquids and Gas

- People using equipment shall receive relevant training and, where appropriate, written instructions about how to use that equipment. They shall be aware of any risks, and any precautions they must take;
- Containers of highly flammable liquids and LPG cylinders shall be stored in open compounds which are securely fenced, lockable and shaded from the sun; The compound shall be away from any basement areas, drains, holes and so on as LPG is heavier than air;
- Highly flammable liquids and LPG shall be left in the storage area until they are needed for work and stores containing flammable liquids shall be surrounded by a bund sufficient to contain the maximum contents of the largest drum stored, plus ten per cent. The bund shall not be allowed to fill with water or waste material;
- Where it is necessary to store flammable liquids and gases in circumstances which do not allow them to be stored in an open compound, the quantity stored shall be kept below fifty litres or half a day's supply, whichever is the lesser. Containers shall be kept in a store, cupboard or bin which is of fire resistant construction;
- Liquids and gases shall only be used for the intended purposes and in the correct containers which are suitably marked;
- Flammable liquids shall not be used in confined spaces as they can cause an explosive mixture with air and LPG can give off harmful gases. They shall only be used in well ventilated areas;
- Equipment shall be regularly inspected and maintained, and hoses and connections shall be checked;
- Flammable materials shall be kept away from heat or ignition sources other than that intended as part of authorised work procedures;

- Products which could add intensity to a fire, such as oxygen, or to the toxic hazard in the event of fire e.g. chlorine, shall not be stored in the same compound as flammable liquids and LPG. There shall be at least three metres between such substances;
- All equipment used with LPG, which specifically includes hired or second-hand equipment, must follow PUWER 98;
- Defects in equipment or facilities shall be reported immediately;
- Appropriate fire fighting equipment shall be available in appropriate places;
- Appropriately worded warning signs shall be displayed where LPG and highly flammable liquids are present. For example 'Highly Flammable Liquids', 'No Smoking', 'No Naked Lights' and so on shall be displayed;
- LPG cylinders shall be stored with their valves on the top and kept in an upright position when connected to equipment or being used in work areas;
- Empty cylinders shall be removed to the store as soon as possible;
- If LPG's are released onto unprotected skin, they shall cause cold burns due to the rapid vaporisation of the liquid withdrawing heat from the body. A cold burn shall be treated in the same way as a burn from a hot object;
- Absorbent materials shall be available to soak up spillages of flammable liquids and a suitably closed metal container shall be available to contain waste until it can be removed correctly. Funnels shall be used to prevent spillages and drip trays to catch any accidental spillages. Any spillage shall be soaked up using dry earth, sand or absorbent materials; and
- Liquids and gas shall only be transported in vehicles that have been approved for doing this, and only in the authorised containers. Drivers shall have information on emergency procedures, and the vehicles shall have a fire extinguisher and specific markings if appropriate.

3.19 Working at Heights

When the Working at Height regulations came into force it put in place a requirement to prevent all falls from height. Each activity on site shall be assessed and a suitable method of access shall be chosen based on the evaluation of the work being undertaken, the duration of the activity, the working environment and its constraints, and the capability of the person carrying out the task.

See Section 6.0, appendix 1.

3.19.1 Scaffolding

- Scaffold erection, alteration and dismantling shall be subject to risk assessment and method statement;
- Scaffolding shall be erected only by those who hold a current Construction Industry Scaffolders Record Scheme Card (CISRS);
- Scaffolding shall be suitable for the purpose for which it is intended;
- Scaffolding shall be made of good strong sound materials and checked before use by the scaffolder. Tubes shall not be split, cracked, rusty, bent or distorted, and the timbers used for boarding shall be of the correct type;
- Where there are any extensive or unusual scaffold conditions the Safety Manager shall be consulted;
- All scaffolds shall be straight and square. Standards shall be placed on a base plate and, if necessary, also on a timber sole plate to make sure there is a firm foundation;

- Scaffolding shall only be erected on firm ground, away from overhead obstructions and excavations;
- A competent person shall inspect the scaffolding before being taken into use for the first time, after any substantial addition, dismantling or other alteration, after any event likely to have affected its strength or stability, and at regular intervals not exceeding seven days since the last inspection. All inspections shall be recorded;
- The scaffolding contractor shall give to the Site Manager a handover certificate once the scaffold is complete. The Site Manager shall inspect the scaffolding with the contractor to check for any faults before accepting the handover certificate. On receipt of the handover certificate details shall be entered in the inspection register;
- Site activities shall not be undertaken on the scaffolding until the Site Manager is satisfied with the standard of scaffolding;
- Only competent persons shall carry out alterations to any scaffold;
- Working platforms shall only be used for the purpose they are intended and shall not be over-loaded which could affect its safe use;
- Guard rails and toe boards shall be fitted to any exposed edges of working or access platforms;
- All working platforms and decking shall be closely boarded to their full width and free from tripping hazards. Where boards overlap each end of other, bevelled pieces shall be wide enough to suit the work which is being carried out, for example five boards wide (1050 millimetres) for bricklaying;
- Ledger bracing shall be fitted as required. Putlog or single couplers shall only be used on scaffolding that does not have to hold a lot of weight;
- Platforms boards shall be supported (a maximum span of 1.2 metres and a maximum overhang of 150 millimetres for 38 millimetre boards);
- Ladders shall be in good condition, secured at the appropriate angle and extend 1.05 metres above the stepping off point; ladders to the first lift shall be removed from the scaffold at the end of each working day;
- Loading towers are classed as special structures and a design drawing shall be provided. Suitable gates shall be provided and used on the loading side, preferably the up and over type shall be used;
- Ties shall be fitted as the scaffold is put up, and be in line with current technical guidance. Where ties cannot be provided, the method used to support the scaffold shall be recorded. Where scaffolds are fitted with sheeting, tarpaulins and so on, these will be under more stress due to wind pressure and shall need more ties;
- Tube joints in bays or lifts shall be staggered and as close to the standard connection as possible;
- Swivel couplers shall be used on ledgers or bracing joints;
- Standards positioned near doorways and or walkways shall be suitably protected. All rough / cut edges and exposed bolts and fixings etc, to be protected with plastic caps;
- Appropriate warning signs shall be erected on scaffolding that is not suitable for use, access onto the platform shall be denied;
- The Site Managers shall inform the Health and Safety Manager immediately of all unauthorised access onto the scaffold by third parties;
- All scaffolds shall be checked at the end of each working day to make sure the platform is left in a safe condition and children cannot climb onto them;
- Persons working on or in the vicinity of scaffold shall wear safety helmets; and
- All scaffolding will be erected / dismantled in accordance with SG405.

3.19.2 Mobile Tower Scaffolds

- Mobile towers shall be erected by trained and competent persons and an inspection report completed prior to use;
- Mobile towers shall be erected in accordance with the manufacturer's recommendations (maximum height base width ratio and outriggers fitted);
- Mobile towers shall be suitable for the purpose and made of sound materials. Towers shall be checked for defects before erecting;
- A check for overhead electricity cables and other obstructions shall be carried out before the tower is erected;
- Mobile towers shall be erected on stable ground of sufficient strength capable to support the structure and load;
- Where possible, the tower shall be tied to the structure using secure points. This applies especially in windy or exposed conditions. Towers shall not be used in adverse weather conditions;
- Access onto the working platform shall be via a ladder fitted to the inside of the tower which is fixed to the narrowest side. Frame members shall not be used (unless specifically designed as a ladder) for climbing the tower;
- Casters or wheels, if fitted shall only be used on level ground and fitted with brakes that shall always be used while the tower is stationary;
- Towers erected outside occupied properties shall be removed each day to prevent unauthorised access;
- When moving a tower, no person(s) or loose materials shall be on the platform. When moving the platform, pressure shall be applied at or near the base of the tower; and
- Incomplete towers shall be signed 'incomplete' and not used.

3.19.3 Step Ladders

- Only to be used for short duration low risk work, as detailed through a Risk Assessment;
- Only Class 1 type step ladders shall be used on site;
- Equipment shall be suitable for the purpose and in good condition;
- Equipment shall be checked for faults prior to use and at regular intervals;
- Details of inspections shall be recorded in the records of the inspection register;
- Area around the equipment shall be kept clear at all times;
- Step ladders shall be erected on a firm level base, away from excavations and possible impact;
- Treads, hinges, bolts, screws and fixings shall be sound and secure;
- The legs of the step ladder shall be positioned as far apart as the retaining cord or hinges allow, with all four legs firmly and squarely on the ground;
- Retaining cords or hinges shall be of equal length and in good condition;
- Where possible step ladders shall be set at right angles to the work; and
- The top tread of the step ladder shall not be used as a working platform, unless it has been constructed as a platform with a secure handhold.

3.19.4 Ladders

- Ladders shall only be used for accesses to work locations and not used as a working platform except where it is not practicable to provide a scaffold, purpose made mobile tower and so on. Where ladders are used as a working platform a Risk Assessment must be in place to justify its use;
- Ladders shall be of sufficient strength, in good condition and suitable for the purpose for which they are used;
- Only Class 1 type ladders shall be used on site;
- Where timber ladders are used these shall not be painted or treated in any manner which prevents defects being easily seen;
- Ladders shall be inspected as part of the regular inspection of scaffolding on the site, and details entered in the Site Inspection Record;
- Ladders shall be erected on firm level base, away from excavations, and placed in a position where they are not causing a hazard or where they may be struck or dislodged;
- Ladders shall be secured at the top and at the base to prevent the ladder slipping, swaying or falling and be long enough to extend 1.05m above the stepping off point to provide a safe hand hold;
- Where it is not possible to tie ladders, these shall be footed;
- Ladders shall be placed at an angle of 1.4 ratio (one metre out of every four metres high);
- Ladders shall not be placed on or leant against any fragile surface;
- The area around the ladder shall be kept clear at all times;
- Where necessary, barriers shall be provided around the foot of the ladder;
- When climbing or descending ladders, both hands shall be kept free for holding onto the ladder;
- Ladders shall be removed or boarded up when not in use to prevent unauthorised access; and
- Ladder belts shall be worn where 3-points of contact can not be maintained.

3.19.5 Lightweight Staging and Trestle Scaffold

- Trestle scaffold shall only be used for light work of short duration. The platform shall be of adequate strength, without any defect or damage;
- Lightweight staging shall be marked with maximum permitted distributed loading;
- Platforms shall be checked for faults prior to first use;
- Trestles shall be placed on a firm, level base and always used in the fully opened position;
- Guard-rails, barriers and toe-boards shall be fitted;
- Adequate access onto the platform shall be provided;
- Platform widths shall not be less than 600 millimetres;
- Platforms shall not be higher than two thirds the height of the trestles; and
- The area around the platform shall be kept clear at all times.

3.19.6 Mobile Elevated Work Platforms

- The term 'mobile elevating work platform' covers pedestrian controlled, self-propelled power operated mobile elevating work and access platforms;
- Mobile elevating work platforms shall be used as a temporary working platform which can easily be moved from one location to another;
- When using a mobile elevated work platform we shall comply with the Lifting Operations and Lifting Equipment Regulations 1998;
- Only trained and authorised people shall be permitted to use work from this equipment;
- Equipment shall be checked before use and operated in line with the manufacturer's instructions;
- Electrical supplies shall be safe and connected to the main supply in an approved way by a competent person;
- Where possible, all movement controls shall be operated from the platform. Where this is not possible clear communication between workers shall be established;
- Emergency stop isolation switches shall be clearly marked, and workers using the equipment shall be informed of the emergency procedures;
- The safe working load (SWL) specified by the manufacturer shall not be exceeded. The SWL shall be displayed on the equipment together with maximum number of persons;
- Checks shall be carried out prior to use to ensure there are no obstructions, especially overhead cables, in the areas where the platform is to be taken or used;
- Safety devices shall be checked to ensure they are fitted and working correctly;
- Mobile elevating work platforms shall only be used on level firm ground. Where rough terrain equipment is used, manufacturer's guidance on ground support requirements shall be followed;
- Clear areas shall be provided around the equipment, warning signs, barriers, cones and so on shall be used;
- The equipment shall not be used in wind speeds exceeding those specified by the manufacturer;
- Where it is not possible to make full use of outriggers necessary arrangements shall be made to keep the equipment stable;
- Good visibility and lighting shall be provided whilst work is being carried out;
- Safety harnesses shall be worn at all times and fixed to designated anchor points;
- Where there is a danger of tools being dropped by the operator from the platform, pedestrian access beneath the platform shall be prevented;
- Platforms that are not in use or unattended, shall be secured at ground level;
- Mobile elevating work platforms shall not be used as;
 - Jacks, props, ties or supports;
 - Primarily for the transfer of goods or materials;
 - As a crane or lifting appliance;
- Platforms shall only be used for the work they are intended for; and
- Safe access onto the platform shall be provided at ground level.

3.19.7 Mast Climbers / Cradles

- Mast Climbers must be erected and installed by suitably trained and competent employees;
- A survey of the building shall be undertaken prior to installation to ensure cradles can be sufficiently tied and supported;
- Pull tests shall be carried out if required / recommended within engineer's reports;
- Design drawings shall be obtained from installation teams;
- If properties are occupied all tenants shall be letter dropped to ensure they are aware of hazards associated with climbers and cradles;
- Areas around buildings shall be cordoned off during installation;
- Where necessary, suitable scaffold fans will be installed at low level;
- Audible alarm unit shall be fitted to equipment (descending);
- Relevant manufacturer's instructions shall be followed during installation;
- Appropriate netting and/or other guards shall be attached;
- Anemometers shall be made available for use (may speed limits be identified); and
- Where identified within manufacturer's instructions, suitable harnesses shall be worn.

3.19.8 Hop Ups

- Risk Assessment will establish whether hop ups are suitable for use;
- Hop ups shall take preference over steps;
- Only specifically designed equipment shall be used, (milk crates and saw stools etc are strictly prohibited);
- Safe working limits shall be clearly marked and adhered to;
- Where applicable, locking systems shall be firmly fixed in position;
- Hop ups shall be sited on firm, level ground;
- Pre-user check and weekly inspections shall be carried out;
- If excessive over reaching and/or stretching is required, alternative methods should be sought; and
- Operatives shall receive appropriate instruction in safe use.

3.19.9 Podiums

- Where practicable, podiums shall take preference over steps/ladders and hop ups etc;
- Risk assessments will be required to establish whether podiums are to be used;
- Podiums shall be sited on firm level ground;
- Safe working limits shall be clearly marked and adhered to;
- Operatives shall receive appropriate instruction in safe use;

- Manufacturer's instructions shall be followed during erection and dismantling arrangements; and
- Safe lifting techniques shall be followed when manually handling podiums.

3.19.10 Use of Safety Netting Systems

- Nets shall be installed in accordance with manufacturer's guidance;
- Platforms such as scaffolding and/or trad deck systems shall be considered before nets are chosen (Refer to HSE and Work at Height Regulations);
- Suitably qualified operatives only to install netting systems;
- Appropriate tying and fixing methods shall be discussed and agreed in line with manufacturer's guidance;
- Where necessary, appropriate access arrangements shall be provided for work at height;
- A suitable rescue plan shall be developed and implemented;
- Handover certificates to be handed over on completion; and
- Weekly inspections shall be carried out and recorded.

3.19.11 Use of Bean Bags

- Bean bags should only be used where other fall prevention methods such as platforms cannot be used;
- Bags to be positioned by suitably trained competent people;
- Manufacturer's instructions and guidance to be followed;
- Bags shall be closely packed and clipped together;
- Bags to be subject to daily and weekly inspections and tests;
- Double stacking shall be instigated where possible to reduce fall distance;
- When not in use, bags will be safely stored in a suitable area away from vehicle / pedestrian routes.

3.19.12 Off Loading of Vehicles

- Risk Assessments and Method Statements to be provided by all delivery suppliers;
- Suitable fall prevention and/or arrest methods to be employed, such as restrains, handrails, airbags etc;
- Persons unloading vehicles shall be suitably trained to do so;
- Traffic management plan shall detail designated off loading area away from other traffic and pedestrians and
- When off loading via crane, refer to Risk Assessments and guidance.

3.19.13 Rescue Procedures

- Appropriate rescue procedures to be documented for work at height where required;

- Works requiring rescue plans include:
 - Use of harnesses
 - Use of nets
 - Use of mast climbers / cradles
 - Scaffold erection / dismantle
- Rescue plans shall be posted on site Health and Safety Notice Boards and communicated to all relevant operatives.

3.19.14 Roof Work

- All work at height shall be preceded by the submission of a Risk Assessment and specific Method Statement detailing how falls of persons or materials shall be prevented;
- Where new roofs are constructed adequate protection shall be provided. Safety nets, bean bags, scaffolding and so on shall be considered for use;
- Appropriate edge protection shall be fitted to prevent materials, tools and so on falling from the roof area;
- Where safety nets and bean bags are used these shall be manufactured and erected to the requirements of the European Standard, and shall be suitable for the purpose in which they are used;
- Safety nets shall be overlaid with an appropriate fine debris mesh which shall offer protection to those who work or pass below;
- Where safety nets and harnesses are used a test certificate shall be provided and regular inspections carried out;
- All inspections shall be recorded;
- Suitable barriers shall be erected around fragile materials on the roof, where this is not possible, crawling ladders or boards shall be used to cross these materials. Relevant warning notices, such as 'fragile roof' and 'hole below' shall be displayed;
- Work shall only take place if the weather conditions are suitable, the effects of high wind, rain, ice, snow and so on, shall be taken into account;
- All personnel working on, near or below work that is being done on the roof shall wear safety helmets;
- Suitable equipment shall be used to move tools and materials to and from the roof area;
- Materials that are being stored on the roof before use shall be spread out so that no part of the structure is overloaded;
- Harnesses shall be used as the last resort; and
- 'Safe Working on Roofs' shall be adhered to at all times.

3.19.15 Steel Erection

- Risk Assessment and safety Method Statement shall be produce for steel erection operations;
- The stability of the steel frame shall be highlighted within the method or sequence of operation;
- HSE guidance notes GS28 'safe erection of structures' shall be used as a reference when carrying out this work;
- Only fully trained and competent people shall be permitted to undertake this work;
- Lifting plans shall be produced for all lifting operations;

- Lifting and slinging operations shall be carried out by a competent person;
- Erection of steel shall not take place, where weather conditions impose an adverse effect such as ice, snow, frost, high winds, heavy rain, poor visibility and so on;
- Workers are prohibited from putting themselves at risk, in ways such as walking on the top of steel beams, straddling beams, and climbing up or sliding down columns;
- Appropriate working platforms, suitable for the job shall be used by workers. The platform shall be fitted with guard rails and toe boards;
- Care shall be taken during lifting and slinging work to make sure the sections are secure and cannot slip; and
- Where areas are to be kept clear of other people, suitable signs shall be displayed.

3.20 Work near Water

- Work activities carried out adjacent to water shall be subject to Risk Assessment;
- Rescue arrangements and procedures shall be established, these shall be identified to all who are affected;
- Rescue procedures shall take into account weather conditions, tidal flooding and so on;
- Falls into water shall be prevented by the provision of barriers, fencing, safety harnesses, covers to openings and so on. The precautions shall protect the safety of the public, especially children;
- The equipment shall be in good condition and checked before first use and at regular intervals, all inspections shall be recorded;
- Rescue equipment shall include safe landing stages, rescue boats, life buoys, harnesses, life jackets and so on; and
- Only trained and competent persons shall operate or use rescue equipment.

3.21 Gas Installations

Only trained and competent persons who are Corgi registered with Capita on the Gas Safe Register are permitted to work on domestic gas installation. All gas installations shall follow the Keepmoat Policy for installations and checks (See separate document).

In addition we shall:

- Wherever possible, work shall be carried out with the gas supply switched off. The main valve should preferably be locked off, but where this is not possible we shall position suitable warning or signs telling people they should not turn the valve or use the appliance;
- Ensure work areas have enough ventilation and flue exits are checked to ensure that they are clear before any appliance is used;
- Gas pipes shall be clearly marked as appropriate;
- Where floorboards are removed to accommodate services, adequate signage shall be displayed and relevant precautions taken;
- All gas leaks or suspected leaks shall be reported immediately, and, where possible, the gas supply will be isolated. People shall be warned to keep away from the area and to keep ignition sources away; and
- Instruction details, keys to emergency controls, information on how to use appliances and so on, shall be passed to the occupier of the building or the responsible person.

3.22 Domestic Plumbing (Non-Gas)

Surveys shall be carried out before work starts to identify any dangers in the premises which would affect the Health and Safety of workers.

We shall ensure that:

- All necessary equipment is available on site and suitable for the purpose;
- Information relating to the existing installation shall be checked;
- The occupier shall be made aware of the work to be carried out and of any precautions that will be needed to protect people's Health and Safety during the work;
- Only trained and competent persons shall carry out this work;
- Some plumbing operations may involve working from scaffolds, step ladders, on roofs, on open joisting and so on, so extra care shall be taken to prevent falls;
- COSHH Assessments shall be produced for processes and substances which are hazardous to health. Those affected shall be informed of the dangers and the precautions to be taken;
- Hot work permits shall be issued for all "hot works". Work with a blow lamp must be completed one hour prior to completing a shift. The work area shall be checked for smouldering materials before workers leave the site;
- Fire extinguishers shall be readily available where hot works are carried out;
- Tools and equipment shall not be left unattended in premises unless precautions have been taken to make sure no one can get into the working area; and
- Where LPG appliances and cylinders are used these shall be removed at the end of each working day.

3.23 Forklift Trucks

Prior to the commencement of all projects an assessment shall be made to ensure the correct forklift is selected e.g. rough terrain, telescopic, counterbalance. The assessor should consider the type of work, load and ground conditions, which are to be encountered during the works and the following shall be sought prior to works commencing:

- Lifting plans to be produced for significant lifting operations;
- Only trained, competent and authorised personnel shall operate forklift trucks. Proof of competency must be verified;
- Declaration of Conformity and Test Certificates shall be retained on site;
- Trucks shall be maintained, serviced and tested in accordance with the manufacturer's recommendations and the Provision and Use of Work Equipment Regulations 1998;
- Lifting accessories (mini skips, chains, strops, etc.) to be inspected in accordance with the Lifting Operation and Lifting Equipment Regulations 1998;
- Forklift trucks and lifting accessories to be inspected at delivery to ensure they are free from defects, all Test Certificates shall be in place prior to use with respect to chains, ropes, shackles etc;
- Forklifts used for lifting shall comply with HSE Guidance Note PM28;
- A Traffic Management Plan shall be developed where fork lift trucks are in operation;

- Audible alarms and beacons shall be utilised when fork lift trucks are in operation; a trained and competent banksman shall be used where driver's vision is impaired or operating in congested / restricted areas;
- Daily inspections shall be carried out and weekly inspections recorded. Site Inspection Registers to be completed weekly;
- Seat belts and safety helmets shall be worn by all involved in forklift operations;
- Ensure all round vision around the forklift, additional mirrors may be required;
- Where forklift trucks are used to load towers and scaffold platforms, these shall be designed to take the load. Weights of materials shall be obtained from suppliers;
- Ensure the load is stable and secure and the forklift is not overloaded;
- Make sure people are clear of the load when travelling and during lifting operations. Temporary barriers and warning signs shall be erected when unloading / loading; and
- Keys to be removed when not in use.

3.24 Transport

Transport around the sites is a major hazard and prior to commencement all areas shall be surveyed to determine site conditions and routes. This shall include:

- A site specific Traffic Management Plan shall be produced and displayed on each site. The Traffic Management Plan will be reviewed / updated as deemed necessary;
- Only those authorised, over 18 years of age and with a valid driving licence shall be allowed to drive site transport;
- All site transport will be maintained and inspected in accordance with all relevant legislation and the manufacturer's recommendations;
- Ensure where possible separate vehicle and pedestrian access;
- Segregation by physical barriers shall be implemented where identified by the Risk Assessment.
- Emergency routes must be kept clear for emergency services;
- All site transport vehicles shall have audible reversing alarms and hazard warning lights;
- Vehicles shall not be overloaded and all loads must be secured;
- All vehicles transporting dangerous substances shall display relevant markings and information;
- Site transport is only to be used for what it is designed for;
- Daily inspections of vehicles shall be undertaken to ensure roadworthiness;
- No persons shall ride in or on any vehicle unless there is designated seating;
- Seat belts shall be worn;
- Reversing operations shall be supervised by a trained and competent banks man;
- Speed limits are to be observed and never exceeded;
- No one must stay in or on a vehicle whilst loose materials are being loaded;
- A banks man or stop blocks shall be used when tipping into excavations / holes;

- Refuelling operations shall be carried out in designated areas. Care should be taken to ensure no spillages. Spill kits shall be provided for on-site refuelling operations;
- Vehicles must be left securely parked, with the hand brake on, engine switched off and the keys removed; and
- All defects must be reported immediately.

3.25 Excavators used for Lifting

Excavators to be used for lifting must be designed for the purpose and fitted with sling attachments and check valves.

- Manufacturer's recommendations shall be obtained prior to using excavators for lifting;
- Test certificates, records of thorough examination, and inspection registers for both the lifting equipment (excavator) and lifting accessories (chains/slugs etc) shall be checked and regularly updated;
- Safe working load configurations shall be displayed and be readily available to the operator;
- Excavators can only be operated by persons who are trained and competent. Proof of competency must be verified prior to it commencing work;
- The Health & Safety Manager shall be informed of any large or unusual lifting operation prior to being carried out;
- The safe working load (SWL) shall be clearly marked on the excavator, this must never be exceeded;
- All lifting operations shall be supervised by a trained and competent slinger / signaller;
- Load limiting devices shall be fitted where possible;
- When lifting, excavators must be on a firm, level base with boom parallel to the machines wheels or tracks;
- Ensure enough clearance around the excavator when working adjacent to structures;
- Loads shall not be carried over personnel or public areas;
- Loads shall not be left suspended whilst the excavator is left unattended;
- All persons working with or near excavators shall wear safety helmets;
- Chains/slugs for lifting shall not be placed on or around the teeth of the bucket, they must only be attached to the correct lifting points / lugs;
- Makeshift lifting accessories shall never be used; and
- If any excavator overturns, or any part fails, the Health & Safety Manager must be notified.

3.26 Road works

All road works must comply with the New Roads and Street Works Act 1991, and the Traffic Safety Measures set out in Chapter 8 of the Traffic Signs Manual, in addition we shall:

- Inform the relevant authorities (within notice periods) prior to commencing works;
- Ensure that suitably qualified and competent persons with the relevant RASWA qualifications plan and manage roadwork's and signage;
- Hi-Visibility Clothing shall be worn at all times;

- Ensure service drawings are obtained and checked;
- Take special care when working in the centre of the road, at pedestrian crossings, at junctions and at roundabouts.
- Ensure there is enough space for the work to be carried out without affecting the safety-zone (area that is provided to protect you from the traffic and the traffic from you). Use traffic control measures if the road is not wide enough for two-way traffic;
- Ensure pedestrians are given clear access and are protected from both the works and the traffic by a 'safety-zone';
- Ensure sufficient warning/traffic signs, barriers, cones and lamps are available;
- Place the first sign far enough away from the works to give early warning of the hazard;
- Face oncoming traffic when setting up safety signs;
- On two-way roads set out the signs for traffic in both directions;
- Secure signs and barriers so they cannot be blown or dislodged by passing traffic, by using sacks of fine material e.g. sand;
- Check signs regularly to ensure they are clean and in the correct position;
- All signs must be reflective or adequately lit after dark;
- Mud and other materials shall not be allowed to spread from the work area onto the footpath or road. Roads and footpaths must be kept clean and free from debris at all times; and

Where possible lockable skips shall be used.

3.27 Cranes

All lifting operations shall comply with the Lifting Operations and Lifting Equipment Regulations 1998 and the Provision and Use of Work Equipment Regulations 1998.

- Prior to any lift a Risk Assessment must be carried out, and the Crane Assessment Lift Plan completed;
- All lifting operations shall be planned and carried out under the control of an appointed person;
- All lifts shall be supervised by a trained and competent person;
- Test certificates, records of thorough examination, and inspection registers for both the lifting equipment (crane) and lifting accessories (chains/slugs etc) must be checked and regularly updated;
- Cranes can only be operated by persons who are trained and competent. Proof of competency must be verified prior to commencing work;
- Only trained and competent slingers / signallers can sling the load and direct the cranes movements;
- Cranes with a fixed Safe Working Load (SWL) e.g. an overhead crane shall be marked with the SWL;
- Where the SWL varies with the operating radius the SWL for each configuration shall be displayed;
- Ensure an Automatic Safe Load Indicator is fitted and in good working order;
- Safe working loads must never be exceeded;
- A communication system (hand signals, radios etc) to be established and maintained during the lifting operation;

- The maximum wind speed shall be clearly marked and not exceeded; Wind speed shall be monitored using an anemometer either fitted to the crane or available on site. If the stability of the load is affected by the wind the operation must be stopped.
- Cranes shall be sited on firm, stable ground with the stabilisers extended, away from excavations and overhead power lines;
- Guide ropes shall be used to steady the load;
- Ensure there is adequate clearance around the counterweight and the body of the crane;
- No personnel shall be allowed into the arc of the operation; and
- Show area to be segregated.

3.28 Disposal of Waste

Before placing an order with a carrier of waste (this includes earth sub-contractors) checks shall be carried out to ensure the carrier is registered (obtain a copy of the carriers licence).

Where possible waste will be recycled.

All sites will be registered with the Environment Agency as producers of hazardous waste.

Waste considered to be hazardous e.g. Asbestos, solvent / adhesive containers and fluorescent tubes, etc, will be segregated and disposed of as hazardous waste. A consignment note detailing the site registration number / premises code, description of waste and the European Waste Catalogue (EWC) code will be completed when consigning hazardous waste. Consignment notes shall be retained for three years.

The mixing of hazardous waste with other waste streams e.g. general waste is strictly prohibited.

The disposal of general waste will be accompanied by a Waste Transfer Note which shall detail the description of waste and the appropriate EWC code. Waste Transfer Notes shall be retained for two years.

The Company policy regarding the use of skips, and their location in area open to the public and on public highways, is defined below:

- Whenever possible, skips shall be located off public highways;
- When this is not possible, they will be removed from public highways before darkness falls;
- Skips on public highways will be highlighted in the following way:
 - Coned at each end, 45 degrees into the kerb edge from the offside corner;
 - Show a reflective board at each end; and
 - Show a flashing yellow light on each offside corner.

The burning of any material in a skip is prohibited. Potentially explosive or inflammable material must not be placed in skips, e.g. Empty containers, which may hold explosive, vapour, petrol or oil contaminated spoil; Empty LPG cylinders of any origin; Containers used to hold any COSHH controlled substance.

Filling Skips:

- Avoid filling skips to a level where the contents fall over the edges;
- Ensure that no objects project out of the skip.

General Points

- Loose debris shall not be allowed to accumulate around skips during their use;
- Following the removal of a skip the road surface or area where it was located shall be cleaned up, so as to avoid hazards to pedestrians or motor vehicles.

3.29 Rubbish Chutes

- Chutes made of pre-fabricated tube sections are normally only designed to hang vertically and shall not be put at an angle unless specifically designed;
- The loading point shall be suitably protected to prevent any rubbish or people falling;
- Winches provided for putting up pre-fabricated chutes shall not be used for any other purpose;
- If a chute is used in areas that the public has access to, suitable protective measures are needed;
- The end of the chute shall be kept clear to prevent rubbish building up in the chute;
- Where necessary, procedures must be in place to prevent dust; and
- The chute must be regularly inspected.

3.30 Lasers

- Only class-1 or class-2 lasers will generally be used, these shall be clearly marked on the equipment;
- Make sure that Class-3A, Class-3B or Class-4 lasers are not used on site unless safe systems of work have been planned and all necessary precautions provided on site to the satisfaction of the Health and Safety Department;
- Beam paths shall be either above or below normal eye level height whenever possible; and
- Do not aim the beam at vehicles or people, and, wherever possible, keep the area in the path of the beam clear of any person.

3.31 High-Pressure Water Jets

- Check vehicles and equipment for faults before you use them;
- Make sure machinery is de-iced before you use it in cold weather;
- Make sure protective clothing and equipment is available and people wear it; and
- Prevent unauthorised access into the work area.

3.32 Handling Glass

- Soft packing shall be placed under the edges of glass that is being stored;
- Glass shall be stacked at the correct angle;
- Glass shall be stacked in the order that it will be used;
- Stacked sheets shall be checked for cracks (vents) before they are moved;
- Storage facilities shall be sheltered from wind as far as possible;
- Suitable gloves e.g. Kevlar shall be worn when handling glass;
- Safe access and working areas shall be provided and maintained;
- Correct tools for glazing shall be used, for example, a plastic hammer;
- Cullet (slivers of glass) shall be disposed of correctly, not by hand; and
- Eye protection shall be worn when handling cullet, or where there is a risk of any eye injury from glass splinters.

3.33 Inspecting Premises that have been damaged by Fire or Storm

Specific procedures shall be followed before entering these premises, and buildings shall not be entered unless it is safe to do so. Specialist advice shall be sought prior to entering the property to ensure structural stability and the following persons shall be contacted for information:

- Fire Department
- Planning Authority
- Building Control
- Building Surveyor
- Structural Engineer
- Occupational Hygienists.

Once written clearance has been obtained that the building is safe to enter the following shall be evaluated; the building and contents to find out if any chemical or biological dangers are likely to be present, taking account of any fire, water and so on which might have converted harmless substances into a danger, and also the possibility of contamination from sewage overflow.

- Refer to any information about the site, such as previous inspection records and so on;
- Plan the order of inspection and prepare a written Method Statement to include arrangements for securing unsafe areas, if not the complete building;
- Inspect the outside of the building first;
- Consider the weather conditions at the time of the inspection;
- Existing site services shall be isolated where required; and
- Provision of safe access.

3.34 Materials (Brick – Packs, Kerbs, Paving Slabs etc)

- Where practicable materials shall be stacked in order to prevent accidental collapse and to ease mechanical lifting;
- Care shall be taken to ensure that no obstruction to pedestrians or passing vehicles is caused by this method of storage;
- Stacking materials on road verges shall be avoided, wherever possible;
- Certain Highway Authorities insist that any materials stored on road verges are marked by reflective material; and
- Particular attention must be paid to the removal of any tie bands which may have been used to secure brick-packs and the like, following partial use of materials. They create a dangerous trip hazard and are particularly dangerous to the very young and animals.

3.35 Insulation Operations (Non-asbestos)

Where necessary an appropriate Method Statement shall be developed and the materials shall be assessed and specific measures to control any risks such as dust, fibres, resins and glues shall be implemented. The following shall be considered with respect to insulation activities:

- Safe access shall be provided;
- All machines shall be guarded; and
- Consideration of physical dangers such as heat, noise and chemicals.

3.36 Protective Clothing and Equipment

The head, eyes, hands and feet are all very vulnerable to injury. Equipment to prevent these accidents shall be made available free of charge. All persons working on site or visiting site shall wear the required equipment as laid down in the site rules and risk assessment. Equipment shall be suitable for the purpose, compatible, maintained and replaced when required.

3.36.1 Protection of Eyes

Suitable eye protection shall be provided for any persons involved in any of the following processes or where they are sufficiently close to the processes that they may receive eye injuries, the list is not exhaustive and protection shall be issued as and when necessary:

- Cleaning by compressed air or high-pressure water jets;
- The striking of masonry nails;
- The loading and operating of cartridge tools;
- The chipping of metal;
- The chipping, scraping, wire brushing of paint, slag, rust, etc. by hand-held or power tools;
- The dressing and use of abrasive tools;
- The demolition of any plant, which has contained acids, alkalis or other dangerous substances;
- The driving of bolts, pins, etc. with any hammer, chisel, punch etc, or power-driven tool;
- The injection by pressure, of liquids into buildings.

The breaking, cutting, cutting into, dressing, carving or drilling by means of a power-driven portable tool, or by means of a hammer, chisel, pick or similar hand tool of any article consisting wholly or partly of the following:

- Glass, hard plastics, concrete, fired clay, plaster, slag or stone or similar material. Also stone, tiles, bricks or blocks (except blocks made of wood).
- The cutting of wire or metal strapping; and
- The handling and use of any acid or alkali etc.

3.36.2 Head Protection

Following the issue of the Construction (Head Protection) Regulations 1989, Keepmoat has declared a policy that all contracts are hard hat areas where there is a risk of injury to the head. Specific areas and certain building operations carry an absolute requirement for head protection to be worn, and are shown below:

- Working in an excavation;
- Any work under other work at a higher level;
- Operating any lifting device, or assisting in lifting operations;
- Working within the radius of any heavy plant buckets; and
- Work in excavations less than four feet deep with mechanical assistance to remove spoil.

Hard hats shall be issued to company employees and a suitable number shall be made available for visitors. Contractor's operatives shall be responsible for supplying their own hard hats.

3.36.3 Foot Protection

All persons working on or visiting site shall wear suitable footwear. Footwear shall be suitable for the trades undertaking the works.

Suitable footwear must:

- Have a steel toecap and midsole and may:
- Be waterproof (for example, Wellingtons); and
- Have oil-or-chemical resistance soles.

3.36.4 Hand Protection

Protection of the hands is an important factor with respect to the works which are undertaken, a high proportion of all incidents reported on site are as a result of handling and using tools which cause injury to the hands. It is therefore essential the correct gloves and hand protection are used to prevent injury. A choice of gloves shall be made available on all sites which are specific to the trades that are undertaking works. These shall be in accordance with our hand protection guide which is to be posted on all sites. All hand protection shall be:

- Suitable for the works being carried out;
- Suitable for the wearer to ensure that the wearer is not allergic to the product; and
- Fitted to the wearer.

3.37 Safety Signs

There are four kinds of safety signs:

1. Prohibition - Certain behaviour is prohibited;
2. Warning - Gives warning of a hazard;
3. Mandatory - Indicates a specific course of action is to be taken; and
4. Safe conditions - Gives information about safe conditions.

Objective of the Regulations is to provide a legal means requiring that safety signs comply with BS5378 where signs are directed at people at work.

Safety signs are defined as those combining shape, colour and a pictorial symbol to provide specific health and safety information or instruction. Regulations do not apply to road signs.

Safety colour Red = Stop prohibition

Safety colour Yellow = Caution, risk or danger

Safety colour Blue = Mandatory action

Safety colour Green = Safe condition

3.38 Permit to Work

Access into an area may need to be controlled due to existing dangerous conditions or the work that is being carried out.

Permits should clearly show the precautions which shall be followed:

- Areas where a permit system is required include work near poisonous substances, electrical or gas installations, fumigation, confined spaces, work near cranes, working at height, some welding operations and / or other hot works and work with pressurised systems;
- Reference shall be made to site specific Risk Assessments, Method Statements or codes of practice that apply to the work that is being carried out; and
- Permits shall be completed and signed off by suitably trained, competent persons.

3.39 Setting up Sites

The provision of welfare facilities would be addressed in the Construction Phase Plan in accordance with the construction (Design & Management) Regulations 2007. When planning welfare provisions, we will consider:

- Works to be carried out and the health risks associated with it;
- The project size and complexity;
- The duration and number of different locations;
- The number of people who will use them.

The Construction Phase Plan shall be on site from day one of the site starting and shall be sufficiently developed for the initial stages of the contract. The plan shall be developed as the contract progresses.

The welfare provisions at fixed construction sites shall be established prior to the commencement of works and include as a minimum the following:

- Washing facilities including soap / towels or dryers;
- Sanitary conveniences (Male, Female and Disabled);
- Wholesome drinking water, where possible supplied direct from the mains;
- Drying Room;
- Rest Facilities;
- Means of heating food;
- Hot and cold running water.

All facilities will be maintained to a high standard and cleaned regularly.

All compounds shall be adequately fenced wherever possible and signage erected. Offices and rest rooms shall contain all necessary statutory notices.

The provision of welfare facilities at transient construction sites shall be provided by either a satellite compound or mobile welfare unit.

The satellite compound will include static units which contain all of the above. If it is not possible to locate a satellite compound, mobile welfare units will be utilised. Mobile welfare units will provide all the facilities as detailed in the HSE Construction Information Sheet No 46 and include a rest area and seating, toilet, drinking water, washing facilities and means of heating both water and food.

Where there are isolated properties, the first step will be to seek the property owner's written permission (prior to the works starting) to use their toilet and hand washing facilities. If this is not available, chemical toilet units will be provided at each property, complete with hand washing facilities. In these circumstances it will be considered acceptable for operatives to eat within their vehicles but only if these are kept in a suitable state of cleanliness. Drinking water shall be provided by means of a 5 litre container per person, provided fresh each working day. If there is no other hand washing facility available, these will be provided by means of waterless antibacterial hand wash.

A copy of the F10, Emergency Numbers and any other critical information will be held by each work team.

3.40 Visits by Enforcing Authorities

Sites can be visited by a variety of statutory bodies such as the Health and Safety Executive, Environmental Agency and Environmental Health, these visits can be unannounced or arranged.

- Where visits / investigations are carried out by enforcing officers, employees shall co-operate fully; and
- Such visits shall be notified to the Health and Safety Department.

3.41 Key Performance Indicators

We will compile our accident statistics on a monthly and quarterly basis. The statistics shall be used to monitor the effectiveness of our policies and procedures and to benchmark our organisation against the Health & Safety Executives figures. We will also benchmark our organisation on a quarterly basis against the All Builders Average using the information compiled by our Independent Health & Safety Advisors.

3.42 Reporting of Unsafe Acts and Conditions

Employees have a legal duty to report all unsafe acts and conditions to Site Managers immediately. Site Managers shall investigate all unsafe acts and conditions and ensure relevant steps are taken to rectify and prevent re-occurrence.

3.43 Pregnancy

During employment where a worker becomes pregnant, as part of a general duty of care we shall undertake a specific Risk Assessment of the pregnant women working conditions. Specific statutory duties apply for particular workplaces and hazards. It shall be the company's intention that the assessment shall be carried out for the area of works which is being undertaken and the workplace. Particular emphasis shall be placed upon any activities which have previously been carried out by the employee and shall be amended accordingly.

3.44 Fire Prevention

Each Business unit shall have a responsible person(s) nominated for fire safety; details shall be contained within the individual business unit's fire plan.

Written procedures shall be clearly displayed and all employees, contractors and visitors shall be made aware of the requirements. The procedures shall include fire plans, emergency procedures, assembly point location, emergency telephone numbers etc.

The measures we shall take to prevent fire include:

- Production of a Fire Risk Assessment and Fire Plan;
- Means of raising the alarm in the event of an emergency shall be established and appropriately maintained. Hand bells, whistles, air horns and manually operated sounders shall be utilised so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm;
- A 'No Smoking' policy shall be established in all offices, canteen welfare facilities, buildings under construction, properties worked in and where hazards exist e.g. refuse areas, storage areas containing combustible and flammable liquids or gas.
- Temporary offices shall be separate from the building under construction, placed in the correct position and be fire resistant. Office and the canteen facilities shall be fitted with smoke detectors;
- Designated fire assembly points are established, clearly visible and maintained;
- Fire exit doors remain unlocked when the premises are occupied;
- All fire exit routes and emergency access areas shall be kept clear and maintained at all times;
- Ensuring all fire exit routes are appropriately signed;
- Appropriate number and types of fire extinguishers are available, maintained and clearly defined;
- Appropriate personnel are trained in the use of portable fire fighting equipment, where required;

Where hot works are undertaken the 'hot work permit' shall be followed and appropriate precautions implemented and maintained;

- Electrical and gas installations are installed and maintained by a competent person;
- Portable appliances, temporary electrics and fixed installations shall be regularly tested / inspected by a competent person;
- Heaters for use in the office and welfare facilities shall be fixed, preferably above floor level, fitted with securely fixed metal guards and maintained in a sound condition. Notice boards, paper and so on shall not be placed directly above the heater;
- Heaters shall be turned off at the end of each working day; and
- Carelessly drying clothes cause fires - coat stands and drying racks shall be firmly positioned at a safe distance from the heater.

3.45 Health and Safety Consultation with Employees

Keepmoat are committed to consulting with employees on Health and Safety issues. We have developed a consultation process based on a three tier methodology of project, work gang and individual level.

At least one process from each tier shall be employed from each tier and registered on the health and safety notice board.

3.45.1 Project Level Methods of Consultation

Safety Team Meetings

On all projects a site safety team shall be established and site safety team meetings shall be held at a maximum of monthly intervals.

On every site a Health and Safety Team will be established comprising of:

- Contracts Manager
- Site Manager
- Tenant Liaison Officer
- Representative of Employee Safety
- Sub-contractors Representative.

A standard agenda will be used.

Site / Project Meetings

Site or project meetings are an extremely flexible method of consultation. Meetings can be arranged between trade contractors, as open meetings on site or to discuss particular aspects of the project. The meeting can be a short exchange of information or a more formal regular pre-arranged meeting. An atmosphere should be created where anyone can raise health and safety issues and feel confident that they will be openly discussed and any concerns addressed in the appropriate manner.

Induction

See Section 3.5

Other Forms of Project Consultation include:

- Dedicated Health and Safety notice boards located in both mess rooms and site offices (where possible);
- Liaison with Client's Health and Safety Representative.

3.45.2 Workforce Level Methods of Consultation

Through one or more Representatives

Through a Representative of Employee Safety.

Every site will have a Representative of Employee Safety. Refer to section 2.16 for the role carried out by the Representative of Employee Safety.

Risk Assessment / Method Statement Briefing

Risk Assessment / Method Statement briefings relate to a specific activity and should be specific to the workers who will follow the method of working. Such briefings are an extremely useful means of consultation, enabling those who are to carry out the works to give their views on the proposed method of working. Consultation briefings allow workers to raise any concerns, contribute their previous experiences, identify areas that are not appropriate and suggest improved methods of working. They must take account of all employees' contributions.

Toolbox Talks

Toolbox Talks are an extremely useful means of consultation particularly as they usually relate to a particular topic or activity. To be considered as a method of consultation, toolbox talks must invite worker participation and take account of feedback from workers.

Particularly useful for sub-contractors, toolbox talks have a more informal atmosphere giving an opportunity for all involved to make their views known, they can be carried out by a member of the site management team, visiting health and safety advisor, sub-contractor management or site supervisors.

3.45.3 Individual Level Methods of Consultation

Feedback / Suggestion Boxes

People may wish to raise a health and safety issue but may not want to speak at an open meeting or face to face with management. Feedback or suggestion boxes enabling workers to write down their concerns on an anonymous form is an appropriate form of consultation.

Directly with each Employee

Speaking to each employee about a change in circumstances or a proposed activity is the most appropriate form of consultation. This allows the employer or his/her representative to explain exactly what is happening and gives the employee the opportunity to give their view.

Open Door Policy

Many workers would like to raise concerns direct with management but feel that their concern will not be taken seriously or will lead to them being labelled as a troublemaker. An open door policy where workers are invited to speak directly with members of the management team and their concerns are taken seriously is a suitable means of consultation and must be encouraged.

3.46 Smoking Policy

All Managers of workplaces and public places have a responsibility for the maintenance and, where possible, improvement of the health of employees and users of their services. The company recognises the importance of this responsibility and is required to ensure that employees can work in a smoke-free environment.

The Policy applies to all employees, visitors, contractors and others who enter the premises of Keepmoat.

The Policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of employees and members of the public;
- Guarantee the right of everyone to breathe in air free from tobacco smoke;
- Comply with Health and Safety Legislation and Employment Law;
- Raise awareness of the dangers associated with exposure to tobacco smoke; and
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

From the 1 July 2007 there will be:

- No smoking in any of the depots, offices (head and regional) and sites including grounds surrounding our premises either temporary or permanent;
- No smoking in tenant's properties or grounds surrounding the property;
- No smoking in any company vehicle including cars which are paid for under the cash for car scheme;
- Smoking breaks will not be allowed during the working day with the exception of lunchtimes when, if you wish to smoke you will have to leave the boundary of the company site / office / depot.

Exposure to passive smoking whilst working in occupied properties:

Site personnel are required to adhere to the following procedure whilst working in occupied properties:

- Establish whether the tenant smokes and ask whether they would refrain from smoking whilst work is undertaken in the property;
- Employees and contractors may ask the tenant to smoke in another room away from where the work is taking place; and
- If the tenant refuses to stop smoking employees and contractors may wait outside until the tenant has stopped smoking.

Further guidance and assistance on the company smoking policy is available from the Human Resources Department.

3.47 Mobile Phones

As an employer, our duty is to minimise risk to our employees in the use of mobile phones whilst driving. The policy covers:

- The use of Company and Employees mobile phones in company vehicles;
- The use of Company mobile phones in employees vehicles; and
- The use of mobile phones in employees vehicles when used for company business.

Hand Held Phones (both Company supplied and privately owned)

Hand held phones shall not be used by the driver whilst driving a Company vehicle, whether in Company time or privately. At the start of each journey (no matter how short) hand held phones shall be switched off prior to starting the engine.

Hands Free Phones

Where the Company provides the employee with a mobile phone then the Company will fit a suitable hands free kit in the driver's car (whether the car is Company provided or the employee uses their own car).

Making Calls

Avoid making calls when driving. Should making a call be necessary, ensure use of the 'one-touch' pre-programmed number facility.

Do Not make a call whilst driving involving the dialling of the full eleven digit number

Do Not send text messages whilst driving

Remember It is safer to find a safe place to park to make a call or receive a message.

Receiving Calls

Use your message service to avoid taking calls whilst driving. If it is important that you take the call, say that you are driving and end the conversation quickly. If you need to continue the conversation, find a safe place to park and return the call. NB On long journeys, inform the office that you will stop periodically to take and reply to messages.

During a Call

If you encounter a high risk driving environment (e.g. heavy traffic, a busy roundabout, etc inform your caller and cease the call immediately.

Guidance for callers to Mobile Phones

When making calls to a mobile phone, if there is no answer, hang up after a few rings and try again later. The driver may not be in a position to answer the call safely and if you are persistent he or she, may be tempted to answer against their better judgement. When the call is answered, ask if the driver can talk safely. If not, get them to tell you when they can stop in order to receive your call.

3.48 Occupational Road Risks

Keepmoat recognises its duty of care towards all its employees who receive a company vehicle to perform their job role and others who might have contact with vehicles being used on company business.

Keepmoat has published a driver's handbook which is issued to all company vehicle drivers to guide and help those who drive company vehicles, and to ensure that every driver understands their duties and responsibilities and how the company expects those duties to be carried out.

The handbook shows the company's commitment to maintaining a high standard of driving and vehicle care, and to assist in achieving the best possible safety record. The company believes that accidents involving vehicles can, and must be prevented. The general rules and procedures laid down in the handbook are established company policy and must be followed at all times.

Drivers should bear in mind that the company image in the public eye is largely based on company vehicles they see on the highway. Employees should drive in an efficient, courteous and alert manner and never act in a way which detracts from company name and image.

Keepmoat cannot over emphasise the importance of these rules and procedures. It is the responsibility of all employees to read, understand and strictly follow them at all times.

Breaches of any rule or procedure will be reviewed by management and appropriate actions may be taken. If there is anything you do not understand in the handbook, drivers are to ask their Supervisor or Department Head about it. If drivers have any ideas or suggestions they should inform their Supervisor or Department Head.

In order for Keepmoat to comply with the Highway Code, employees have a duty to:

- Observe all company rules, procedures and codes of practice issued by the company and other authorities that relate to health and safety;
- Make proper use of and report any loss or misuse of, or damage to, equipment issued by the company and keep it in a good condition;
- Report any incident, situation, practice, substance, or equipment that has or could cause injury or damage; and
- Assist in the investigation of any accident or incident. Drivers of vehicles shall attend eye sight testing every two years and Risk Assessments shall be completed.

Eye sight testing shall be carried out for all employees who drive vehicles; this also includes drivers of dumpers, forklift trucks, JCBs and so on.

3.49 Anti-Harassment Policy

The company places great emphasis on its policies involving people. These policies seek to ensure that everyone is treated with dignity and respect and work in a climate free from harassment and intimidation.

Harassment and bullying of any kind on any grounds is both negative and unacceptable. This policy prohibits any form of harassment by employees and wishes to ensure equality in employment.

Harassment and bullying is; unsolicited, unwelcome, unjustified, unreasonable or inappropriate treatment of, or behaviour towards another person which causes them distress, discomfort, offence or worry, or results in a stressful or intimidating environment for the recipient.

Harassment is a form of discrimination. It is usually unlawful behaviour contrary to the Sex Discrimination Act 1975, the Race Relations Act 1976, the Disability Discrimination Act 1995 or the Employment Equality Regulations 2003 (covering religion or belief and sexual orientation). It is also improper and inappropriate behaviour which lowers morale and interferes with work effectiveness. Harassment will not be permitted or condoned within the working environment.

Harassment may take various forms:

- Verbal (offensive remarks, abusive insults, offensive jokes, threats or derogatory nicknames / statements);
- Non-verbal (obscene or offensive written or printed material, gestures, unsolicited gifts etc);
- Display or circulation of offensive written or visual material;
- Physical (from unnecessary touching through threatening physical behaviour to serious assault).

A single incident can amount to harassment if sufficiently serious.

All managers and supervisory employees are responsible for discouraging and preventing any harassment of which they are aware. Failure to take appropriate action will be considered a failure to fulfil all the responsibilities of the position and in itself is a disciplinary offence.

Failure to comply with this policy will result in appropriate disciplinary action up to and including dismissal. There is also a considerable amount of legislation which gives employees rights to legal redress in both civil and criminal proceedings. All allegations will be dealt with fairly and objectively.

Third Parties

Employees have the same right to be treated with respect and dignity by third parties with whom they come into contact during the course of their work.

Complaints of harassment or bullying at work against a person not employed by the company will be promptly forwarded to the appropriate third party (normally the alleged harasser or his / her employer) with request that they cease the harassment or bullying or take suitable disciplinary action as appropriate.

The company will fully investigate any complaint of harassment or bullying made by a third party against an employee and take disciplinary action if appropriate.

Procedure

Employees need not fear they will be victimised for forwarding a complaint of harassment. Retaliation against an employee for complaining about or giving evidence about harassment is a disciplinary offence.

Wherever possible, an employee who believes they have been the subject of harassment should in the first instance ask the person responsible to stop the harassing behaviour. If the harassment continues or some employment consequences result, a complaint under the procedure should be made as follows:

- The employee who believes they have been the subject of harassment should record the dates, location and nature of the incidents. The employee should also keep a record of their feelings at the time, any action taken by them and the name of any witnesses.
- The employee should then report the alleged act to their manager. If the employee would find this embarrassing, or the complaint is about the manager, the report should be made to another manager or to the HR department;
- All complaints will be handled in a timely, confidential and sensitive manner and employees will receive a fair and impartial hearing.

If the investigation reveals the complaint is valid, prompt attention and action designed to stop the harassment immediately and prevent its recurrence will be taken and the company's Disciplinary Procedure will be used as appropriate. In such circumstances, if relocation is appropriate, every effort will be made to relocate the harasser and not the recipient.

- Where the complaint has not been upheld, consideration will be given, whenever possible, to permitting the employee to choose whether they wish to remain in their current post or to transfer. The company will seek to ensure that the employee is not in any way penalised for making a complaint;
- Any complaint that is unfounded and not made in good faith, for example a malicious complaint, will be treated as a disciplinary offence.

Certain instances of harassment and bullying may be a breach of the law. In this situation the company will take appropriate action. If the employee who has been the subject of harassment would prefer the matter to be resolved informally, with the help of management and / or the HR department, this may be possible. The wishes of the recipient of the harassment or bullying are important and will be respected where at all possible.

3.50 Public Interest Disclosure Policy

Trust and integrity are vital to Keepmoat. However, the company recognises that misconduct and malpractice may occur from time to time.

This policy and procedure allows employees to express their concerns about any such misconduct or malpractice without fear of reprisal. The company is keen to be informed of those concerns and will deal with them by following a procedure to investigate situations. The company believes that this will encourage a culture of openness and that all employees will be able to act responsibly in order to uphold the reputation of the company.

Misconduct / Malpractice

The company wants employees to raise concerns about any actual or planned (whether in the past, present or future) misconduct or malpractice. This is called making a disclosure. In particular, the company want to hear about:

- Fraud or financial irregularity;
- Corruption, bribery or blackmail;
- Criminal offences;
- Failure to comply with a legal or regulatory obligation;
- Miscarriage of justice;
- Endangering the health or safety of any individual;
- Endangering the environment;

If employees want to raise a concern about any of the above, they should use the procedure set out below.

(Please note that there are existing procedures to enable an employee to raise grievances concerning their own employment).

Procedure

How to raise a concern

- If an employee has a concern, they should act promptly. The sooner it is raised, the sooner it can be dealt with;
- Employees should contact one of the 'Designated Officers'. They are listed here:
 - Managing Director;
 - Finance Director;
 - HR Manager or equivalent for each business unit.

- If possible, employees should raise concerns in writing. However, if they cannot do so, then any disclosure can be made verbally. They should provide as much supporting evidence as possible; and
- Employees will be offered an interview in which their concern(s) will be discussed. A work colleague or trade union official may accompany employees at the interview.

What the company will do

After the concern has been raised, the Designated Officer will consider what steps should be taken next. Such steps can include one or more of the following:

- Reporting the matter to the police;
- An internal investigation by the company and / or by external investigators appointed by the company;
- Making the Grievance Procedure available or invoking the Disciplinary Procedure;
- Reporting the matter to the appropriate people that there are no further actions.

Once a decision has been made as to what step(s) need to be taken, employees will be informed accordingly. If no further steps are proposed, employees will be given reasons for this in writing.

The identity of employees will be kept confidential as far as is practicable throughout this procedure. However, in some circumstances, it may be possible for others to deduce identity from the action taken by the company to investigate, or to remedy, the misconduct / malpractice.

Concerns expressed anonymously will only be considered if the company decides to do so because of:

- The seriousness of the issue raised;
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources.

All anonymous allegations will be passed to the Managing Director, in consultation with others as appropriate.

External Disclosure

If employees are not satisfied with the decision of the Designated Officer and any further step(s) (if any) taken or their outcome, then they may raise their concerns on a confidential basis with the police, a member of parliament or an appropriate public authority. Before taking any such action, they should first inform the Designated Officer.

Protection

The company will not (and will use reasonable endeavours to ensure that its employees do not) subject employees to any detriment as a result of a disclosure that is made in good faith. Any such treatment should be immediately reported to the Designated Officer.

Employees will not be subjected to any disciplinary action as a result of making a disclosure in good faith in accordance with this procedure. However, if the company believes that the disclosure has been made maliciously, vexatiously, for personal gain or where an external disclosure is made when not "protected" by the provisions of the Public Interest Disclosure Act 1998, and in accordance with this procedure, then the company may bring disciplinary action against the employee.

3.51 Security Policy

Prior to works commencing we shall undertake a risk assessment and assess security issues in relation to lawful and unlawful visitors.

Where any problems are identified as the contract progresses, the security arrangements will be reviewed and due consideration given to ensuring additional security measures are implemented.

Site security measures will be in accordance with HS(G) ISI – protecting the public – ‘your next move’ and consideration given to GS7 (rev).

Accidents to children on construction sites

All sites and compound facilities will be made secure by suitable perimeter fencing and appropriate signs shall be provided and maintained warning trespassers, especially children, of the dangers of construction sites and strictly prohibiting unauthorised access.

All authorised personnel on site shall be required to sign in and out on a daily basis.

3.52 Electrical Isolation

Electrical isolation provides a safe system of work when carrying out a task in the vicinity of live electrical equipment.

The isolation of any circuit to be worked on or near must be carried out by a competent person with adequate technical knowledge or experience to safely carry out the task.

- All circuits isolated to allow a work activity to be carried out will have an appropriate lockout system and the approved sign attached at the point of isolation;
- Only the Site Manager or a nominated deputy is authorised to issue the approved signage to the competent person;
- The isolation register must be on display in the site office and filled in accordingly with the site programme of works for each day;
- Signage should be numbered so that it can be identified to each property;
- Site Management must ensure that signage is signed out and back in each day. When the signage is issued the competent person will be told the address of the dwelling and the work area to be made safe; and
- All isolations carried out must be reinstated safely that day by the competent person and the signage returned to the Site Manager.

Section 4.0

Health

4.1 (WRULDS) Work Related Upper Limb Disorders

These include problems with the shoulder and arm, including the forearm, elbow, wrist, hand and fingers. WRULDS can include neck pain.

WRULDS are widespread across a range of industries and jobs. Any type of work that involves a worker using their arms to carry out tasks can lead to WRULDS. Computer use and assembly work are frequently associated with the WRULDS, but there are many other tasks that may have higher risks.

There is a wide range of symptoms, such as tenderness, aches and pains, stiffness, weakness, tingling, numbness, cramp or swelling. The symptoms may be slight but even if they are they should not be ignored. Something may be wrong which needs to be dealt with.

What is the difference RSI and WRULDS?

They basically refer to the same condition, although the term repetitive strain injury is used by some to refer to pain in the arm when working with computers. The term WRULDS covers a range of other medical conditions. HSE prefers to use the general term ULD because problems might not be due to the strain and there may not be any sign of injury.

WRULDS can be successfully managed in the workplace by:

- Assessing the risks – this means looking around your workplace to see which jobs may cause harm;
- Reducing the risk of ULDS – this could mean changing the way work is organised;
- Helping sufferers back to work.

Assessing the risks of WRULDS in your workplace:

The main areas that are likely to increase the risk of WRULDS are listed in the table below. They can interact with each other to increase the risk.

Uncomfortable working positions

These include moving the arm to an extreme position, e.g. working above head height, working with a very bent elbow, or holding something in the same place for a period of time.

Using a lot of force

This includes handling heavy objects, carrying out fast movement or having to overcome friction, such as undoing a belt.

Carrying out a task for a long period of time

The risk of injury generally increases with the length of time a task is carried out. Carrying out a task for short period of time is unlikely to cause an injury, except where the task requires a lot of effort.

Poor working environment

Working in cold temperatures or handling cold items; dim light, shadow or glare which cause a worker to adopt an awkward position to see better and vibration can increase risk of ULDS.

Underlying effects of the work and conditions

They include lack of control over the work and speed, excessive demands, fears over loss of job and lack of status. They are sometimes called psychosocial issues.

Individual Assessments

Individuals are different in terms of their body size and reach, age, ability (particularly in the case of new pregnant employees) health and disabilities. Some workers are more affected by certain risks. Some may differ in their attitude towards safe working practices and in reporting symptoms.

As employees we shall avoid the need for hazardous manual handling as far as is practicable. The risks of injury due to manual handling shall be assessed, specifically for hazardous manual handling which cannot be avoided. The Risk Assessment shall take account of the risk of injury from manual handling operations.

The principal objective of the Risk Assessment is to minimise the risk from the activities and evaluate if the operation can be undertaken by utilising different methods. Mechanical means can be utilised in many circumstances but some may not be achievable. Where practicable it is essential that the following are measured with respect to the Risk Assessment:

The Tasks; do they involve holding loads away from the body, twisting, stooping, reaching upwards, large vertical movements, carrying distances, pushing, pulling, movement of loads, repetitive handling, insufficient rest or recovery times at work rate imposed by a process. Are the loads heavy, bulky, uneven, difficult to grasp, unstable or unpredictable, potentially harmful e.g. sharp, hot.

Does the working environment put constraints on posture, has it got uneven floor levels, is the environment too hot / cold / harmful, are there strong air movements, poor lighting, restrictions on movement or posture from clothes or personal protective equipment. Does the capacity of the individual meet the ergonomic requirements of the person undertaking the operation such as health problems, preparing etc.

The layout of the workplace should be assessed.

Supplier shall be consulted in relation to lifting operations and provisions shall be adopted to ease lifting and guidance must be given.

Training is important in overcoming harm from lifting operations; however other options must be addressed such as the use of mechanical aids, ensuring that loads can be lifted and assessments made to avoid harmful lifting activities. The following shall be adopted which provide guidance for good handling techniques:

- Stop and think. Plan the lift. Where is the load going to be placed. Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift – such as floor to shoulder height – consider resting the load mid-way on a table or bench in order to change grip;
- Place feet apart, as far as is comfortable giving a balanced and stable base for lifting;
- Adopt a good posture. Bend knees so that they are as level with the waist as possible, do not kneel or over flex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load, if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips;
- Get a firm grip. Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible;
- Don't jerk. Carry out the lifting movement smoothly, keeping control of the load;
- Move the feet. Do not twist the trunk when turning to the side;

- Keep close to the load. Keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible try sliding it towards you before attempting to lift it; and
- Put down, then adjust. If precise positioning is necessary, put it down first, then slide it into the desired position.

4.2 Hazardous Materials

The Control of Substances Hazardous to Regulations (COSHH) places duties on the group of companies to make an assessment of all substances used within the business. A COSHH Assessment shall be utilised to identify substances and work processes which may create health problems. A detailed COSHH manual has been produced which consists of the most commonly utilised materials within our scope of works. The COSHH regulations require us to:

- Compile an inventory of substances;
- Obtain manufacturers data sheets for substances;
- Determine which substances are hazardous and the development of a hierarchy of control;
- Provide appropriate training;
- Undertake medical surveillance where the assessments identify this requirement.

Within our COSHH manual the main principles of the above are laid down together with how to produce, record and monitor the works being undertaken with substances. The health surveillance is a mandatory process listed in schedule five of the COSHH ACOP. In the majority of cases the company does not utilise any substances which are required to have health surveillance carried out.

However in certain operations and where new substances are being used checks of an informal nature shall be carried out e.g. records of absenteeism are analysed to determine any occupational trends, these records shall be kept for a minimum of five years.

If some substances have a potential to be dangerous to health, they should be exchanged for less harmful alternatives. If the substance is exchanged, the measures to control the use of the substance must be assessed and put into practice.

The Buyers, Contracts and Construction management and persons who order substances shall make sure that the relevant COSHH data sheets are available.

Where sheets are not available, an assessment shall be carried out using the COSHH assessment form.

The site and line manager is responsible for making sure that employees are aware of the dangers and put control measures into practice.

The site manager shall maintain a COSHH record file for each site, and shall include relevant COSHH information in the health and safety file.

4.2.1 Work with Treated Timber

- All preservatives used for treating timber that is brought onto (or treated on) the site are identified and suitable assessments of risks to health, as required under the COSHH regulations, are carried out when any timber is used or treated;
- Consider how any timber which has been pre-treated will be handled, especially if the work may create wood shavings, sawdust and so on;
- All staff involved in this work must be trained;
- Use type-H vacuum cleaners for cleaning up dust that is caused by preparing contaminated wood;

- Fire protection shall be available (dry, powder or foam extinguishers);
- Vehicles to transport the timber shall be controlled by a competent person;
- No-one shall smoke in areas where the treatment is being carried out or where solvent fumes may be present.

4.3 Use of Mechanical Hand Tools (Hand Arm Vibration)

With the rise in the use of mechanical hand tools there are health risks associated with continued use, these are:

- Vibration White Finger;
- Carpal Tunnel Syndrome.

These cause permanent and painful numbness and tingling in the hands and arms, painful joints and muscle weakening and damage to bones in the hands and arms.

The magnitude of vibration can vary according to the type and model of tool and materials being worked. Avoiding high vibration tools is a big step towards reducing exposure to vibration.

Older tools tend to produce more vibration than modern tools. Many modern tools have been specifically designed to reduce Hand Arm Vibration (HAV). The use of a new power tool may not solve the problem. If the tool chosen is not suitable for the job to be done, it could increase the risk.

There are general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to assess the risks from using power tools and to reduce them so far as is reasonably practicable. The Provision and Use of Work Equipment Regulations 1998 also apply.

The power tool selected shall be:

- Suitable for the work it is intended to do and the condition in which it will be used;
- Used only for operations and in conditions for which it is suitable;
- Designed and constructed so as to reduce the risk from vibration;
- Used only by workers trained to use it safely; and
- Properly maintained throughout its working life to sustain its best vibration performance. These actions shall also help in complying with the control of vibration at work regulations.

Power tool manufacturers (and importers, suppliers and tool hire firms) can help in the selection of the most suitable and safest tools for your particular needs. They can provide useful information and advice about tool vibration, selection and management. They have a duty to provide information on managing vibration risks that they have been unable to eliminate by design.

Anyone supplying power tools for use in the UK must comply with the Supply of Machinery (Safety) Regulations 1992 (as amended) of the legal duties of power tool suppliers, manufacturers, importers and hire companies.

Power tools must be designed and constructed so as to reduce risks from vibration to the lowest level possible making use of technological progress.

An instruction book must accompany power tools and it must include:

- Warning about any vibration-related health and safety risks from using the tool;
- Information on the limit of safe use;

- Power tools must be designed and constructed so as to reduce risks from vibration to the lowest level possible making use of technological progress;
- Information on the limit of safe use;
- Either a statement of the vibration level or a statement that the vibration test has produced a vibration value below 2.5 m/s².

In accordance with the Control of Vibration at Work Regulations 2005 Keepmoat shall ensure:

- The limit value of 5m/s² for daily exposure is not exceeded;
- Risk Assessments are produced;
- The daily exposure action value of 2.5m/s² A (8) is not exceeded;
- Usage times to be recorded on the vibration log;
- The use of vibrating tools are eliminated where possible, where elimination is not practicable, reduction of exposure to vibration shall be reduced as low as is reasonably practicable;
- A programme of measures to be taken at the action values to reduce vibration to a level as is reasonably practicable;
- Actions are taken at limit values and prohibitions on exceeding the limit values;
- Weekly averaging of exposure to vibration in specified circumstances;
- Health surveillance shall be carried out with employees exposed to vibration; and
- Employees shall receive all necessary information, instructions and training associated with the equipment used.

4.4 Use of Plant and Equipment (Noise)

Noise should be eliminated at source or reduced to a low level as is reasonably practicable.

Noise induced hearing loss is a gradual, irreversible process, which causes misery to those affected and costs the industry millions of pounds in claims. Protecting people from harmful noise through engineering techniques and the issue and wearing of suitable protection is worth the effort of both time and money.

Action levels

Noise is measured in decibels (dB), and when the measurement is for use in hearing protection; it is measured using an 'A' weighed filter (A). A time weighted average, Leq, is then used to give us a base measurement or sample Leq, e.g. 80 dB (A).

The Control of Noise at Work Regulations sets 'Action Values', which can be measured as levels of daily or weekly exposure.

1st Action Level is LEPd 80 dB (A)

2nd Action Level is LEPd 85 dB (A)

Any exposure at or above the Lower Action Value requires a risk assessment to be carried out and an action plan produced.

Any exposure at or above the Upper Exposure Action Value requires hearing protection zones to be established and the mandatory wearing of hearing protection.

Hearing Protection

Whilst there is no legal requirement to provide hearing protection until the Lower Exposure Action Value is reached it is Keepmoat's policy to make hearing protection available to employees on request.

Management Action

All work on site shall be pre-planned and where an assessment exists, listed actions shall be followed. In addition, employees shall be given details of the assessment and the information contained, and this must be given prior to starting operations. Work shall then be monitored to ensure that noise control and wearing of hearing protectors is implemented. Should there not be an assessment for a noisy operation, or if hearing protectors are not listed on schedules, the Safety Department shall be advised, in order that an assessment be made. Employees who are in any doubt about the need for an assessment, shall contact the Safety Department for advice. The wearing of hearing protectors shall be enforced until an assessment has been made.

4.5 Use of Plant (Whole Body Vibration)

In accordance with the Control of Vibration at Work Regulations 2005 Keepmoat shall ensure:

- A suitable Risk Assessment is produced, reviewed and regularly updated;
- The use of vibrating plant is eliminated where possible, where elimination is not reasonably practicable, reduction of exposure to vibration shall be reduced as low as is practicable;
- The limit value of $1.15 \text{ m/s}^2 \text{ A(8)}$ for daily exposure is not exceeded;
- Action is taken to reduce risks where exposure to whole body vibration is above $0.5 \text{ m/s}^2 \text{ A (8)}$;
- A programme of measures is to be taken at the action values to reduce vibration to a level as is reasonably practicable;
- Actions are taken at limit values and prohibitions on exceeding the limit values;
- Weekly averaging of exposure to vibration in specified circumstances;
- Employees shall receive all necessary information, instructions and training on health risks and controls; and
- Health surveillance shall be carried out with employees exposed to whole body vibration.

4.6 Asbestos Containing Materials

Introduction

This Policy sets out the company's management plan and procedures for managing asbestos.

The presence of asbestos containing materials (ACM's) does not in itself constitute a danger. However, it is hazardous when disturbed or damaged and must be treated accordingly.

The Policy conforms to both the Health and Safety at Work Act 1974 and the Control of Asbestos at Work Regulations 2006.

Management Systems

Surveying and Sampling

A suitable asbestos survey in accordance with MDHS 100 will be organised by Clients or individual Business Units prior to commencement of work on site. The type of survey will be determined by the scope of work and will be carried out by UKAS accredited organisations. Where possible, results of surveys will be included in the pre-construction information pack.

Removal Works Requiring a Licence

All asbestos removal works requiring a licence under the Control of Asbestos at Work Regulations act 2006 will be carried out by Licensed Contractors. All contractors shall be registered with ARCA.

Non-licensed Removal Works

There are occasions when asbestos removal works do not require a licence. These are:

1. Works of specific nature, resulting in low intensity exposure.
2. Works to materials in which the asbestos fibres are firmly linked in a matrix such as:
 - a) Asbestos cement
 - b) Textured coatings
 - c) Any bitumen, plastic, resin or rubber, vinyl, tiles, etc.

The Company has assessed the following tasks to fall under the conditions above and they can therefore be carried out without licence under controlled conditions.

1. Minor works to decorative coatings
2. Removal of vinyl tiles
3. Removal of acoustic sink pads
4. Removal of asbestos cement sheets.

There are other minor works that fall within the above scope and therefore could be removed without licence. However, removal works undertaken by the company will be strictly limited to works covered by task sheets.

Each individual Business Unit will determine whether the above works are to be carried out in-house or by licensed contractors. FHM NE only can remove non licensed asbestos, all other business units must use a licensed contractor for all asbestos works.

Assessment of Risk

Before any non-licensed works identified above can be carried out in-house, a suitable and sufficient assessment of the risk created by the exposure, to the health of those employees and of the steps that need to be taken to meet the requirements of the Regulations will be undertaken.

Therefore, personal air monitoring testing will be carried out by specialist contractors over a 6 week period for all non-licensed tasks identified above. The results will be used to ensure exposure levels are not likely to exceed recommended safe limits. If assessments confirm safe exposure limits have not been exceeded, air monitoring exercises can stop and records will be retained on site.

Training – Asbestos Awareness

All directly employed operatives will undergo suitable asbestos awareness training in accordance with Regulations. Furthermore, any subcontractor likely to be exposed to ACM's will also be required to undergo such training.

Training – Asbestos Removal (non-licensed)

Where non-licensed works are to be undertaken by individual Business Units we will ensure that all operatives and supervisors involved have had appropriate asbestos removal training. All training records will be retained by Training Departments.

Monitoring of Work

All operatives carrying out asbestos removal works will complete a daily and weekly log / record of work. The log will detail the name, address, NI number of each operative, the nature of the tasks undertaken and the duration of work. Logs and records will be archived for 40 years. An annual summary will be produced by each business unit for review at the insurance renewal negotiations.

Health Monitoring

Works of a sporadic, low intensity nature to materials fixed in a matrix such as the tasks identified above do not require routine health monitoring. However, all operatives carrying out removal works will be subject to general health monitoring as part of the Group's Occupational Health Strategy.

The uses of asbestos include:

- Insulation board
- Sheeting materials
- Textured coatings and lagging to pipe work
- Floor tiles
- Acoustic pad to sink
- Ceiling tiles.

This list is not exhaustive and it has been used in varied locations within construction up until 1999 when there was a complete ban of the material.

We shall ensure that all relevant works are notified to the HSE within the designated timescales. We shall also ensure that operatives undertaking asbestos sampling or removal are competent and that suitable risk assessments and method statements have been supplied and are followed for the activities.

4.7 Lead

Control of Lead at Work Regulations 2002

Lead can be encountered in many different conditions within the working environment and can have potential for ill health. Lead was utilised in paint products and the use of burning equipment should only be used following tests on the material to determine the characteristic. The hazards associated with the product are that it is toxic by dust inhalation, absorption into the skin and if ingested is a poison. Where there is a build up of the poison this has health implications on organs.

4.8 Blood Bourne Viruses in the Workplace

Guidance has been published by the HSE with respect to Blood Bourne Viruses within the workplace. As a major proportion of our works are undertaken in an occupied environment there may be a cause for concern.

The main BBVs of concern are:

- Hepatitis B Virus (HBV), Hepatitis C Virus and Hepatitis D Virus, which all cause Hepatitis, a disease of the liver;
- Human Immunodeficiency Virus (HIV) which causes Acquired Immune Deficiency Syndrome (AIDS), affecting the immune system of the body.

These viruses can also be found in body fluids other than blood. Other body fluids or materials such as urine, faeces, saliva, sputum, sweat, tears and vomit carry a minimal risk of BBV infection, unless they are contaminated with blood. Care should still be taken as the presence of blood is not always obvious.

Preventing or controlling the risk

In occupations where there is a risk of exposure to BBVs, the following measures to prevent or control risks apply, but you may need to adapt them to your local circumstances in ensuring a safe system of work:

- Prohibit eating, drinking, smoking and the application of cosmetics in working areas where there is a risk of contamination;

- Prevent puncture wounds, cuts and abrasions, especially in the presence of blood and body fluids;
- When possible avoid use of, or exposure to, sharps such as needles, glass, metal etc, or if unavoidable take care in handling and disposal;
- Use good basic hygiene practices, such as hand washing; and
- Control contamination of surfaces by containment and using appropriate decontamination procedures (see Decontamination procedures);

Immunisation

Immunisation (vaccination) is available against HBV but not other BBVs. The need for a worker to be immunised should be determined by the Risk Assessment.

Reporting Incidents

Under the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) there is a legal duty to report certain incidents and dangerous occurrences to your relevant enforcing authority. Incidents such as a puncture wound from a needle known to contain blood contaminated with a BBV should be reported as a dangerous occurrence to your relevant enforcing authority.

Action after possible infection with a BBV where employees are contaminated with blood or other body fluids the following action shall be taken without delay:

- Wash splashes off your skin with soap and running water;
- If your skin is broken, encourage the wound to bleed, do not suck the wound – rinse thoroughly under the running water;
- Wash out splashes in your eyes using tap water or an eye wash bottle and your nose or mouth with plenty of tap water – do not swallow the water;
- Record the source of contamination;
- Report the incident to your supervisor, line manager or health and safety adviser.

Seek immediate medical advice, the circumstances of the incident need to be assessed and consideration given to any medical treatment required.

Special Considerations for First Aiders

The risk of being infected with a BBV while carrying out your duties is small, precautions can be taken to reduce the risk of infection.

- Cover any cuts or grazes on your skin with a waterproof dressing;
- Wear suitable disposable gloves when dealing with blood or any other body fluids;
- Use suitable eye protection and a disposable plastic apron where splashing is possible;
- Use devices such as face shields when you give mouth-to-mouth resuscitation, but only if you have been trained to use them; and
- Wash your hands after each procedure.

4.9 Preventing Dermatitis at Work – Advice for Employers and Employees

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. Because of this it is sometimes called 'occupational contact dermatitis'. It is not infectious, so it cannot be passed from one person to another.

How quickly you get it depends on a number of things:

- The substance;
- Its strength and potency; and
- How long and how often it touches the skin.

Some things might affect you almost the first day you use them, some might take weeks, months or even years to cause occupational dermatitis. Dermatitis usually affects the hands or forearms, the places most likely to touch the substance. But you can get it on your face, neck or chest from certain types of dusts, liquids and fumes. Dermatitis can even spread to parts of your body that haven't been in contact with the substance. It can be very painful. But with a little care most cases can be prevented.

- Wear the right sort of gloves and remember to change them frequently;
- Use a moisturising cream before and after work. this will help to replace the natural oils that your skin loses when you wash or when you come into contact with detergents and solvents;
- Wear a face shield or full-face mask, and protective coveralls if you do a job where liquids, fumes or dust that can cause dermatitis might get onto your face and neck;
- Keep your skin clean;
- Make sure protective clothes are clean and intact;
- Keep the workplace clean, including machinery and tools;
- When using diluted chemicals, make sure they are diluted to the correct strength – if they are over strength they are more likely to cause dermatitis;
- Inform employees about any substances they work with that can cause dermatitis, train employees to use any control measures you provide;
- Provide the right protective clothing and gloves, seek advice from your supervisor on the different types of clothing appropriate for different jobs to protect against different substances;
- Ensure protective clothing is cleaned and replaced regularly (unless they are disposable); and
- Ensure there are adequate washing facilities.

We have a duty under the Control of Substances Hazardous to Health Regulations 2002 and the Management of Health and Safety at Work Regulations 1999 to prevent employees from coming into contact with substances hazardous to health which cause dermatitis. If it is not reasonably practicable for you to prevent their exposure to these substances, the law says you must do what you can to control that exposure.

All persons at risk will be subject to routine health monitoring as part of the groups occupational health charter.

4.10 Weil's Disease (Leptospirosis)

People working in areas where there may be contact with rat urine, or water contaminated by rats, may contract leptospirosis (or Weil's disease). The infection can enter the body through damaged skin, the nose or the mouth.

The disease is a form of jaundice and can be fatal or result in permanent disability if it is not diagnosed and treated at an early stage. The symptoms are similar to flu.

Areas of risk include sewers, drains, watercourses (rivers, streams and so on), canals, docks, derelict buildings, rubbish tips, farms and other places that may be infested with rats.

People working in likely contaminated areas should make sure that any cuts or scratches are carefully cleaned with sterile wipes or soap and water, and covered with a waterproof dressing. After contact with untreated water, you should thoroughly wash your hands and forearms with soap and water, especially before eating, drinking or smoking. People should not rub their nose, mouth or eyes while they are working.

We will give leptospirosis cards to those employees who are at risk, and they should show these whenever they go to their doctor or hospital.

4.11 Work Related Stress

Keepmoat is committed to protecting the health, safety and welfare of its employees. The company wishes to provide long-term and rewarding work for its employees and to ensure that in carrying out our duties, employees are not affected detrimentally in any way. The company recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. The policy detailed below has been developed in accordance with HSE Management Standards as documented with INDG424 'working together to reduce stress at work'.

This guidance applies to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

Definition of Stress

The Health and Safety Executive define stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive state of mind if managed correctly, and stress which can be detrimental to health.

Stress is a complex phenomenon, and is often generated by variety of causes both inside and outside of the workplace.

Outside Work Pressure and Demands

The company recognises that at any one time a proportion of its employees may be suffering the result of such trauma in their private life. Without in any way wishing to be intrusive, it wishes to support such employees and provide assistance as is necessary. The employee's workload may add to the problems caused by a trauma in their private life. The company encourages all employees to advise their manager of any occurrence, and should notification be made, expects managers to try and assist, by relieving the load on the employee wherever possible.

Increased Responsibilities

The company wishes to encourage those employees who seek more responsibility to attain it, and will provide encouragement and training to enable employees to reach the level of responsibility they are happy with.

The company also recognises that some employees will not wish to take on more responsibility and will not seek to urge such employees to change their views on this.

As a result of an employee taking on a level of responsibility for which they subsequently discover they are not suited, or as a result of an unexpected or unplanned increase in workload, the company accepts that employees may be placed in a situation where they are unable to cope and, if their health is not to suffer, changes need to be made. All employees experiencing such problems are expected to advise their manager of their problems. The company expects all managers to be sympathetic and to take steps to try to relieve the load on the employee.

Statement of Intent

- The company will seek to identify workplace stressors and aims to eliminate stress or control the risks from stress;
- The company will seek to consult with safety representatives on proposed action relating to prevention of workplace stress;
- The company will seek to provide training for all managers and supervisory staff in good management practices and to recognise and tackle the cause and effects of stress in the workplace;
- The company will usually provide confidential counselling for staff affected by stress caused by either work or external factors; and
- The company will seek to provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Expected Behaviours:

Managers

- Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- Ensure staff are trained to carry out their roles;
- Ensure staff are provided with development opportunities;
- Monitor loads to ensure that employees are not overloaded;
- Monitor working hours and overtime to ensure employees are not overworking;
- Monitor holidays to ensure that staff are taking their full entitlement;
- Attend training as necessary in good management practices and health and safety;
- Ensure that bullying and harassment is not tolerated within their jurisdiction; and
- Be vigilant and offer support to an employee who is experiencing stress outside of work e.g. bereavement or separation.

Health & Safety and HR Staff

- Provide specialist advice and awareness training on stress;
- Support individuals who have been off sick with stress and advise them of their management on a planned return to work;
- Refer to counsellors and specialist agencies as appropriate;
- Monitor and review the effectiveness of measures to reduce stress;
- Inform the employer of any changes and developments in the field of stress at work;
- Give guidance to managers on the stress policy; and
- Assist in the monitoring of the effectiveness of measures to address stress by collating sickness absence statistics.

Employees

- Raise issues of concern with safety representatives, line managers and the HR department; and
- Accept opportunities for counselling when recommended.

4.12 First Aid

All sites and workplaces shall have enough trained first aid personnel and first aid equipment. The first aid box shall be located in the site manager's office. The site manager is responsible for making sure that the contents are replaced as necessary.

A trained first aider shall be available on every site. The name of the first aider and the location of the first aid box shall be posted in the canteen and office. The phone number of the nearest hospital shall also be displayed on the site notice boards. The first aid resources shall be set out in a site health and safety plan, and will include cover for Keepmoat employees and subcontractors on site.

All accidents, however minor, shall be reported and recorded in the accident book.

All new employees shall be informed where first-aid resources are.

Discarded Hypodermic Syringes

To minimise the risk to employees and sub-contractors, the following procedures shall be adopted:

- All employees and sub-contractors shall be briefed on the possibility of discarded hypodermic syringes being found in their areas of work; and
- Personnel working in high-risk areas (e.g. clearing dwellings, gardens and drains) shall wear anti stab gloves.

Procedure when finding a discarded syringe:

- Use improvised tongs for moving it to a safe place. 'Safe place' being out of the work area, and then to the Site Office;
- Place in a strong plastic wallet and keep in a secure place until collected by the Safety Manager;
- Do not bury, under any circumstances, in the area where the syringe is found; and
- Place needles in sharps box.

Procedure if the skin is punctured:

- Encourage immediate bleeding;
- Wash the wound area thoroughly;
- Consult a Doctor (GP) at the earliest opportunity;
- Inform the Safety Manager and enter details in the Accident Book.

Display Screen Equipment

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures shall be followed:

- Users of display screen equipment shall be individually identified by Human Resources;

- Users will receive sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds etc.
- Users shall be entitled to request an appropriate eye and eyesight test. Where 'special' corrective appliances are needed, a special pair of spectacles for display screen work may be prescribed. Keepmoat shall pay for the eyesight test and make a contribution towards spectacles required for display screen work.

Alcohol, Drug and Solvent Abuse

Alcohol and drug abuse have serious implications for users and for their work, particularly with machinery or in hazardous situations. Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work. These symptoms include:

- Smell of alcohol;
- Slurred speech;
- Unusual lack of co-ordination; and
- Change in behaviour, particularly aggressiveness.

Anyone found to be consuming alcohol on the premises without prior authorisation will be subject to the Disciplinary Procedure, and may be dismissed for gross misconduct. Anyone found intoxicated by alcohol or under the influence of non-prescribed controlled drug substance on the premises will be removed, subject to the Disciplinary Procedure, and may be dismissed for gross misconduct.

The policy applies to all employees regardless of seniority.

Alcohol

Keepmoat is committed to the view that a working environment free of alcohol abuse is healthier, safer and more productive.

Whilst working or conducting company business, employees must be free from any undue influence of alcohol so as not to affect their ability to carry out their duties in a safe, competent and professional manner and in compliance with the law.

Being under the influence of or the consumption of alcohol is not permitted on company premises, except in specially prescribed circumstances and with the express permission of a manager. Prescribed circumstances may include social events and hospitality for visitors.

Undue influence of alcohol at work is deemed to be gross misconduct.

Drugs and Substances

Keepmoat is committed to the view that a working environment free of substance abuse is healthier, safer, and more productive. In addition to its health and safety responsibilities, the company has a duty to notify police if an employee is found to be in possession of drugs or to be supplying illegal substances under the Misuse of Drugs Act 1971.

Substance, in context of this policy, means non-prescribed controlled drug substances such as solvents. It can also be extended to include the misuse of prescribed or non-prescribed drugs.

It is a criminal offence for a person to be in possession of a controlled drug except where it is prescribed for them by a medical practitioner. It is also a criminal offence for a person to supply a controlled drug to be used, kept or supplied on the premises in which they are in charge.

The taking, possession or misuse of a non-prescribed drug or substance, and the misuse of prescribed drugs, is not permitted at any time.

Driving

The company feels strongly that employees should not drink and drive at any time. Being under the influence of substance or alcohol whilst driving is absolutely prohibited. A breach of this policy may amount to gross misconduct and will lead to disciplinary action up to and including dismissal.

Alcohol and Substance Abuse

Any employees with an alcohol or substance abuse problem are invited to speak to their manager or the HR department with an assurance of complete confidentiality to the extent that this is possible due to the company's legal obligations to comply with the Health & Safety at Work etc Act 1974. Every effort will be made to assist an employee in dealing with such a problem.

In all such situations, the employee will be referred to the HR Department who will liaise with health professionals (e.g. the employee's GP) to initiate rehabilitation. Where time off work for treatment is agreed with occupational health this will be covered by the company sick pay scheme. Once assistance has been agreed, the employee is obliged to accept this support. Failure to do so will be dealt with appropriately, which may involve the Disciplinary Procedure.

Managers who suspect that an employee is abusing or is dependent on alcohol or substance will discuss the matter with the individual concerned. In such situations, performance and conduct standards will be set and monitored and, if necessary, further action will be taken which may include formal disciplinary action.

Section 5.0

Environmental

5.1 Environmental Policy

Given the growing importance of environmental issues both within our sector and as a primary objective for the government, Keepmoat firmly believe that an environmental approach to construction makes good business sense. By providing sustainable development in the heart of communities, by regenerating Brownfield sites and use of local resources, the company seeks to benefit the local environment whilst minimising the negative environmental consequences of its activities.

In order to achieve our overall environmental aims we will:

- Ensure that objectives and targets are set and reviewed;
- Communicate this policy to all persons working on behalf of the organisation;
- Make this policy available to the public;
- Comply with all relevant environmental legislation and regulations;
- Prevent pollution arising from our operations;
- Work to achieve continual improvement of our environmental performance.

In particular we shall:

- Encourage our clients and consultants to consider the environmental impact of the project from design to completion;
- Reduce, where possible, the use of materials and products from non-sustainable sources;
- Use our technical expertise to identify new techniques and methodologies to minimise waste;
- Gain respect from the local communities by ensuring our sites are clean and tidy, and that dust and noise are kept to a minimum;
- Recycle waste materials wherever possible;
- Share 'Best Practice' with customers, partners, subcontractors, suppliers and the wider community;
- Use and maintain an efficient fleet of company vehicles which have reduced impact on the environment; and
- Promote environmental awareness throughout the company to ensure working practices are carried out in accordance with this policy.

5.2 Legal Requirements

All standards shall be complied with and all necessary changes to the procedures shall be updated as necessary in line with developments in environmental best practice. The business unit's environmental management system shall detail all relevant aspects and impacts with respect to their specific activities.

By complying with an environmental management system we aim to reduce damage to the natural environment, air, land, water, resources, and habitats. All regulatory documents shall be consulted and reviewed on a regular basis to ensure compliance.

5.3 Emissions to Air

It is our intention to ensure that all plant supplied to ourselves is compliant with current regulations and legal requirements. On site where noise is to be an issue checks shall be carried out prior to the commencement and all findings recorded.

Where practicable on site, the use of electrical power tools should be used, as this shall minimise emissions of noise and fuel due to the use of generators. Noise on site poses a risk firstly to the operatives on site and local residents; this shall be managed in such a way as to minimise the effect on the surrounding environment.

During construction activities dust can be created from machinery, traffic and power tools, in order to minimise this it is advisable where practicable to damp down areas, which may be vulnerable. Dust causes many problems e.g. annoyance to neighbours, risks to health especially persons with breathing difficulties and has ecological impacts.

It is essential that all plant is used correctly and not abused which may increase their emissions of noise or fuel due to over revving etc. All plant shall be maintained in accordance with the manufacturer's instructions and when necessary shall be supplied on site with a certificate of conformance.

During the use of plant on site all checks shall be carried out to ensure the plant is working effectively and is not causing a nuisance due to excessive emissions. All plant will be turned off when not in use.

5.4 Emissions to Water

Surface water drains including land drains and most road drains should carry only uncontaminated rainwater as these lead to the local river, stream or soak away. The foul water drain is designed to carry contaminated wastewater safely to a storage lagoon, treatment system or sewerage works for treatment. In the case of an isolated site where drainage connections cannot be made a tank shall be placed on site and emptied on a regular basis for disposal at a treatment plant. Prior agreement from the local sewerage undertaker is required prior to any connection to the public foul water system.

Surface water can be contaminated with silt, heavy metals, chemicals and oil, which can be damaging to watercourses and groundwater. In many cases it shall require treatment by controlling the pollution at its source or just before the discharge point.

Wash waters from mobile pressure washers should not be discharged into surface water drains, watercourses or soak ways.

5.5 Waste Management

Keepmoat recognise that it has a responsibility to preserve and improve the quality of the environment and in doing so improve the quality of life in all aspects. In order to achieve this, our aim will be:

- Discourage waste and encourage the recycling of materials;
- Improve energy efficiency and promote the development and implementation of renewable energy sources;
- Aim to reduce and discourage waste from our activities;
- Encourage a responsible and informed attitude to the use of chemicals and fuels utilised during our activities;
- Instruct the proper disposal of hazardous fluids and substances in line with current legislation including COSHH and CHIP regulations;
- Ensure that all suppliers comply with our policy;
- Ensure compliance with all applicable Environmental Legislation. Training shall be given to all staff with reference to the protection of the environment in order that they can evaluate situations on site; and
- Implement site waste management plans on all sites in line with the principles identified above.

5.6 Material Management

Where practicable and during the tender stage of the project we shall recommend to the client of the need to provide materials that are from a sustainable source, and to ensure the reduction in the demand for natural resources as:

- Natural resources which are not renewable;
- Extraction causes damage to the environment;
- Better material management ensures less wastage;
- Less wastage increases cost effectiveness;
- Greater use of reclaimed materials cuts down on the use of new natural resources.

5.7 Contaminated Land

Where works are to be undertaken on Brownfield sites a ground contamination survey shall be undertaken to determine the extent of the existing contamination that may be present in the existing strata. A full investigation shall be carried out. During excavation works all materials shall be separated for removal off site. Where practicable we shall endeavour to prevent pollution from leaching into the surrounding land and waterways.

All archaeology shall be protected as far as is reasonably practicable. If a site of importance is uncovered during our undertakings the relevant parties shall be informed in order that a full investigation of the site can be undertaken. During initial site investigations all relevant documentation, which relates to the previous land uses shall be consulted in order to determine the previous land usage. Unexpected finds on sites can result in delays to the programme and damage to sites of Archaeological interest can result in prosecution.

5.8 Site Waste Management Plans

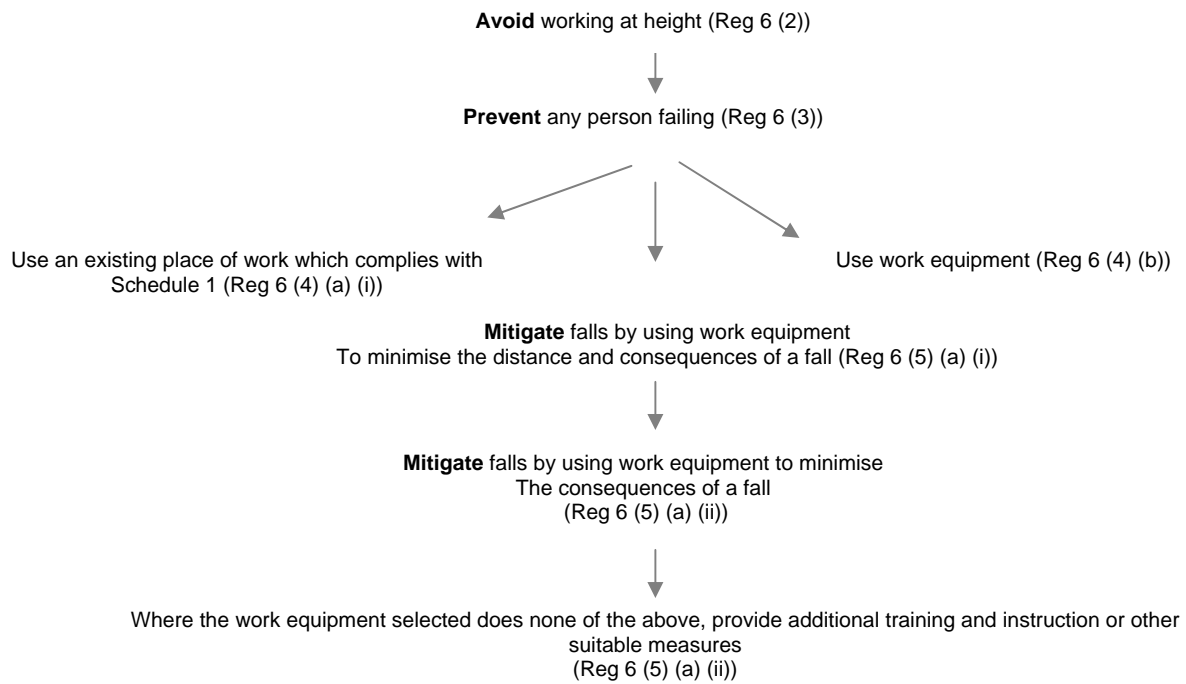
- All sites over £300,000.00 in value will have a Site Waste Management Plan in place;
- Where possible, plans will be developed by the client and passed onto the site teams during pre-commencement;
- It will be the responsibility of the site team to develop and maintain management plans;
- Advice and assistance shall be obtained from the Health & Safety Department where required;
- Plans will be available for audit purposes at all times;
- Quantities / figures obtained during the development of SWMP's will be recorded and distributed accordingly.

Any issues that are not addressed by this Health and Safety Policy are covered by separate documentation.

Section 6.0

Appendices

6.1 Appendix 1 – Guidance An overview of the Regulations 6 hierarchy of control measures



In all cases **collective protection measures** have **priority over personal protection measures**

The Hierarchy of Control Measures

Hierarchy

