

Company Health & Safety Policy 2023

01 Company statement

The company will take all reasonably practical precautions to ensure health & safety at work of employees whether on company premises or when carrying out its business elsewhere and recognises that a duty of care extends to other people whilst on company premises. The responsibility for safety at work belongs to all employees from senior management to subcontractors. The company also accepts, through employees, responsibility for the health & safety of others affected by company action.



The company recognises its responsibilities under the Health & Safety at Work Act etc 1974 (HSWA); Construction (Design & Management) Regulations 2015 (CDM) and other relevant safety legislation with regards to employees and others that may be affected. The company will provide such information, training, supervision, plant and equipment as necessary to identify, eliminate or control hazards and risks at the workplace and adequate resources will be provided for this purpose. This policy and the way it is used will be reviewed annually to reflect changes in the nature and size of the business or new or amended legislation.

To achieve these aims the company will:

- *Provide adequate control of the health & safety risks arising from work activities*
- *Consult with employees on matters affecting their health & safety*
- *Provide and maintain safe plant & equipment*
- *Ensure safe handling and use of substances*
- *Provide information/instruction and supervision for employees*
- *Ensure all employees are competent to do their tasks & give them adequate training*
- *Prevent accidents and cases of work-related ill health*
- *Maintain safe and healthy working conditions*
- *Review and revise this policy as necessary at regular intervals*

Although management has ultimate authority and responsibility in relation to all health & safety topics affecting the company; reference should be made in the event of any difficulty arising in the implementation of this policy to company's health & safety advisor. This policy will be made available at all relevant sites & workplaces.



02 Table of contents

01	Company statement
02	Table of contents
03	Health & Safety Executive (HSE)
04	Legal requirements
05	Health & safety at Work Act 1974 (HSW Act)
06	Management of Health & safety at Work Regulations 1999
07	Workplace (Health Safety & Welfare) Regulations 1992
08	Provision & Use of Work Equipment Regulations 1998 (PUWER)
09	Manual Handling Operations Regulations 1992
10	Organisation
11	Employer's responsibilities
12	CDM & risk management advisor
13	Subcontractors and self-employed
14	Office management
15	General arrangements
16	Notifications & documentation
17	Competence and safety training
18	Protection of the public
19	Monitoring health & safety procedures
20	Stress
21	Site tidiness and trade activities
22	Protection of young persons at work
23	Company offices
24	Health & Safety (Display Screen Equipment) Regulations 1992
25	Safe system of work
26	Workplace (Health, Safety and Welfare) Regulations 1992
27	Construction health & safety
28	Construction (Design & Management) Regulations 2015
29	Control of Substances Hazardous to health Regulations 2002
30	First aid and RIDDOR
31	Communal areas and visitors to site
32	Drugs and alcohol
33	Construction health hazards
34	Personal Protective Equipment
35	Electrical safety
36	Portable Electrical Appliances (PAT)
37	Hot work
38	Gas safety
39	Fire and explosion
40	Lasers in construction
41	Hazardous Waste (England & Wales) Regulations 2005
42	Asbestos
43	Dust, emission and odour management
44	Control of Noise at Work Regulations 2005
45	Working at Height Regulations 2005
46	Installation of materials
47	Slips and trips
48	Hand Arm Vibration (HAV)
49	Violence at work
50	New and expectant mothers
51	Emergency response planning procedures
52	Permit to work system (PTW)
53	Health & safety law poster
54	Environmental Protection Act 1990
55	Accident book & investigation
56	Demolition works
57	Mental health & wellbeing

03 Health & Safety Executive (HSE)

The HSE is the main body responsible for enforcing legislation and providing guidance on health & safety in the workplace. As well as inspectors, there is policy, medical and scientific advisors. In addition to the HSE, more than 380 local authorities are used to enforce relevant law. The Fire Brigade also has certain responsibilities too. The shared responsibility for enforcing health & safety is split by the type of business. The law grants the enforcing bodies a wide range of powers.

Amongst others, they have the legal right to do the following:

- *Enter premises at any reasonable time or at any time if in their opinion there is a dangerous situation*
- *Carry out examinations and investigations, take measurements, photographs and samples, take possession of articles and arrange for them to be dismantled or tested*
- *Require information, take statements from people and inspect copy documents*
- *Issue Improvement & Prohibition Notices and prosecute people in companies*

The HSE has a risk-based enforcement code to guide local authorities in their interventions. They also have a published list of sectors and activities suitable for proactive inspection, which includes the construction sector.

04 Legal requirements

Criminal liability:

A crime is an offence against the state.

In health & safety law, criminal liability refers to the duties and responsibilities under statute, primarily the Health & safety at Work Act etc 1974 (HSAWA). There are also several sets of regulations, including Construction (Design & Management) Regulations 2015. These implement legislation and provide minimum health & safety requirements expected of an employer. Both HSAWA and CDM 2015 are written in complicated legal jargon, so in order to help explain them in a language that is easier to understand Approved Codes of Practice (ACOPs) and guidance notes are issued regularly.

The penalties that can be imposed by the criminal courts include fines and imprisonment.

Civil liability:

A civil action typically involves negligence and/or breach of legislation. In addition to the HSAWA and the CDM 2015, various cases have also established legal principles which employers are obliged to follow. In a civil action a 'claimant' (the wronged person) sues a 'defendant' (the wrongdoer) for a remedy, usually financial compensation. The question of whether a breach of a duty imposed on an employer by the regulations gives a right of action in civil proceedings is one which needs careful consideration.

For injuries sustained prior to October 2013, a breach of a duty does not automatically give a person a right of action in civil proceedings against an employer, but this is often the case. It is nonetheless still necessary to consider the wording of the specific regulation. For injuries sustained after October 2013, however, the introduction of the Enterprise & Regulatory Reform Act 2013 means that the regulations will not impose civil liability, unless the regulations state otherwise. Those exceptions are limited. A breach of the regulations will now be used to try to prove that an employer has acted negligently.

Legal advice should always be sought.

05 Health & safety at Work Act 1974 (HSW Act)

The **Health & safety at Work Act 1974** requires the business owner to carry out actions that are reasonable and practicable in order to protect the workforce. The Act covers not only those who work full-time but also part-timers, casual workers and outside contractors. It also includes those who may use your business premises or equipment, which may include visitors and delivery drivers. The regulations tend to relate to specific issues or risks in the workplace. It is, of course, impossible to make your premises 100% safe and risk free, and the HSW Act recognises this.

As a general rule, to prosecute criminal proceedings successfully, the HSE must prove beyond reasonable doubt that the business owner failed to act as a reasonable employer in all circumstances.

06 Management of Health & safety at Work Regulations 1999

All organisations have management processes or arrangements to deal with payroll, personnel issues, finance and quality control; managing health & safety is no different. The **Management of Health & Safety at Work Regulations (MHSWR) 1999** requires employers to put in place arrangements to control health & safety risks.

As a minimum, you should have the processes and procedures required to meet the legal requirements including:

- *A written health & safety policy (if you employ five or more people)*
- *Assessments of the risks to employees, contractors, customers, partners, and any other people who could be affected by your activities*
- *Recording significant findings in writing (if you employ five or more people)*
- *Any risk assessment must be suitable and sufficient*
- *Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment*
- *Access to competent health & safety advice*
- *Providing employees with information about the risks in your workplace and how they are protected*
- *Instruction and training for employees in how to deal with the risks*
- *Ensuring there is adequate and appropriate supervision in place*
- *Consulting with employees about their risks at work and current preventive and protective measures*

Effective management know the risks their organisations face; rank them in order of importance and take action to control them.

The range of risks goes beyond health & safety risks to include quality, environmental and asset damage, but issues in one area could impact in another:

- *Nature and level of risks faced by your organisation*
- *Likelihood of adverse effects occurring and the level of disruption*
- *Costs associated with each type of risk*
- *Effectiveness of the controls in place to manage those risks*

07 Workplace (Health Safety & Welfare) Regulations 1992

This regulation states that your premises should not be, or create, a risk to your workforce. This is not restricted to the building itself but covers the working environment, safety, facilities and housekeeping. The working environment includes temperature, ventilation, lighting & emergency lighting, room dimensions & space, suitability of workstations, seating and outdoor workstations. Safety includes a safe passage for pedestrians & vehicles. Windows & skylights must be capable of being opened, closed & cleaned safely.

Transparent doors & partitions must be marked and made of safe material. There should be safety devices on doors, gates & escalators and floors must be constructed safely and be free from hazards such as slipping, tripping and obstructions. Falls from height, dangerous substances and falling objects should be prevented by guards or safety rails. Warning signs should be placed where necessary. Facilities must be suitable and sufficient lavatories, washing facilities and changing areas together with storage areas and lockers for clothing.

There should be adequate rest facilities and areas for eating and drinking. Drinking water must also be provided. Your workplace must be kept clean and maintained at all times. Spillages must be cleaned up immediately and provision must be made for the removal of waste material. You must keep housekeeping, repair and maintenance records. The regulations do not apply to construction work sites, but they do apply to facilities, design and equipment in buildings used as workplaces and modifications and extensions of such buildings.

08 Provision & Use of Work Equipment Regulations 1998

These regulations, often abbreviated to PUWER, place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

PUWER requires that equipment provided for use at work is:

- *Suitable for the intended use*
- *Safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate*
- *Used only by people who have received adequate information, instruction and training*
- *Accompanied by suitable health & safety measures, such as protective devices and controls (these will normally include guarding, emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices)*
- *Used in accordance with specific requirements, for mobile work equipment and power presses*

Some work equipment is subject to other health & safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER, pressure equipment must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE.

09 Manual Handling Operations Regulations 1992

These regulations require employers to assess the risks to employee health involved in moving and handling objects at work and to remove or minimise these risks.

The regulations require the employer to:

- *Assess manual handling tasks in the workplace by way of a risk assessment*
 - *Keep copies of assessments including post-accident assessments*
 - *Avoid manual handling in so far as is reasonably practicable*
 - *Mechanise tasks if possible and reduce the risk of any injury to the lowest level reasonably practicable*
 - *Train staff in safe methods of lifting if necessary*
 - *Document all training and information given to staff*
 - *Provide information to staff as to the weight or heaviest side of the load*
 - *Have regard to the physical suitability of staff and clothing/footwear*
 - *Have regard to personnel effects they are wearing and knowledge & training*
-

10 Organisation

The effectiveness of the company's health & safety policy is dependent on the personnel responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Ultimate responsibility lies with the directors/owners of the company, but specific duties are delegated to others according to function, experience and training. Company directors/owners, individually and collectively, must ensure the health & safety policy is applied throughout the whole company.

Similarly, management must ensure that the objectives set out in the policy are undertaken in their area of responsibility as well as in other areas in which their work integrates. Site management must ensure that all operatives, subcontractors and visitors to site adopt the health & safety policy. Each individual has a duty of care to themselves as well as to those they come into contact with during the working day. The company will initiate the policy for health & safety to prevent injury, ill health, damage, wastage and set targets for the reduction of accidents and ensure that all company employees are aware of their responsibilities and that each administers and promotes the requirements of the health & safety policy throughout the company.

The company will encourage training for all levels of employees and ensure that safety directives and new legislation are conveyed through all management levels to site, sanction necessary funding for adequate welfare facilities and equipment, training and all matters of health & safety to meet the requirements of the policy. The company will also set a personal example when visiting sites by wearing appropriate PPE and monitor effectiveness and review the health & safety policy periodically. Statutory requirements effecting the company's operations will be adhered to and the company will ensure that the company's health & safety policy is brought to the notice of all employees and that we administer the policy throughout the company.

Sound working practices will be observed throughout the company as laid down by codes of practice and work will be planned and carried out in accordance with statutory provisions. The company will promote liaison on health & safety matters between the company and others working onsite. Employees will be reprimanded for failing to discharge satisfactorily their responsibilities for health & safety and support arrangements for funds and facilities to meet the requirements of the company health & safety policy.

The company will arrange regular meetings with appropriate personnel to discuss company policy regarding accident prevention, performance and potential improvements.

11 Employer's responsibilities

Under the law employers are responsible for health & safety management; however, employees and the self-employed have important responsibilities too. It is an employer's duty to protect the health, safety and welfare of employees and other people who might be affected by the company's business. Employers must do whatever is reasonably practicable to achieve this. This means making sure workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise in the workplace.

Employers have duties under health & safety law to assess risks in the workplace. Risk assessments should be carried out that address all risks that might cause harm in the workplace. Employers must give information about the risks in the workplace and how workers are protected, also instruct and train workers on how to deal with the risks. Employers must consult employees on health & safety issues. Consultation must be either direct or through a safety representative that is either elected by the workforce or appointed by a trade union.

Employers have a legal duty under the Health & Safety Information for Employees Regulations (HSIER) to display the approved poster in a prominent position in each workplace or to provide each worker with a copy of the approved leaflet health & safety law. If workers think the employer is exposing them to risks or is not carrying out their legal duties regards to health & safety, and if this has been pointed out to them but no satisfactory response has been received, workers can make a complaint to the Health & Safety Executive.

12 CDM & risk management advisor

The company's CDM and health & safety advisor will monitor the effectiveness of company policy for health & safety against the performance of the company and initiate any changes, developments and amendments to the policy as and when necessary. The advisor will receive information regarding new safety legislation or changes in existing legislation and liaise with the Directors and other relevant personnel regarding the interpretation of such information and the actions required in order to meet the legislation.

The Advisor will promote an interest for health & safety matters throughout the company and foster an understanding that injury prevention and occupational hygiene are an integral part of company and operational efficiency. The advisor will ensure that all employees are aware of their responsibilities and each administers the requirements of this policy within their department and with due regard to all other employees and departments and report to the Directors on all matters relating to safety and training, new safety directives and legislation and seek to establish the company's response.

The advisor will assist all levels of employees with implantation of safety legislation by obtaining copies of the legislation and any codes of practice, arranging training for all employees, obtain visual aids to promote awareness of injury and hazards to health and ensure that regular site surveys are carried out to see that only safe and healthy methods of working are in operation and that all regulations are being observed. The advisor will maintain contact with official and professional organisations and inform the HSE of all notifiable accidents, assist in the investigation of notifiable accidents or dangerous occurrences and recommend means of preventing reoccurrence, supervise the recording and analysis of information on injuries and ill health, assess accident trends and review overall safety performance.

The advisor will set a personal example when visiting sites by wearing the appropriate PPE and monitor effectiveness and review the policy periodically and have a wide

knowledge of the requirements of CDM regulations and all other relevant legislation. The advisor will carry out site inspections to see that only safe methods of working are in operation, that all regulations are being observed, that welfare facilities have been provided and properly maintained and that first aid requirements are met and determine the cause of any accident or dangerous occurrence and recommend means of preventing recurrence.

13 Subcontractors & self-employed

Subcontractor's must comply with the company's health & safety policy and submit their health & safety policy for verification. They must provide relevant assessments as appropriate and method statements if necessary, prior to commencement onsite. All work must be carried out in accordance with relevant statutory provisions and considering the safety of others onsite and the general public and comply with any safety instructions given to them by the site management. All plant and equipment brought onto site must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.

Personnel must be adequately trained in the use of such plant and equipment and where appropriate, provide proof of competence. Subcontractors are not permitted to alter any scaffolding provided for their use or interfere with any plant or equipment on site unless authorised. No power tools or electrical equipment greater than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest BS for industrial use and in good condition. All equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of the policy.

Immediate action must be taken if any hazards or defects are noted. Any injury sustained or damage caused by subcontractors' employees must be reported immediately to site management. They must provide site management with the name of the person they have appointed as their safety supervisor and provide suitable welfare facilities and first aid equipment in accordance with the regulations for their employees unless arrangements have been made for subcontractors' employees to use the company's facilities.

Subcontractors must prove (when appropriate) that at least one of their work-force onsite is suitably trained in first aid. Any material or substance brought onsite which has health, fire or explosive risks must be used and stored in accordance with the regulations and current recommendations and that information must be provided to the site manager and any other person who may be affected onsite. Workplaces must be kept tidy and all debris, waste materials, etc cleared as work proceeds.

Subcontractors must provide & wear and/or use any appropriate items of protective clothing and equipment (PPE) required for the process in which they are engaged. The company's health & safety advisor regularly inspects sites and reports on health & safety matters. They have the authority to stop work at any time they consider that there is an imminent risk of serious injury. Subcontractors informed of any hazards or defects noted during these inspections are expected to take immediate action to rectify the problem.

14 Office management

Office management is responsible for ensuring that the standards of safety required by the Health & Safety at Work Act 1974 are maintained throughout the company's

permanent establishment/s and are responsible for ensuring that reports and statistics are presented in the Director's Annual Report as required by the **Companies Act 2006**. The Act is an act of parliament that currently serves as the primary source of company law in the United Kingdom.

15 General arrangements

At the planning stage of each project the requirements of the company health & safety policy will be considered including any information contained in the CDM pre-construct health & safety information. Any aspects of work not covered by this policy will be identified and planned by the management and written procedures defined. If necessary, a pre-contract meeting will be arranged and specific safety matters discussed. Written method statements will be prepared; considering health & safety requirements and defining procedures as necessary.

All subcontractors will receive a copy of the company health & safety policy, the construction phase plan and a list of safety rules & requirements. Acceptance of the contract by subcontractors is deemed to include acceptance of the requirements of the policy. Subcontractors must confirm any article or substance to be supplied is safe and without risk to health when used as directed. Subcontractors must also provide details of any tests or examinations carried out and full instructions for the safe use of the specific article or substance.

All information received from subcontractors and suppliers will be passed to site management for implementation or reference. Subcontractors need to demonstrate that their employees, where required, have also undergone similar and appropriate training. All personnel will receive training in their responsibilities as defined in the company policy. Training will be given on a regular basis and whenever there are changes to legislation or methods of working. Where operatives are required to carry out key tasks, they will be provided with the necessary training to suit the task in hand.

Whilst appropriate qualifications are required by the company before employment starts, it is not accepted that training will cease for that particular employee. Company policy requires all employees to continue training during the course of their employment with the company. The company will provide such additional and specialised training courses as appropriate and necessary for the requirements of their duties whilst in employment of the company. All training is mandatory with formal records of any training being kept by the company.

Employees are encouraged to enquire about suitable training where they feel it would be beneficial to them and the company.

16 Notifications & documentation

The company will make any necessary notifications to the local authorities. The HSE will also be notified of any construction works not already notified during the design phase of the project under CDM 2015. Any alterations to premises that may breach the requirements of the **Regulatory Reform (Fire Safety) Order 2005** will be notified to the appropriate bodies prior to commencement of work onsite. The company will notify relevant authorities as required by the company policy regarding any underground or overhead work or if demolitions are to be used.

The company will ensure that the **F10 notification** is displayed prominently onsite as required by CDM 2015. The company will ensure that a complete copy of the company health & safety policy is made available onsite for reference and a copy of the current employer's liability certificate is issued for display. All necessary statutory

notices, regulations, registers and accident report forms will be issued to site. Site management will ensure that all registers, site inspection reports & other documentation relating to health & safety are returned to the company office for safe keeping at the completion of the project.

The office management is responsible for ensuring this documentation is maintained at the office in a safe place for a minimum of three months.

17 Competence & safety training

The company recognises that safety training is an integral & important part of its overall health & safety policy & will be treated as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he/she has received adequate training to help him/her understand the hazards involved and the precautions to be taken. Site management must be able to give safety training for jobs under their control and it will be incumbent upon them to ensure that on the job training is given to new employees or those new to a job.

The company recognises as fundamental to the success of its health & safety policy that all sectors of management should have received the training necessary to control effectively the areas of which they are responsible. To be competent, the company must have sufficient knowledge of specific tasks to be undertaken and risks which the work will entail, sufficient experience and ability to carry out our duties in relation to the project and to recognise limitations and take appropriate action in order to prevent harm to those carrying out construction work or those affected by the work.

Under CDM 2015 the company will:

- *Take reasonable steps to ensure persons appointed are competent*
- *Not instruct workers to carry out or manage design or construction work unless competent*
- *Not accept an appointment unless the company is competent*

Assessments will focus on the needs of the particular project and be proportionate to the risk, size and complexity of the work. Assessments of individual competence will focus on the needs of the job and be proportionate to the risks. The company will provide supervision, training and instruction as necessary. By selecting the right people for the right job and appointing them early, all in the project team can make sure the project is safe to build, safe to use, safe to maintain and delivers good value. Those new to construction work will need close supervision by a competent person until they can themselves demonstrate competence.

18 Protection of the public

The **Health & Safety at Work etc Act 1974** places a duty on all employers and the self-employed to take reasonably practicable steps to ensure the health & safety of people who are not in their employment, such as members of the public. The Act also places a duty on employees to co-operate with their employer on health & safety matters and not to do anything which puts others at risk. All necessary measures required for the protection of the public will be allowed and planned for with consideration given at planning stage of any operation for the protection of the public, where possible barriers, fencing and screening will be erected to prevent access by the public or visitors to site unless accompanied by a responsible person.

19 Monitoring health & safety procedures

Monitoring and reporting are vital parts of a health & safety culture. Management systems must allow the board to receive both specific (eg incident-led) and routine reports on the performance of health & safety policy. Much day-to-day health & safety information need be reported only at the time of a formal review but only a strong system of monitoring can ensure that the formal review can proceed as planned and that relevant events in the interim are brought to the board's attention.

The company will ensure that:

- *Appropriate weight is given to reporting both preventive information (such as progress of training and maintenance programmes) and incident data (such as accident and sickness absence rates)*
- *Periodic audits of the effectiveness of management structures and risk controls for health & safety are carried out*
- *The impact of changes such as the introduction of new procedures, work processes or products, or any major health & safety failure, is reported as soon as possible to the board*
- *There are procedures to implement new and changed legal requirements and to consider other external developments and events*

Effective monitoring of sickness absence and workplace health can alert the board to underlying problems that could seriously damage performance or result in accidents and long-term illness. The collection of workplace health & safety data can allow the company to benchmark the organisation's performance against others in the sector. Appraisals of senior management can include an assessment of their contribution to health & safety performance. Companies can receive regular reports on the health & safety performance and actions of contractors. Some organisations have found they win greater support for health & safety by involving workers in monitoring.

20 Stress

Pressure is part of work and keeps us motivated and productive, but too much pressure, or pressure that lasts for a long time, can lead to stress, which undermines performance, is costly to the company, and can damage both physical and mental health. Common causes of work-related stress include too much or too little work, lack of control over the work being done, conflicting priorities and major change. There are actions the company can take to reduce the pressure these things can cause. Where stress may be a problem, the company will include it in a risk assessment and take action to tackle it.

An effective risk assessment approach to tackling stress should include the following:

- *Measure the current situation using surveys and/or other techniques*
- *Work in partnership with employees to make practical improvements*
- *Agree and share an action plan with employees and their representatives*
- *Regularly review the situation to ensure it continues to improve*

Management standards identify six factors that cause stress at work to help the company think about whether they are present, to give ideas on how to control them and to produce an action plan:

Demands:

Including issues such as workload, work patterns and the work environment

Control:

How much say the person has in the way they do their work

Support:

Including the encouragement, sponsorship and resources provided by the organisation, line management and colleagues

Relationships:

Including promoting positive working to avoid conflict and dealing with unacceptable behaviour

Role:

Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles

Change:

How organisational change (large or small) is managed and communicated

21 Site tidiness & trade activities

Subcontractors must comply with the company's health & safety policy and, in turn, submit their own health & safety policy for verification. If subcontractors further subcontract their work, they must inform the company before work commences onsite for a procedural review. Subcontractors must provide relevant assessments and method statements as appropriate prior to commencement onsite.

These are essential health & safety standards the company aims to follow on all sites, even if the company does not directly employ the people working onsite:

- *Keep site boundary fences or hoarding in good repair*
- *Check boundary regularly to make sure it is in good condition*
- *Only allow authorised people onsite and keep gates closed between deliveries*
- *Keep vehicles and pedestrians apart while they are moving around the site*
- *Make sure footpaths and traffic routes are firm/level & gritted when icy*
- *Keep walkways/stairs & work areas clear & free from obstructions*
- *Site operatives should tidy up as they go*
- *Make sure the site has toilets with hot water & paper/soap*
- *Make sure there is somewhere for workers to change & store/dry clothing*
- *Make sure there is somewhere to sit and eat preferably away from work areas*
- *Keep welfare facilities clean/tidy & well-lit/warm*
- *Put skips where they can be filled easily & collected safely*
- *Make sure timber is stacked flat rather than upright*
- *Make sure pallets used to stack materials are in good condition & on firm ground & not leaning*
- *Explain to everyone onsite the importance of keeping their work area clear and enforce it*

22 Protection of young persons at work

All people are at particular risk of injury in the first six months of a job as they may be unaware of existing or potential risks. Young people, especially those new to the

workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment.

They may:

- *Lack experience or maturity or may be unaware of how to raise concerns*
- *Not have reached physical maturity and therefore lack the strength demanded*
- *Be eager to impress or please people with whom they work*

Those who employ young people can help them to understand the importance of health & safety at work. It will serve them well not only in their working life, but in their everyday life as well. Sensible health & safety at work is about managing risks rather than expecting them to be eliminated. Periods of work experience and work-based learning will be the first time that most young people experience the work environment. Good preparation and organisation of placements is essential if these opportunities are to be rewarding and safe introductions to the world of work.

Health & safety law defines people by age as a 'young person' as anyone under 18 years of age. A child is anyone who is not over compulsory school age. He/she has not yet reached the official age at which they may leave school, also referred to as the minimum school leaving age (MSLA). The law on working time defines a young worker as being below 18 years of age and above the MSLA. All risk assessments will take account of certain features which apply to young people.

Before employing a young person, our health & safety risk assessment will take these specific factors into account:

- *Layout of the workplace and the particular site where they will work*
- *Nature of any physical and chemical agents they will be exposed to, for how long and to what extent*
- *Types of work equipment to be used and how this will be handled*
- *How the work and processes involved are organised*
- *Need to assess and provide health and safety training*
- *Risks from the particular agents, processes and work*

The Management of Health & Safety at Work Regulations 1999 requires that young people are protected at work from risks to their health & safety which are a consequence of the following factors:

- *Physical or psychological capacity and pace of work*
- *Temperature extremes, noise or vibrations (including radiation)*
- *Hazardous substances and lack of training and experience*

The extent of the risks we identify in a risk assessment will determine whether we should restrict the work of young people we employ. We will not employ young people to do work which:

- *Is beyond their physical or psychological capacity*
- *Exposes them to substances chronically harmful to human health (including radiation)*
- *Involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety*
- *Involves a risk to their health from extreme heat, noise or vibration*

These restrictions will not apply in 'special circumstances' where young people over the MSLA are doing work necessary for their training, under proper supervision by a competent person and providing the risks are reduced to the lowest level, so far as is reasonably practicable. Under no circumstances can children of compulsory school age do work involving these risks, whether they are employed or under training such as work experience.

23 Company offices

All offices and office facilities will be provided and maintained in accordance with the **Workplace (Health, Safety & Welfare) Regulations 1992**. Management will ensure procedures are drawn up to be followed in the event of a fire and key personnel are given training in the procedures and use of firefighting equipment. Fire drills will be organised at six monthly intervals (date of the drill and relevant comments to be recorded). All fire extinguishers will be provided in accordance with latest regulations and will be serviced and maintained at regular intervals as recommended by the manufacturer.

All fire alarms will be checked monthly and the test recorded and all fire exits will be checked at the start of each day by a nominated person. The nominated person will ensure that all office equipment is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All personnel required to use office equipment will be given training and instruction in its use. Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways and fire exits will be kept clear of materials and be well lit.

Proper facilities will be provided for office personnel required to reach items from high levels.

24 Health & Safety (Display Screen Equipment) Regulations 1992

As an employer, the company must protect workers from health risks of working with display screen equipment (DSE, such as PCs, laptops, tablets and smartphones). The Health & Safety (Display Screen Equipment) Regulations 1992 apply to workers who use DSE daily, for an hour or more at a time. Regulations don't apply to workers who use DSE infrequently or only use it for a short time.

In law employers must:

- *Do a DSE workstation assessment*
- *Reduce risks including making sure workers take breaks from DSE work or do something different*
- *Provide an eye test if a worker asks for one*
- *Provide training and information for workers*

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

The law applies if users are, for example:

- *At a fixed workstation*
- *Mobile workers*
- *Home workers*
- *Hot-desking (workers should carry out a basic risk assessment if they change desks regularly)*

25 Safe system of work

Part of the employer's general duty is to provide systems of work that are, as far as is reasonably practicable, safe and without risks to health.

Components of a system include:

- *Organisation and co-ordination of the work of those involved*
- *Training, instruction and supervision*
- *Layout of plant and appliances*
- *Methods to be used*
- *General conditions of work*

The essence of the present legislation is that employers are expected to manage hazards with the same degree of attention and with the same allocation of resources and priorities as they manage other subjects such as quality control, industrial relations and budgetary matters. Furthermore, as part of management commitment to the principles, employers have a duty to establish and maintain, so far as is reasonably practicable, safe systems of work. Safe systems of work must be identified through the risk assessment process.

The following components of a safe system are identified for guidance:

- *Co-ordination of the work of different trades and activities*
- *Layout of the site and procedures for special tasks*
- *Method of using particular machines and equipment*
- *Method of carrying out particular processes*
- *Instruction of trainees and inexperienced employees in particular tasks beyond their normal experience*
- *Sequence in which the work is to be carried out*
- *Provision of warnings, notices and the issue of special instructions in particular cases*
- *Procedure for introducing changes into normally accepted routines and practices including explanations of why the changes are necessary*
- *Contingency plan to deal with foreseeable emergencies*
- *Auditing or monitoring regime to ensure the system is working safely*

With the provision of safe plant and equipment, general competence of the staff involved including site management, a safe place of work including both the physical place of work and its environment, attention to components listed above will enable employers to meet their statutory duties. The requirement to establish and maintain safe systems of work applies not only to routine activities, which are repeated every day; it also applies to tasks occurring infrequently at certain times such as during annual maintenance work.

It also applies to single one-off jobs which happen only once in a lifetime. It will be clear that there is a different emphasis in each of the categories given. There may be problems of familiarity and the potentially hazardous complacency arising from it. There needs to be emphasis on meticulous planning and constant close supervision by qualified, skilled and experienced staff. In certain cases, ensuring that systems of work are safe may be achieved with the help of Permits to Work. Such written permits formalise the progression through a particular operation.

Most often the operations are those with a high risk. They require clearances at specific stages throughout the operation and a signed go-ahead that it is safe to continue from a named, specifically appointed person. Only when this is done is the next stage allowed to go ahead. The principle of establishing and equally importantly, maintaining safe systems of work, is keenly regarded by enforcing authorities who see it as a direct reflection of managerial competence and commitment.

26 Workplace (Health, Safety & Welfare) Regulations 1992

The **Workplace (Health, Safety & Welfare) Regulations 1992** cover a wide range of basic health, safety and welfare issues and apply to most workplaces with the exception of those involving construction work on construction sites. Employers have a

duty under the Health & Safety at Work etc Act 1974 to ensure, so far as reasonably practicable, the health, safety and welfare of their employees at work. People in control of non-domestic premises have a duty towards people who are not their employees but use their premises.

The regulations expand on these duties and are intended to protect the health & safety of everyone in the workplace, and ensure that adequate welfare facilities are provided for people at work. Several of the regulations require things to be suitable, making it clear that things should be suitable for anyone. This includes people with disabilities. Where necessary, parts of the workplace, particularly doors, passageways, stairs, showers, washbasins, toilets and workstations, should be made accessible for disabled people.

People other than employers also have duties under these regulations if they have control, to any extent, of a workplace. Their duties are limited to matters which are within their control. The owner is not responsible under these regulations for matters outside their control. Tenants should co-operate sufficiently with each other, and with the landlord, to ensure that the requirements of the regulations are fully met.

27 Construction health & safety

The **Construction (Design & Management Regulations 2015)** sets down the principles of protection in relation to falling from height, fragile materials, excavations, traffic routes, welfare facilities, emergency procedures and protecting the public and require that arrangements for dealing with foreseeable emergencies on construction sites including the identification of people to implement the arrangements especially via contacts with the Fire Brigade. Site management will take into account all relevant matters contained in these regulations when formulating a plan of works for each project.

Site management will ensure that prior to work starting or before a new employee starts work onsite that they receive an induction training course outlining specific site hazards and control mechanisms relating to their area of working. Site management will monitor the level of compliance to these requirements by both directly employed and any subcontractors appointed to the project.

Signage:	<i>Red prohibition</i>	<i>Do not do</i>
	<i>Blue Mandatory</i>	<i>Must do</i>
	<i>Yellow Warning</i>	<i>Danger</i>
	<i>Green Safe</i>	<i>Safe condition</i>

28 Construction (Design & Management) Regulations 2015

The Construction Design & Management Regulations 2015, also known as CDM Regulations or CDM 2015 is regulations governing the way construction projects of all sizes and types are planned. CDM 2015 is the latest update to the regulations that aim to improve the overall health, safety and welfare of those working in construction.

These regulations offer a very broad definition of what construction works are, but whatever your role in construction is, CDM aims to improve health & safety in the industry by helping you to:

- *Sensibly plan the work so the risks involved are managed from start to finish*
- *Have the right people for the right job at the right time*
- *Cooperate and coordinate your work with others*
- *Have the right information about the risks and how they are being managed*

- *Communicate this information effectively to those who need to know*
 - *Consult and engage with workers about the risks and how they are being managed*
- Organisations or individuals can carry out the role of more than one duty-holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

Duties for contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor include the following:

- *Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:*

Liaising with the client and principal designer

Preparing the construction phase plan

Organising cooperation between contractors and coordinating their work

Make sure:

- *Suitable site inductions are provided*
- *Reasonable steps are taken to prevent unauthorised access*
- *Workers are consulted and engaged in securing their health and safety*
- *Welfare facilities are provided*

Principal contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor. The company will plan, manage, monitor and coordinate health & safety in the construction phase of a project. This includes liaising with the client and the CDM principal designer preparing the construction phase plan, organising cooperation between contractors & coordinating their work. The company will also ensure suitable site inductions are provided, reasonable steps are taken to prevent unauthorised access, workers are consulted & engaged in securing their health & safety and welfare facilities are provided.

29 Control of Substances Hazardous to Health Regulations 2002

The occupational use of substances is regulated under the COSHH; this is the law that requires employers to control substances that are hazardous to health.

Prevention or the reduction of workers' exposure to hazardous substances can be controlled by:

- *Finding out what the health hazards are*
- *Deciding how to prevent harm to health by a risk assessment*
- *Providing control measures to reduce harm to health*
- *Making sure they are used*
- *Keeping all control measures in good working order*
- *Providing information/instruction and training for employees and others*
- *Providing monitoring and health surveillance in appropriate cases*
- *Planning for emergencies*

Most businesses use substances, or products that are mixtures of substances. Some processes create substances. These could cause harm to employees, contractors and other people. Sometimes substances are easily recognised as harmful. Common substances such as paint, dust or bleach from natural materials may also be harmful.

30 First aid & RIDDOR

The **Health & Safety (First Aid) Regulations 1981** apply to all workplaces in the UK including those with less than five employees and to the self-employed. In the event of injury or sudden illness, failure to provide first aid could result in a casualty's death. The company must ensure that an employee who is injured or taken ill at work receives immediate attention. HSE will prosecute in cases where there is a significant risk, a disregard for established standards or persistent poor compliance with the law. It is the responsibility of all employees including subcontractors or visitors who have an accident or near miss, arising out of or in connection with a work activity to ensure that any incident is reported in accordance with company procedure.

All dangerous occurrences and potential hazards should be reported immediately to site management in order that necessary actions will be taken to reduce risks.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) is the law that requires employers and other people in charge of work premises, to report and keep records of:

- *Work-related accidents which cause deaths*
- *Work-related accidents which cause certain serious injuries (reportable injuries)*
- *Diagnosed cases of certain industrial diseases*
- *Certain 'dangerous occurrences' (incidents with the potential to cause harm)*

The Health & Safety (First Aid) Regulations 1981 require all construction sites to have:

- *First aid kit with enough equipment to cope with the number of workers onsite*
- *Appointed person to take charge of first aid arrangements*
- *Information telling workers the name of the appointed person or first aider and where to find them*

The appointed person will look after first aid equipment and facilities and will call the emergency services as required. They will also provide emergency cover where a first aider is unexpectedly absent (annual leave does not count). Appointed persons do not need first aid training. A first aider, however, is someone who has undertaken training and has a qualification that HSE approves. This means they will hold a valid certificate of competence in either first aid at work (FAW) issued by a training organisation approved by HSE or an emergency first aid at work (EFAW) issued by a training organisation approved by HSE or a recognised Awarding Body of Ofqual.

Number of first aiders required onsite (number of employees):

<i>Fewer than five</i>	<i>At least one appointed person</i>
<i>5–50</i>	<i>At least one first aider trained in EFAW or FAW depending on the type of injuries that may occur</i>
<i>More than 50</i>	<i>At least one first-aider trained in FAW for every fifty people employed (or part of 50)</i>

31 Communal areas and visitors to site

Where work has to be undertaken in communal areas, provision will be made to ensure safe access and egress of all users and will take due care in accordance with requirements of a construction phase plan. Site management will ensure that all work in communal areas is planned in advance so as to cause the least disruption. Where passageways or staircases cannot be used whilst work is in progress site management

will decide for such work to be undertaken out of normal working hours. All surplus materials and waste will be cleared from site on a daily basis.

All materials for use in communal areas will be stored away from the place of work or in the work area and are not allowed to encroach into the area set aside for access or exit. Site personnel will ensure that all work areas are cordoned off or identified by warning signs all times. Where work in communal areas extends over a period of time, operatives will ensure that barriers are positioned and maintained so as to prevent accidental access to the work area. It is company policy to ensure the safety of visitors to sites.

They should not be allowed to enter the works areas unaccompanied and they should not be allowed to enter areas where danger might exist. Protective clothing will be provided where necessary.

32 Drugs & alcohol

Personnel found under the influence of drink or drugs will have the most severe disciplinary action taken against them. The company adheres to the Smoke-free (Premises & Enforcement) Regulations 2006. The company believes that drugs and alcohol misuse is unacceptable, under any work-related circumstances, and therefore apply a zero-tolerance approach. All site operatives are required to sign a statement to confirm that they understand the drugs and alcohol policy and state their personal intention to comply.

Anyone who refuses to comply with the company drugs and alcohol policy will not be considered for employment with the company. Employers have a legal duty to protect employees' health, safety and welfare. Understanding the signs of drug and alcohol misuse (or abuse) will help you to manage health & safety risk in your workplace, develop a policy to deal with drug and alcohol-related problems and support your employees. Misuse is not the same thing as dependence. Drug and alcohol misuse is the use of illegal drugs and misuse of alcohol, medicines and substances such as solvents.

The following issues should be considered as warning signs which could indicate drug or alcohol misuse:

- *Unexplained or frequent absences*
- *Change in behaviour*
- *Unexplained dips in productivity*
- *More accidents or near-misses*
- *Performance or conduct issues*

These can also be signs of other things like stress or illness.

33 Construction health hazards

There have been big improvements over recent years in reducing the number and rate of injuries to construction workers. Despite this, construction remains a high-risk industry and accounts for a high percentage of fatal and major injuries. What is less recognised is that construction is a high-risk industry for health issues too. Every year more working days are lost due to work-related illness compared to injuries.

Cancer:

Construction has the largest burden of occupational cancer amongst the industrial sectors. It accounts for over 40% of occupational cancer deaths and cancer registrations. It is estimated that past exposures in the construction sector annually cause over 5,000 occupational cancer cases and approximately 3,700 deaths. The most significant cause of these cancers is asbestos (70%) followed by silica (17%) working as a painter and diesel engine exhaust (6-7% each).

Hazardous substances:

Dusts, chemicals and potentially harmful mixtures (eg in paints) are common in construction work. Some processes emit dusts, fumes, vapours or gases into the air and these can be significant causes of breathing problems and lung diseases. A number of construction-related occupations also have high rates of dermatitis from skin exposures to hazardous substances.

Physical health risks:

Skilled construction and building trades are one of the occupations with the highest estimated prevalence of back injuries and upper limb disorders. Manual handling is the most commonly reported cause of over seven-day injuries in the industry. Construction also has one of highest rates of ill health caused by noise and vibration.

Underlying causes:

Unlike a factory, construction work takes place in many and varied environments. Different sites can present a range of health risks, including existing ones like asbestos. The extent of these risks can also vary between areas of the same site. Construction sites are constantly changing and a large number of trades may all be carrying out tasks potentially dangerous to their health and that of others. There is generally a low awareness of health risks and the controls needed. It can take many years for serious ill health conditions to develop and the immediate consequence of a harmful workplace exposure may often be dismissed as not significant compared to the immediate impact of injuries caused by accidents.

Many workers are either self-employed, work for small companies, or frequently change employers. Others work away from home. These situations can make it problematical for workers to easily look after their own health and they often have little or no contact with occupational health professionals.

Common principles:

The risks of ill health can be managed by following the simple steps outlined in the rest of this website. These steps follow a few essential common principles:

- *It is possible & practical to carry out construction work without causing ill-health*
- *Managing health risks is no different to managing safety risks: assess/control & review*
- *Everyone involved in construction has a responsibility in managing risks to health*
- *Each must take ownership of their part of the process*
- *Monitoring & health surveillance programmes are not enough on their own*
- *The first priority is to stop people being exposed to the risk in the first place*
- *The law requires steps to be taken to prevent or adequately control work-related health risks*
- *Helping workers tackle lifestyle issues may be beneficial but is not a substitute for this*

Not adequately controlling health risks:

Every case of occupational disease means someone is needlessly suffering. It may also affect friends and loved ones. Managing workplace health helps employers retain experienced and skilled workers. It also helps employees maintain productive

employment. Failing to do this can be costly (eg in terms of lost time productivity and insurance costs). Remember, under the Health & Safety (Fees) Regulations 2012, those who breach health & safety laws are liable for recovery of HSE related costs, including inspection, investigation and taking enforcement action.

The HSE treats non-compliance with health issues very seriously. The HSE places enforcement notices on the Public Register and this could affect your reputation. The consequences can be even more significant when HSE takes prosecution action and cases are listed on the Public Register of Convictions.

34 Personal Protective Equipment

Personal Protective Equipment at Work (Amendment) Regulations 2022 is all equipment designed to protect against risks to health & safety including most types of equipment not covered in other legislation. PPE must be used only as a last resort, where another safer system of work cannot be implemented. If PPE is needed, it must be hygienic and otherwise free of risk to health and provided free by the employer. Even when risks have been assessed, and controlled and safe systems of work have been applied, some risks will still remain.

These could include a risk of injury to the head from falling materials, to the lungs from breathing in contaminated air or asbestos fibres and to the eyes from splashes of corrosive liquid. In these circumstances, PPE is required to reduce the risk of injury. The regulations lay down the main requirements; however, there are special regulations which cover lead, asbestos, hazardous substances, noise and radiation.

35 Electrical safety

Each year about 1,000 accidents at work involving electric shock or burns are reported to the HSE around thirty of these are fatal. Most of these fatalities arise from contact with overhead or underground power cables. Even non-fatal shocks can cause severe and permanent injury. Shocks from faulty equipment may lead to falls from ladders, scaffolds or other work platforms. Those using electricity may not be the only ones at risk: poor electrical installations and faulty electrical appliances can lead to fires which may also cause death or injury to others.

Most of these accidents can be avoided by careful planning and straightforward precautions.

Main hazards:

- *Contact with live parts causing shock and burns (normal mains voltage 230 volts AC can kill)*
- *Faults which could cause fires*
- *Fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere*

Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage - to their plugs and sockets, to their electrical connections and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems. Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work.

There are many things you can do to achieve this including:

- *Install new electrical systems to a suitable standard (eg BS 7671 Requirements for electrical installations) and then maintain them in a safe condition*
- *Existing installations should also be properly maintained*
- *Provide enough socket outlets - overloading socket outlets by using adaptors can cause fires*

Electrical and electronic equipment (EEE) is regulated to reduce the amount of waste electrical and electronic equipment (WEEE) incinerated or sent to landfill sites. Reduction is achieved through various measures which encourage the recovery, reuse and recycling of products and components. The **Waste Electrical & Electronic Equipment Regulations** (as amended) is the underpinning UK legislation.

36 Portable Electrical Appliances (PAT)

A documented system is in place for the periodic inspection, testing and maintenance of all portable electrical appliances including extension cables, tools and other appliances with a plug and lead which are capable of being moved to comply with our duty to maintain all equipment so as not to give rise to danger. An appliance brought into the workplace by employees, or subcontractors, must also be subject to recorded checks and if necessary tested. This work is carried out by a suitably trained competent person in accordance with procedures in the Institution of Engineering and Technology's publication IEE Code of Practice for in-service inspection and testing of electrical equipment.

37 Hot work

Hot work is a process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes involve welding, soldering, cutting, brazing burning and the use of powder-actuated tools or similar fire producing operations outside of designated hot work areas. When flammable materials are not present, industrial processes such as grinding and drilling become cold work processes. A Permit to Work (PTW) is required for hot work.

38 Gas safety

Gas Safe Register maintain the register of businesses and operatives who are competent to undertake both piped natural gas and liquefied petroleum gas (LPG) work in Great Britain, Northern Ireland, the Isle of Man and Guernsey. Under the Gas Safety (Installation and Use) Regulations 1998 for a gas engineering business to legally undertake gas work that is within the scope of the regulations they must be on the Gas Safe Register. Gas Safe registered engineers carry an identity card which consumers are encouraged to ask an engineer for before they have gas work carried out in their home.

The front of the card has a photograph, a registration number and an expiry date and the reverse shows the different categories of work that the engineer is qualified to undertake (eg cookers, boilers & gas fires).

39 Fire & explosion

Most fires are preventable. Those responsible for workplaces and other buildings to which the public have access can avoid them by taking responsibility for and adopting the right behaviours and procedures.

Fires need three things to start, a source of ignition (heat), a source of fuel (something that burns) and oxygen:

- Sources of ignition include heaters, lighting, naked flames, electrical equipment, smokers' materials (cigarettes, matches, etc), and anything else that can get very hot or cause sparks
- Sources of fuel include wood, paper, plastic, rubber or foam, loose packaging materials, waste rubbish and furniture
- Sources of oxygen include the air around us

Employers (and/or building owners or occupiers) must carry out a fire safety risk assessment and keep it up to date. This shares the same approach as health & safety risk assessments and can be carried out either as part of an overall risk assessment or as a separate exercise. Based on the findings of the assessment, employers need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire. To help prevent fire in the workplace, your risk assessment should identify what could cause a fire to start (ie sources of ignition and substances that burn and the people who may be at risk).

Once you have identified the risks, you can take appropriate action to control them. Consider whether you can avoid them altogether or, if this is not possible, how you can reduce the risks and manage them.

Also consider how you will protect people if there is a fire:

- Carry out a fire safety risk assessment
- Keep sources of ignition and flammable substances apart
- Avoid accidental fires (eg make sure heaters cannot be knocked over)
- Ensure good housekeeping at all times (eg avoid build-up of rubbish that could burn)
- Consider how to detect fires and how to warn people quickly if they start (eg installing smoke alarms and fire alarms or bells)
- Have the correct fire-fighting equipment for putting a fire out quickly
- Keep fire exits and escape routes clearly marked and unobstructed at all times
- Ensure your workers receive appropriate training on procedures they need to follow, including fire drills
- Review and update your risk assessment regularly

The **Regulatory Reform (Fire Safety) Order 2005** covers general fire safety in England and Wales. In the majority of premises, local fire and rescue authorities are responsible for enforcing this fire safety legislation. The HSE has enforcement responsibility on construction sites.

Dangerous substances that cause fire and explosion:

Work which involves the storage, use or creation of chemicals, vapours, dusts, etc that can readily burn or explode is hazardous. Each year people are injured at work by flammable substances accidentally catching fire or exploding. Many substances found in the workplace can cause fires or explosions. These range from the obvious (eg flammable chemicals, petrol, cellulose paint thinners and welding gases, to the less obvious - engine oil, grease, packaging materials, dusts from wood, flour and sugar).

It is important to be aware of the risks and to control or get rid of them to prevent accidents.

To help prevent accidental fires or explosions you first need to identify:

- *What substances, materials, processes etc have the potential to cause such an event, ie substances that burn or can explode and what might set them alight*
- *The people who may be at risk/harmed*

Once you have identified the risks, you should consider what measures are needed to reduce or remove the risk of people being harmed. This will include measures to prevent these incidents happening in the first place, as well as precautions that will protect people from harm if there is a fire or explosion.

Key points to remember:

- *Think about the risks of fire and explosions from the substances you use or create in your business and consider how you might remove or reduce the risks*
- *Use supplier safety data sheets as a source of information about which substances might be flammable*
- *Consider reducing the amount of flammable/explosive substances you store on site*
- *Keep sources of ignition and substances that burn apart*
- *Get rid of flammable/explosive substances safely*
- *Review your risk assessment regularly*
- *Maintain good housekeeping*

You also need to consider the presence of dangerous substances that can result in fires or explosions as part of your fire safety risk assessment. This is required under the **Regulatory Reform (Fire Safety) Order 2005 (in England & Wales) Act**. The Fire and Rescue Authorities deal with general fire safety matters in workplaces apart from on construction sites where these are dealt with by HSE or its agents. Enforcement responsibility for fire safety where dangerous substances are kept and used generally lies with HSE or local authorities if they inspect the premises.

40 Lasers in construction

The laser hazard classification scheme rates lasers in increasing degrees of radiation hazard as Class 1/2/3a/3b or 4 according to the measured quantity of laser radiation emitted. Reference should be made to the "Safety in use of Lasers on Site". Only competent operatives should use and install this equipment and arrangements should be made to minimise access to the work area by person not directly involved in the work process if there is a risk of laser light entering the eye. If lasers of Class 2 or above are to be used, specialist advice should be sought.

Installation and use will be supervised by a competent person who will also warn others entering the work area of the risks associated with laser light. Also ensure that the correct covers are fitted to the equipment, minimise the risk of stray reflections and ensure that the laser light cannot escape from the working area and affect other people working nearby. All electrical equipment should be inspected, tested and maintained as required by current regulations. PPE may be required and manufacturer's instructions should be referred to.

41 Hazardous Waste (England & Wales) Regulations 2005

The regulations require organisations which produce any form of hazardous waste to register with the Environment Agency. Hazardous waste definitions include sharps, fluorescent tubes, cytotoxic and cytostatic medicines and other clinical waste. However, organisations which produce less than 500kg of hazardous waste per year are exempt and are not required to register. The company must assess the amount of

hazardous waste it produces each year. If this falls below 500kg then no action is necessary. If it is above 500kg, then the company must register.

It is an offence not to do so. As a guide, 500kg is roughly equivalent to 500 filled 4 litre sharps bins.

42 Asbestos

Asbestos is a natural fibrous rock. It was widely used within homes and other buildings until 1999.

There are three main types:

<i>Crocidolite</i>	<i>Blue asbestos</i>
<i>Amosite</i>	<i>Brown asbestos</i>
<i>Chrysotile</i>	<i>White asbestos</i>

Asbestos acts as an insulator (to keep heat in and keep out cold), has good fire protection properties and protects against corrosion. Because of this, you may find it in many construction materials and building fittings including ceiling tiles, pipe insulation, boilers and sprayed coatings. It was extensively used from the 1950s through to the mid-1980s but can be found in buildings built before the year 2000. Asbestos materials present a risk to your health when the fibres become airborne. This happens if you cut, drill or otherwise break asbestos containing material during construction work.

Working on or near damaged asbestos may also mean breathing in high levels of asbestos fibres. A key risk of developing an asbestos-related disease is the total number of these fibres you breathe. When done regularly, even small jobs can expose you to the danger. The **Control of Asbestos Regulations 2012** set standards for the protection of workers and others from the risks of exposure to asbestos. Asbestos is the biggest occupational disease risk to construction workers.

Asbestos can cause two types of cancer:

- *Mesothelioma*
A cancer of the lung lining (it is always fatal and is almost exclusively caused by exposure to asbestos)
- *Asbestos-related lung cancer*
This is almost always fatal

Asbestos is also linked to other serious lung diseases:

- *Asbestosis*
A scarring of the lungs (it is not always fatal but can be a very debilitating disease, greatly affecting quality of life)
- *Diffuse pleural thickening*
A thickening of the membrane surrounding the lungs (this can restrict lung expansion leading to breathlessness)

Repeated exposure to asbestos increases your risk of developing asbestos-related diseases in the future as the effect is cumulative. These diseases however will not affect you immediately as it can take 15 to 60 years to develop any symptoms. It is also important to remember that you are at a much greater risk of developing lung cancer from asbestos if you smoke. There are a number of steps you can take to prevent this, beginning with always considering the possibility that the property you are working on may contain asbestos.

Before the start of maintenance, refurbishment, demolition or any other type of construction work, employers must identify the presence of asbestos as part of their risk assessment. The owners or managers of non-domestic premises have a duty to manage asbestos. This involves identifying and recording the location and condition of any

asbestos. This record must be made available to anyone carrying out work to help them to manage the risks of exposure to themselves, their employees and others. You should ask to see a copy of this to help you assess the risks and decide on any control measures you may need to put in place.

43 Dust, emission and odour management

Work operations will generate noise and vibrations which are likely to affect site personnel and visitors. Therefore, the company will implement measures to minimise and control the creation of noise, dust and vibrations as much as is practicable. The company will ensure that measures are taken to avoid dust creating a nuisance onsite. Prior to work commencing a method statement outlining proposed measures will be submitted if requested. Methods to mitigate the dust nuisance will include, but not be limited, to the following: dampening down; work area cleanliness; temporary dust control screens if appropriate; control of the use of cutting and grinding equipment onsite and monitoring and review of the effectiveness of methods employed.

The company will ensure that precautionary measures are taken to avoid creating unnecessary odours or emissions. The company will comply with all current legislation on the control of pollution and hazardous substances and the pertaining health & safety legislation and guidance in this area.

44 Control of Noise at Work Regulations 2005

The employer is under a general duty to arrange for an adequate noise assessment and to reduce the risk of damage to the lowest level which is reasonably practicable. Special assessments must be undertaken. Noise can cause damage to hearing and high levels can cause deafness. It can also cause tinnitus, communication difficulties and stress.

Exposure to noise may affect hearing in three ways:

- *Temporary threshold shifts which are reversible depends to some extent upon individual susceptibility*
- *Permanent threshold shift will lead to recovery but not fully and only after the end of the exposure*
- *Acoustic shock involves sudden aural damages resulting from short-term intense exposure or one single exposure*

The average amount of noise exposure during the whole working day is called the "daily personal noise exposure". The regulations also refer to the maximum noise "peak sound pressure" to which workers are exposed in a working day. Noise is measured in decibels (dB). An A-weighting dB(A) is used to measure average noise levels and a C-weighting dB(C) used to measure peak, impact or explosive noises.

The regulations require you to take specific action at certain action values:

- *Lower exposure action values (85dB daily or weekly exposure and 135dB peak sound pressure)*
- *Upper exposure action values (85dB daily or weekly exposure and 137dB peak sound pressure)*

You are required to:

- *Make hearing protection readily available to those that want it if noise exposure is*

between the lower and upper exposure action values

- *When noise exposure exceeds the upper exposure action levels provide your workers with hearing protection and make sure that they use it properly and it is maintained*
- *Provide workers with training and information on hearing protection*
- *Mark zones where noise exposure exceeds the upper exposure action value with recognised signs to restrict entry*
- *You must provide health surveillance for all your workers who are likely to be regularly exposed above the upper exposure action value or at risk for any reason*

There are levels of noise which must not be exceeded. These are daily or weekly exposure of 87dB and peak sound pressure of 140dB. If noise is an issue in the workplace, then the regulations require that every employer should ensure that a competent person makes a noise assessment. The regulations stress that if there is any likelihood of any damage, ear defenders or plugs ought to be provided.

Reducing the risk:

- *Ensure any equipment provided to reduce noise exposure is actually used by employees*
- *Choose the quietest equipment*
- *Reduce the time that employees are exposed*
- *Hearing damage is cumulative & depends on noise levels & how long people are exposed to them*
- *Put noisy machines in separate rooms*
- *Fit silencers to equipment*
- *Proper and regular maintenance of machinery is essential*
- *Use sound insulation materials where possible*
- *Provide hearing tests for those identified as being at risk*
- *Employees are also under an obligation to use noise control equipment if provided*

45 Working at Height Regulations 2005

The purpose of the **Work at Height Regulations 2005** is to prevent death and injury caused by a fall from height. Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning. Employers and those in control must first assess the risks. Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health & safety duties and requirements to be complied with.

46 Installation of materials

Survey of the area will be made to identify any site-specific hazards (reference will be made in the construction phase plan if applicable). Work will be planned, taking any identified risks into account and planning procedures will include handling arrangements, work at height and the use of fixing equipment. All work will be supervised by competent personnel ensuring that the identified controls are implemented. All operatives will be made aware of the risks and controls prior to work commencing.

Agreed safe system of works will incorporate all agreed controls and will be clearly explained to the operatives in the form of a method statement. Advice from site management will be sought prior to any changes being made in the event of the planned installation method not being feasible.

47 Slips & trips

The company must manage work so that people can move safely around the site. Your site should be kept in a clean and orderly condition so as to reduce the chance of injury through slips and trips. Everyone can make a contribution to reducing slips and trips onsite. If you see a risk, sort it, or report it to someone who can. Several thousand construction workers are injured each year following a trip or slip whilst at work on a construction site. Around 1000 of these injuries involve someone fracturing bones or dislocating joints.

Most could be avoided by the effective management of working areas and access routes, such as stairwells, corridors, footpaths and site cabins.

Involving the workforce can help identify problem areas and increase the reporting of near misses.

- *Many slips and trips occur when people are walking on uneven surfaces*
- *The risk can be reduced by providing walkways that are clearly designated as a walkway provided with good conditions underfoot signposted and provided with adequate lighting*
- *You can also use mechanical lifting aids rather than carrying unwieldy loads that block the view ahead and make sure everyone wears suitable footwear with a good grip*
- *Other slips and trips happen because there is something in the person's way, such as building materials or waste*
- *You can help avoid these incidents by everyone keeping their work and storage areas tidy*
- *Planning deliveries to minimise the amount of materials onsite; designating areas for waste collection*
- *Providing skips and bins where needed and making clear the responsibilities for waste removal*
- *If you can use cordless tools you may not need to use cables*
- *Where you need cables for temporary lighting or mains-powered tools, run them at high level, especially along corridors*
- *Treat slippery surfaces with stone (mud) or grit (for ice) or provide temporary covering*
- *Signpost any slippery areas and make sure footwear with a good grip is worn*
- *Where you cannot avoid small changes in level, such as in doorways, consider installing ramps*
- *If you cannot do this, use signs to warn workers to look out for the change in level*

48 Hand Arm Vibration (HAV)

The **Control of Vibration at Work Regulations 2005** aim to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration.

The regulations introduced an:

- *Exposure action value of 2.5 m/s² A (8) at which level employers should introduce technical and organisational measures to reduce exposure*
- *Exposure limit value of 5.0 m/s² A (8) which should not be exceeded*

49 Violence at work

Health & safety law applies to risks from violence, just as it does to other risks from work. The main pieces of relevant legislation are the Health & Safety at Work etc Act

1974 (HSW Act); employers have a legal duty under this Act to ensure, so far as it is reasonably practicable, the health, safety and welfare at work of their employees. The Management of Health & Safety at Work Regulations 1999; employers must consider the risks to employees including the risk of reasonably foreseeable violence; decide how significant these risks are; decide what to do to prevent or control the risks; and develop a clear management plan to achieve this.

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** (RIDDOR); employers must notify their enforcing authority in the event of an accident at work to any employee resulting in death, specified injury, or incapacity for normal work for seven or more days. This includes any act of non-consensual physical violence done to a person at work. Safety Representatives & Safety Committees Regulations 1977 (a) and the Health & Safety (Consultation with Employees) Regulations 1996; employers must inform, and consult with, employees in good time on matters relating to their health & safety.

Employee representatives, either appointed by recognised trade unions under or elected under may make representations to their employer on matters affecting the health & safety of those they represent.

50 New & expectant mothers

Specific health & safety requirements relating to new and expectant mothers at work are mainly contained in **Management of Health & Safety at Work (MHSW) Regulations 1999**. Regulations place a legal duty on all employers to assess health & safety risks that their employees are exposed to whilst at work. Once the risks have been assessed, the employer is then required to put in place the appropriate health & safety measures to control those identified risks. In addition, regulations also require that the risk assessment should include any specific risks to females of childbearing age who could become pregnant, and any risks to new and expectant mothers.

These risks can be from any process, working conditions, or physical, biological or chemical agents. Employers have certain obligations towards their employees once they have been notified in writing that she is a new or expectant mother. When an employee provides written notification to her employer stating that she is pregnant, or that she has given birth within the past six months or that she is breastfeeding, the employer should immediately take into account any risks identified in their workplace risk assessment.

If that risk assessment has identified any risks to the health & safety of a new or expectant mother, or that of her baby, and these risks cannot be avoided by taking any necessary preventive and protective measures under other relevant health and safety legislation, then employers must take action to remove, reduce or control the risk.

51 Emergency response planning procedures

Emergency preparedness helps to minimise human suffering and economic loss that can result from emergencies. It is understood that the size and complexity of projects as well as their access and location have a bearing on the degree of planning necessary for emergencies. Planning should begin before any work commences onsite. Although there may be little time between the award of the contract and the start of the project, a good emergency response plan can be generic and with some minor changes can be easily adapted to specific sites and readily implemented.

Development should include the following considerations:

- *Hazard identification and assessment*
 - *Emergency resources*
 - *Communication systems and procedure*
 - *Administration of the plan*
 - *Emergency response procedure*
 - *Debriefing and post-traumatic stress procedure*
-

52 Permit to work system (PTW)

A PTW system is a formal written system used to control certain types of work that are potentially hazardous. A PTW is a document that specifies the work to be undertaken and the precautions to be taken. PTW is an essential part of safe systems of work for a number of onsite activities. They allow work to start only after safe procedures have been defined and provide a clear record that all foreseeable hazards have been considered.

53 Health & safety law poster

It is a legal requirement that a health & safety law poster is displayed in the workplace. The posters are published by the Health & Safety Executive and must be displayed prominently so that employees have an opportunity to familiarise themselves with the law on health & safety at work. Alternatively, a pocket card can be given to all workers. The latest version of the poster and pocket card was published on 6 April 2009. There is no longer a requirement to put contact details of health & safety representatives and the company's enforcing authority on the poster.

An employer can alternatively provide information as to their employees may obtain this information.

54 Environmental Protection Act 1990

The Act demands certification from an employer of all waste removed from a site. The EPA brings together the system of integrated pollution prevention and control for raw material usage, waste avoidance or minimisation, energy efficiency and the disposal of wastes to land, water and air. It imposes a duty of care on anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of such waste. The Act is one of the most important statutes concerning legal responsibility for environmental welfare; it establishes legal responsibilities for pollution control for land, air and water.

The Act also covers waste disposal and statutory nuisances such as noise or smells.

55 Accident book & investigation

All employees should be informed where the company's accident book is located be it onsite or in the company's office. There are various accident record books available, for manual input, or it is acceptable to maintain records electronically.

However, you choose to document accidents, incidents or near misses, certain specific information is required:

- *Details of name, age, status and job title*
- *Injury details (ie nature of the accident/incident and injury/disease including near misses)*
- *When the accident occurred (ie) date, time and place)*

The accident book is an essential document for employers and employees, who are required by law to record and report details of specified work-related injuries and incidents. It enables businesses to comply with legal requirements under social security and health & safety legislation, including Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR) requirements. Following a work-related accident or injury, an investigation must be promptly conducted to ensure accurate information is obtained.

Near-miss incidents in which no damage or harm resulted should also be included.

Completing an accident investigation is beneficial in determining safety hazards or safety training that will need to be addressed to reduce the risk of more injuries:

- *Assess the Injury*
- *Obtain medical treatment if necessary*
- *Interview injured person and witness/es*
- *Observe accident scene & analyse facts*
- *Keep a check on the injured person*
- *Establish & implement corrective action*

56 Demolition works

The law states that all demolition, dismantling and structural alteration must be carefully planned and carried out in a way that prevents danger by practitioners with the relevant skills, knowledge and experience. A systematic approach to demolition projects is a team effort between many people, who all have responsibilities. Clients must appoint duty-holders who have the relevant skills, knowledge and experience and where organisations, the organisational capability, and are adequately resourced.

Clients, with the help of the CDM principal designer must provide those who need it (eg designers & contractors) with pre-construction information that can reasonably be obtained. A range of surveys and reports will be needed (eg to check for presence of asbestos; structural stability of site and nearby structures; the location of above and below ground live services in the work area). These should be done before work begins and not be left for the principal contractor to organise once the demolition work has started.

The CDM principal designer must plan, manage, monitor and coordinate health & safety issues in the pre-construction phase, before demolition starts, to give principal contractors as much information as possible to allow the principal contractor to keep people (site workers and the public) as far as possible from the risks. Principal contractors must plan, manage, monitor and coordinate health & safety issues during the demolition work. Site management must ensure workers are supervised and are following safe working practice.

Subcontractors and site workers must follow the instructions and plans given to them by those in charge of the work and ensure that their colleagues do too. During demolition and dismantling, workers can be injured falling from edges, through openings, fragile surfaces and partially demolished floors. Duty-holders have a responsibility to assess, eliminate and control the risks of falls from height. Workers and

passers-by can also be injured by the premature and uncontrolled collapse of structures, and by flying debris.

A safe system of work is one that keeps people as far as possible from the risks including:

- *Establishing exclusion zones & hard-hat areas clearly marked and with barriers/hoardings if necessary*
- *Covered walkways*
- *High-reach machines*
- *Reinforcing machine cabs so drivers are not injured*
- *Training and supervising site workers*
- *Uncontrolled collapse*

The structural survey should consider:

- *Age of the structure & previous use*
- *Type of construction and nearby buildings or structures*
- *Weight of removed material or machinery on floors above ground level*

A method statement for the demolition should identify the sequence required to prevent accidental collapse of the structure. Gas, electricity, water and telecommunications services need to be isolated or disconnected before demolition work begins. If this is not possible, pipes and cables must be labelled clearly, to make sure they are not disturbed. Effective traffic management systems are essential onsite, to avoid putting workers at risk of being hit by vehicles turning, slewing, or reversing. Where possible, vision aids and zero tail swing machines should be used.

Hazardous materials that should to be considered include dust, asbestos and respirable crystalline silica (RCS). There may also be material or contamination onsite that has not been cleared (eg acids from industrial processes, paints, flammable liquids, unidentified drums & microbiological hazards). Frequent exposure to loud noise can permanently damage a person's hearing. Noise can also create a safety risk if it makes it difficult for workers to communicate effectively or stops them hearing warning signals.

Vibrating hand tools used in demolition can cause hand-arm vibration syndrome (HAVS). Workers exposure to vibration must be managed and reduced as far as possible. Fire is a risk where hot work, using any tools that generate spark, flame or heat, is carried out. During structural alteration, the fire safety plan must be kept up to date as the escape routes and fire points may alter. There must be an effective way to raise the alarm. Everyone involved must to know what precautions are to be taken onsite.

Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Your employees are often the best people to understand the risks in their workplace.

55 Mental Health & wellbeing

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health.

It can also help promote the employment of people who have experienced mental health problems, and support them once they are at work. Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

The company is committed to the protection and promotion of the mental health and wellbeing of all staff and will continuously strive to improve the mental health environment and culture of the company by identifying, eliminating or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees. The company will continuously strive, as far as is reasonably practicable, to promote mental health throughout the company by establishing and maintaining processes that enhance mental health and wellbeing and to provide a working environment that promotes and supports the mental health and wellbeing of all employees.

