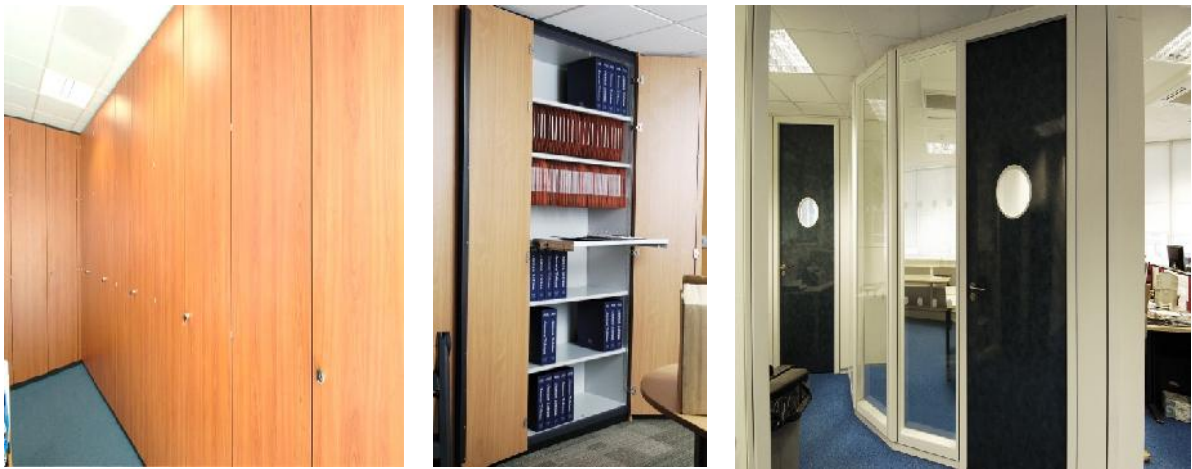




Health and Safety Information



Health and Safety Information

Contents

Section one	Project Details
Section two	Policy Statement and CDM ²⁰⁰⁷ Duties
Section three	Staff and Scope of Work
Section four	Induction and Supervision
Section five	Model safe system of work
Section six	Risk Assessments
Section seven	COSHH Assessments
Section eight	Certificates and Qualifications
Section nine	Record of induction
Section ten	Miscellaneous • How to lift correctly. • Detailed Method Statements (where required). • Pro forma Method Statement for Safe Working • Include any other essential health and safety information.

Section one

James Tobias Lead Fitter & Mobile Number: TBC per job

James Tobias Contact:

Please Note that Full PPE are carried by James Tobias Fitters.

Emergency procedures are to be briefed to our fitters on attendance at the above site address by the site manager.

Safety Advisers:



Building Safety Group Limited

5 Pinkers Court,
Briarlands Office Park,
Gloucester Road,
Rudgeway,
Bristol BS35 3QH

Telephone: 01454 414877

Fax: 01454 415388

Email: info@bsgltd.co.uk

Section two

General Statement

It is the policy of **James Tobias Ltd** to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

The Organisation's Responsibilities

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

Employees' Responsibilities

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with;
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- must not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety; and
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed on behalf of **James Tobias Ltd**.



Jon Dibble

Health and Safety Manager Date: 12/12/2014

A copy of the full Health and Safety Policy is available in the Company's offices where it may be seen at all reasonable times.

The Construction (Design and Management) Regulations 2007

Duties

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a: Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the **Health & Safety Manager**, and the co-operation of all members of management and staff is required.

Principal Contractor Duties:

The key duty of Principal Contractors is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principal Contractors must also comply with the duties placed on all contractors under the Regulations.

Principal Contractors are usually the main or managing contractor. This allows the management of health and safety to be incorporated into the wider management of project delivery. This is good business practice as well as being helpful for health and safety purposes.

Although written plans are only legally required for notifiable projects, all projects must be properly planned and managed, and the principles set out in this section may be relevant to those who plan for non-notifiable projects.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the *Construction (Design and Management) Regulations 2007* are complied with.

Contractor Duties:

Contractors and those actually doing the construction work are most at risk of injury and ill health. They have a key role to play, in co-operation with the Principal Contractor, in planning and managing the work to ensure that risks are properly controlled.

All contractors (including utilities, specialist contractors, contractors nominated by the client and the self-employed) have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

If we occupy the position of Contractor, we will ensure that the requirements of the *Construction (Design and Management) Regulations 2007* are complied with.

Section three

STAFF AND SCOPE OF WORK

Staff

Our staff and operatives are fully trained and qualified with many years' experience in the industry, and some are holders of City and Guilds Qualifications, many are holders of CITB Record Scheme (CSCS) Basic Card and Advanced Card (Supervisor). You will find all our staff and operatives helpful and friendly whilst maintaining a professional attitude and standard.

We operate a strict Health and Safety Policy, which all our operatives adhere to, and where necessary we introduce health and safety awareness to others. Our operatives receive regular training for this discipline and our in-house documentation is constantly updated and maintained by ourselves with the assistance of our Health and Safety consultants the Building Safety Group Limited.

Our scope of work includes

This document specifies a management system for StorageWall services.

It promotes best practice procedures and sets out our arrangements for the health, safety and environmental issues arising from our works, which may include:

- Installation of StorageWall
- Partitioning
- Dismantling and rebuilding of James Tobias StorageWall

The following sections of this file contain an overview of our approach along with relevant policies and documentation.

Section four

INDUCTION AND SUPERVISION

Site induction

Upon arrival to site all operatives will report to the Site Manager who will carry out the essential site induction training (inc. site rules; welfare arrangements; emergency procedures, no-go areas, etc.).

No work will begin until this induction process has been completed.

Supervision

Competent well trained management, able to deliver firm project control lies at the very centre of our service. Delivering projects in a safe manner, on time, within the agreed cost plan and to the expected quality standards are the very minimum customers should expect from **James Tobias Ltd.**

We place great emphasis on selecting, training and supporting our staff. Placing great emphasis on good communication and detailed planning, we seek to provide a proactive and problem solving service which ensures we deliver the highest levels of customer satisfaction.

Through firm control of our responsibilities and good communication with all those involved in each project, we can provide a construction service where the principles of getting it right first time can be delivered to the benefit of everyone.

Operations will be controlled by **Phil Anderson**, who will nominate a supervisor to act in his absence.

Information and Training

We are committed to ensuring the health, safety and welfare of our employees and contractors, so far as is reasonably practicable. We also accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that its statutory duties are met at all times.

Each employee and contractor will be given such information and training as are necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

We shall provide information, instruction and training for all employees to enable them to carry out their duties without putting their selves, and others who may be affected by their work, health and safety at risk.

Protection of the environment

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect your undertaking, and in accordance with the site standard operating practices employed to control the pollution of the working and general environment from noise, dust, hazardous substances and waste materials.

Emergencies:

Action to be taken:

- Stop work immediately.
- Remove all personnel from danger area.
- Inform the Site Manager
- If emergency involves injury to persons or other property, follow site safety procedures.

Section five

INTRODUCTION

The organisation recognises that many of its activities present significant risk to the health and safety of its employees and others, such as contractors, visitors and members of the public.

In order to control these risks, we have developed a safe system of work. We are committed, as an organisation, to ensuring that this safe system of work is effective in controlling our risks. Our policy, therefore, is to:

- identify those activities that require a safe system of work in carrying out our normal risk assessment procedure;
- identify safe methods of work for these activities; where necessary, these will be written formal safe systems of work;
- implement these systems using the expertise of our employees involved in the work activities;
- monitor the workings of the safe systems through workplace inspections and reviewing accident/incident statistics derived from our accident reporting procedure.

The person responsible for managing our safe system of work is ***Jon Dibble, Health & Safety Manager***.

We can only ensure the success of these safe systems with the full co-operation of all our employees.

Safe System of Work

This safe system of work has been produced to assist the site staff to carry out an operation safely and efficiently. It is therefore essential that all relevant information is passed onto and understood by those carrying out the work.

This safe system of work and the associated safety documentation has been prepared with the information available at this time, should there be any material alterations or amendments that could affect either this safe system of work and/or any of its associated documentation it will be reviewed and if necessary further amended accordingly.

This safe system of work, information and the associated safety documentation has been assessed and prepared by: ***Jon Dibble***.

NOTE: No variation or deviation to this safe system of work will be made without the agreement of the above named person.

GENERAL

Safe Working

Management shall maintain systems to ensure compliance with all relevant laws and regulations, and shall continue to work in close co-operation with employees, contractors, customers/clients, site owners and visitors to achieve continuous health and safety performance improvements.

All employees, and subcontractors, will be made aware of any risk their work can impose on others in the vicinity. Our Supervisor will liaise with Project Manager on any concerns to third parties, which may arise.

Worker Training and Competency

Management shall ensure that employees and contractors have received and completed adequate training for the activities in which they are involved and suitable records are kept of such training.

Adequate training shall be deemed to result in competent employees. A competent employee shall be able to:

- a) demonstrate that he/she know what the regulations require of them as an individual;
- b) demonstrate understanding of what the equipment they are using is actually designed to do;
- c) demonstrate how equipment should be used and checked before use and, if an employee is personally responsible, how it should be stored, maintained and, where appropriate, formally inspected;
- d) recognize safe and unsafe situations associated with the work they are carrying out and the equipment being used;
- e) take appropriate and responsible action to rectify any shortcoming found in equipment, processes, procedures or situations.

The majority of our workers will be holders of the CITB CSCS Card. Trainee CSCS members will work under the supervision of a competent worker all the time.

All operatives will comply with all site rules, the requirements of any site induction training, and the content of this method statement.

Toolbox talks will be conducted as, and when, required by the Site Supervisor.

Procedures

Safety Zones

Other contractors and/or members of the public shall be protected from the hazards generated from any of our operations.

LOGISTICS

Operations

Movement of materials

Materials will be delivered to site and transported by manual means, i.e .Manual handling to suitable storage areas.

Packs of materials will be stacked on a suitable base and no more than two pallets high.

As far as is reasonably practicable, materials will be stored in clean dry well ventilated conditions, which are free from excessive and /or rapid variations of temperature and humidity.

Materials will be distributed to the workers' areas using suitable manual aids where necessary i.e Manual Trolleys

Housekeeping

The movement of materials will be undertaken as previously specified.

A 'clean as you go' policy will be adopted. The Site Supervisor will allocate sufficient resources to ensuring that all access routes, and working platforms remain clear of items likely to cause 'slips, trips and falls'. At the end of the shift all work areas will be thoroughly cleaned.

SLIPS, TRIPS AND FALLS

General Statement

Statistics show that slip, trip and fall injuries result in many absences from work, cause unnecessary pain and suffering to employees and economic loss to the organisation. This policy is intended to reduce the risk of slip, trip and fall injuries.

The person with responsibility for implementing the provisions of this policy is *Julian Cross*, Lead Fitter

Arrangements for Securing the Health and Safety of Workers

Elimination of Hazardous Slip, Trip and Fall Areas and Activities

The organisation will ensure that areas and operations which involve a high risk of slip, trip and fall accidents will be eliminated, so far as is reasonably practicable. Measures to achieve this will include careful design of work areas and traffic routes, regular maintenance of work areas and traffic routes, and regular inspection and monitoring of work areas and traffic routes.

Assessment of Risk

The Lead Fitter will carry out trip and fall risk assessments. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment:

The Individual

The age, fitness and dexterity of individuals will be considered, eg whether individuals able to lift their feet rather than drag them when walking. Along with physical ability, individuals' awareness of the risks present and the control measures to be followed will be assessed. Other factors relating to the individual may include the suitability of clothing and footwear worn, and eyesight health in relation to work areas and traffic routes and the levels and consistency of lighting, etc.

The Task or Activity Being Performed

Consideration will be given to whether employees need to carry objects that are awkward in shape or too many objects at once (which might affect balance), whether changes in floor levels increase the risk of falls, whether traffic routes are clear, and whether there are obstacles that must be avoided. Other factors to be considered are whether liquids or slippery materials are present that might cause slip hazards if spilled, or if trailing leads or airlines from equipment create trip hazards.

The Immediate Environment

Consideration will be given to slip, trip and fall hazards created by the physical layout of the area, eg whether equipment obstructs traffic routes, or whether there is travel from outdoor to indoor areas which might lead to water being carried in on footwear, and whether matting or other means of drying the soles of footwear are provided at all access and egress points. Other factors will include the general condition of the roof and floors, whether regular building maintenance is carried out, the type of floor covering used, the materials used for cleaning and polishing the floor (which may affect the coefficient of friction between foot and floor) and the amount and type of lighting provided and the arrangements for its maintenance. Safety signs may have to be displayed during cleaning operations.

Duties of Managers and Lead Fitter

Managers or Lead Fitter must ensure that:

- a) slip, trip and fall assessments are carried out where relevant and that records are kept;
- b) employees wear appropriate footwear, clear away materials and equipment not in use, do not rush in traffic routes and are properly supervised;
- c) adequate information and training is provided to persons involved in activities or working in areas with the potential for slip, trip and fall accidents;
- d) any injuries or incidents relating to slip, trips and falls are investigated, and that remedial action is taken;
- e) employees adhere to safe systems of work;
- f) safety arrangements for the control of slip, trip and fall risks are regularly monitored and reviewed;
- g) regular inspections of work areas and traffic routes are carried out, which cover slip, trip and fall risks: housekeeping, trailing leads, lighting levels and the condition of floors and the building fabric, etc.; and
- h) regular maintenance of buildings, work areas, traffic routes, equipment and lighting takes place and is recorded.

Duties of Employees

Employees must ensure that:

- a) they report to management (in confidence) any personal conditions that may increase the risk of slips, trips and falls;
- b) they comply with any instruction and training, which is provided in relation to the control of slips, trips and falls;
- c) their own health and safety is not put at risk from slips, trips and falls as they carry out work activities;
- d) they use equipment in a way which does not increase the risk of slips, trips and falls to either themselves or others, eg by trailing leads or through causing obstructions in traffic routes; and
- e) any problems relating to slips, trips and falls are reported to a responsible person.

Information and Training

Suitable information and training will be provided to persons who carry out activities involving risks of slips, trips and falls. Additional training will be provided to those identified as being at greater risk. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Work at height: Specific equipment

Mobile Towers

Where we make use of mobile towers, they will be in good condition and examined regularly for defects. Mobile towers will only be erected (3-T system) by competent and trained personnel.

Using the tower

There must be a safe way to get to and from the work platform. This must be on the inside of the tower by an appropriately designed built-in ladder. It is not safe to climb up the rungs on the end frames unless the rungs have been specifically designed for the purpose of getting to and from the working platform – these have rung spacings of between 230 and 300 mm and an anti-slip surface. If you are in doubt, consult the instruction manual.

Falls must be prevented where there is a risk that a fall could result in personal injury. The working platform must be provided with suitable edge protection and toe boards. Guard rails should be at least 950 mm high and an intermediate guard rail should be provided so the unprotected gap does not exceed 470 mm.

Mobile towers shall be inspected, by a competent person, before first use and at specified intervals not exceeding seven days. These inspections will be recorded

NOTE: Before selecting or specifying mobile towers, we shall be satisfied that it is the most suitable item of equipment for the job.

Ladders/Steps

Where access to work platforms is by means of ladders, they will be supplied by us, be in good condition and examined regularly for defects. These examinations will be recorded.

The use of ladders to access and egress scaffolding needs to be carefully evaluated. The best practice suggests a hierarchy of alternatives:

- a staircase;
- a ladder tower with single lift ladders;
- a ladder tower with multi-lift ladders;
- internal single lift ladders; and
- an external pole ladder c/w a ladder access gate, which will prevent falls from height in ladder access areas where handrails are absent.

There may be circumstances where a ladder or steps may be used, i.e. short duration, light-work tasks. However, the use of ladders or steps in such instance will be determined by preparing a task specific risk assessment and applying the hierarchy of control measures. Other than for podium steps, a permit to work will be obtained from the Site Supervisor if required.

NOTE: Before selecting or specifying ladders or stepladders, we shall be satisfied that it is the most suitable item of equipment for the job.

WORK EQUIPMENT

Introduction

The *Provision and Use of Work Equipment Regulations 1998* require employers to ensure that equipment provided for use at work should not result in health and safety risks, regardless of its age, condition or origin.

Work equipment is broadly defined to include everything from a hand tool through to machines of all kinds. Use includes starting, stopping, repairing, modifying, maintaining, servicing and cleaning.

The organisation shall do all that is reasonably practical to ensure that work equipment owned and used on the premises and areas under our control is:

- suitable for the intended use;
- safe for use, maintained in a safe condition and in certain circumstances, inspected to ensure this remains the case;
- used only by people who have received adequate information, instruction and training; and
- accompanied by suitable safety measures e.g. protective devices, markings and warnings.

General responsibilities

Arrangements for Securing the Health and Safety of Workers

The organisation will, in consultation with workers and their representatives:

- take into account the working conditions and risks in the workplace when selecting equipment;
- make sure that work equipment is suitable for the use that will be made of it;
- maintain work equipment so it does not present a risk to health and safety;
- provide adequate information, instruction and training on when and how to use work equipment correctly;

- purchase only equipment in accordance with the requirements of the Supply of Machinery (Safety) Regulations 1992;
- provide protection from dangerous parts of machinery;
- ensure maintenance operations are carried out safely;
- provide protection to guard against specific hazards associated with work equipment;
- ensure work equipment has appropriate controls and means of isolation;
- ensure that work equipment is stable and that suitable and sufficient lighting is provided; and
- ensure that work equipment has appropriate clear, visible or audible warning devices, notices and markings.

Duties of Managers and Lead Fitter

Managers and lead fitter will:

- ensure that the requirements of this Code of Practice and associated guidance are implemented and adhered to within their areas of responsibility;
- ensure that all equipment provided for use in areas under their control are safe and without risk to health and comply with the requirements of the relevant standard. Also that this equipment is maintained to the required standard;
- ensure that all risks arising from work equipment and its use are assessed and suitable control measures implemented. Also to ensure that suitable information, instruction and training is given to users of work equipment; and
- ensure that users of work equipment are competent to carry work using this equipment.

Duties of Employees

Employees will:

- use work equipment in accordance with safe working practices and with any information, instruction or training received. Maintenance to any work equipment must be carried out by suitably trained and competent persons.

ELECTRICITY

The organisation is committed to ensure that all electrical equipment meets the safety requirements of the *Electricity at Work Regulations 1989* so that employees, customers and visitors are not exposed to danger.

Arrangements for Securing the Health and Safety of Workers

In order to fulfil this duty, the following conditions will apply.

- No person may carry out work on any electrical equipment, including the fitting of plugs, fuses and lamps, unless they have been suitably trained. Only competent persons trained and authorised by the organisation will be allowed to carry out these tasks.
- Work on all electrical equipment (fixed, portable or transportable) will be carried out so that it does not constitute a risk to employees or any other persons.
- It is the responsibility of the lead fitter to ensure that any employee or contractor undertaking work on electrical equipment is suitably qualified and classified competent by the organisation.
- Work on or near live conductors will not be permitted without the authorisation of the Lead Fitter
- All reasonable precautions will be taken to ensure that live conductors are isolated before work commences.
- Employees and/or contractors that work on or use electrical equipment should always ensure that:
 - o all electrical equipment is visually inspected for faults before use;
 - o all portable electrical equipment has a valid and current test label attached to them (PAT);

- o all leads and extension leads have a valid and current test label attached to them (PAT); and
- o all extension leads will be covered to prevent damage, and so they do not present a trip hazard.
- All electrical equipment in use will be maintained to a satisfactory standard to minimise risk to employees.
- The organisation will perform regular periodic tests on all electrical equipment in use, either by using internal competent staff or external contractors, and the findings will be recorded.
- Staff will carry out visual inspections prior to using all electrical equipment.
- Only competent persons will be allowed to test equipment. A record will be kept of each test and a tagging system will be used on all electrical equipment.
- Wherever possible, trailing leads will be restricted from use. Any trailing lead in use will be tested separately; visual inspections will be carried out before use and on a regular basis.
- Any electrical equipment found to be faulty should be taken out of service and clearly marked:

Electrical Supply

Where reasonably practicable, all mains electrical equipment will be restricted to 110volt centre-tapped (CTE) system, which shall be properly maintained.

No personal mains powered equipment will be used on any of the organisation's projects unless permission has been given for its use by the Site Supervisor and the equipment has evidence of a current valid test (displayed on an adhesive label on the lead or the equipment itself).

LONE WORKERS

General Policy

The organisation shall ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working. Solitary working exposes employees and others to certain hazards. Our intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level. The person responsible for the implementation of this policy is the Site Supervisor, and the co-operation of management and employees is essential to its success.

Arrangements for Securing the Health and Safety of Workers

Assessments of the risks of working alone carried out under the *Management of Health and Safety at Work Regulations 1999* will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces;
- any problems of communication;
- the possibility of interference, such as violence or criminal activity from other persons; and
- the nature of injury or damage to health and anticipated "worst case" scenario.

Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Defined Working Limits

We shall establish clear procedures to set limits of what can and what cannot be done while working alone. Clearly this is impossible to define in general terms, but examples might include permission to

replenish fuel tanks but not to remove guards or covers in order to investigate a stoppage of machinery. The general precautionary principle of ***“If in doubt, ask a Lead fitter”*** shall be advocated.

Permits to Work

In certain circumstances, particularly when the risks are considered high or where specific legal requirements exist, some or all of the above procedures may be contained in a written permit to work, without which the activity may not take place. Copies of permits would normally be issued to everyone directly involved with the activity, e.g. the solitary worker, the closest supervisor and the relevant manager. Where time limits are a consideration, e.g. to control exposure to heat, fatigue or to ensure essential supplies such as breathing gases are not exhausted, the permit would state required starting and finishing times or maximum duration of the task.

Summary

Working alone can bring additional risks to a work activity. We have developed policies and procedures to control the risks and protect employees, and employees should know and follow them. Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- the lone worker has full knowledge of the hazards and risks to which he or she is being exposed;
- the lone worker knows what to do if something goes wrong; and
- someone else knows the whereabouts of a lone worker and what he or she is doing.

ASSOCIATED HEALTH RISKS

Manual handling

To comply with the *Manual Handling Operations Regulations 1992*, heavy materials such as, RSJs, blocks, or lintels, which could cause problems if they were to be moved by hand, will be identified and manual handling risk assessments carried out.

To reduce manual handling, materials will be delivered to the point of use, the weights known and mechanical methods i.e. wheelbarrows, sack trucks or other plant and equipment used. All those involved in manual handling operations will be suitably trained and equipped, and will avoid repetitive lifting operations.

Noise and Vibration

To conform to the *Provision and Use of Work Equipment Regulations 1998* we will take account of noise and vibration emissions when selecting work equipment. Where the work involves the use of equipment with loud noise and/or high vibration emissions we will select equipment that produces the least possible risk of injury.

We will ensure that tools and equipment are maintained in good order; check that personnel are issued with suitable personal protective equipment, such as ear protectors and gloves; and in the case of high vibration, provide others with proper training on how to grip tools properly, on how to reduce vibration directed into the hands and on how to maintain good blood circulation in the hands.

We will carry out suitable risk assessments and minimise exposure by limiting the length of time that personnel spend using work equipment with loud noise and/or high vibration emissions.

Asbestos Containing Materials

General

It is the policy the company to ensure that, as far as is reasonably practicable, no persons are exposed to risks to their health due to exposure to any asbestos containing materials that may be present in any of the properties it owns or occupies or maintains.

The organisation acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons potentially exposed as far as is reasonably practicable. This will be achieved by minimising exposure through the management of asbestos-containing materials in the workplace premises.

Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start work that could disturb asbestos unless the correct procedures are to be employed.

Arrangements for Managing Asbestos in the Workplace

Before commencing work the premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

If suspect materials are discovered during the course of the works then the work will be immediately halted and others in the vicinity informed. Advice must be sought immediately from the lead fitter who may arrange for any necessary analytical work, air-monitoring tests etc. that may be appropriate.

Hazardous materials and substances (COSHH)

The existing requirements to follow good practice are being clarified and brought together by the introduction of eight principles, which will apply regardless of whether a substance has an Workplace Exposure Limit (WEL):

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

Our operatives will be informed and trained so that they know what the risks are from the hazardous substances used and produced on site, and the actions they need to take to avoid those risks.

Hazardous materials and substances will be identified, such as wet cement (as this can cause dermatitis and cement burns), dusts, oils and greases. Once identified, precautions will be put into place to prevent or control exposure to the hazardous substance by:

- doing the work in a different way to remove the risk entirely;
- using a less hazardous material;
- using tools fitted with dust extraction.

Where necessary, operatives will be provided with suitable personal protective equipment.

A risk assessment shall be carried out for all hazardous materials – see section seven

PERSONAL PROTECTIVE EQUIPMENT (PPE)

We shall provide personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

It is our policy to provide suitable PPE as appropriate, to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

The implementation of this policy requires the co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The person responsible for implementing this policy is ***Jon Dibble, Health & Safety Manager***

Personal Protective Equipment: Principles of Use

All employees, and sub-contractors, will wear protective footwear; safety helmets and hi-viz vests at all times whilst on site

Other PPE will be issued and used as required by the specific risk assessment.

The Supervisor will ensure that operatives are aware of, and take steps to prevent, the effects of the sun.

Information and Training

The organisation provides sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE. This includes temporary staff, persons gaining work experience with the organisation and contractors, as well as those in direct employment. Managers and supervisors who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.

Summary

PPE can only be effective in protecting the wearer or user if the following steps are taken:

- only use PPE in accordance with the instructions provided and for the activities during which they are designed to provide protection;
- only use PPE if fully trained in its use; and
- store, clean, repair and maintain PPE correctly, replacing any items that have been damaged and are no longer serviceable.

FIRST AID AND EMERGENCY PROCEDURES

The company as an employer is required to provide the equipment and facilities appropriate in the circumstances for enabling first aid to be rendered to all employees should they be injured or become ill at work. To this end, first aid boxes will be located at the place of work and we shall ensure that there are adequately trained first aiders available.

All operatives will be made aware of first aid and emergency procedures at the site induction by the Site Manager.

Upon any emergency arising from these works, all operatives will stop work immediately, remove all personnel from the danger area, and contact the Site Manager.

PROTECTION OF THE ENVIRONMENT

Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy and an Environmental Management System.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

Site Waste Management Plans

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

The Site Waste Management Plans Regulations 2008 require every construction project on any one construction site with an estimated cost in excess of £300,000 (excluding VAT) to have in place a SWMP before work begins. However, it is the policy of this organisation to have in place a SWMP for each construction project that it begins.

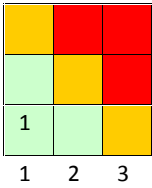
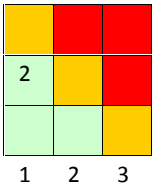
Works not covered within this section or any variation of works will be subject to separate assessment recorded on the Method Statement Amendment Sheet as in Section 10.

Section six

RISK ASSESSMENTS: STORAGEWALL CONTRACTOR

What are the hazards?	Who might be harmed and how?	Precautions to observe	Evaluation of risk With controls																
Falling from height	Serious injury or even fatal injury could occur if a worker falls.	☒ Work at height will only be carried out by persons who have received appropriate and specific training and under the supervision of a competent person. ☒ Workers shall be instructed not to interfere with or misuse access equipment – lead fitter to keep an eye out for problems. ☒ Sufficient mobile towers and/or podium steps available, all in good condition. ☒ Ladders shall be so positioned as to ensure its stability during use, and adequately secure (tied) and placed on a firm surface. ☒ Lead fitter to hold regular toolbox talks on this subject.	Severity <table> <tr> <td>3</td><td></td><td></td><td></td></tr> <tr> <td>2</td><td>2</td><td></td><td></td></tr> <tr> <td>1</td><td></td><td></td><td></td></tr> <tr> <td></td><td>1</td><td>2</td><td>3</td></tr> </table> Likelihood	3				2	2			1					1	2	3
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Slips and trips Stepping on nails and sharp objects	All workers may suffer sprains or fractures if they trip over waste including brick bands and pallet debris. Slips at height could result in a serious fall. All workers could suffer serious foot injuries	☒ Good housekeeping maintained at all times. ☒ Safe route to workplace agreed with the principal contractor based on construction health and safety plan. ☒ Temporary storage locations to be agreed with site manager. ☒ Waste including wrappings and pallet debris shall be disposed of in a dedicated skip. ☒ Safety footwear shall be provided to all operatives and worn at all times while at work. ☒ Lead fitter to ensure compliance. ☒ Lead fitter to hold regular toolbox talks on the subject.	Severity <table> <tr> <td>3</td><td></td><td></td><td></td></tr> <tr> <td>2</td><td>2</td><td></td><td></td></tr> <tr> <td>1</td><td></td><td></td><td></td></tr> <tr> <td></td><td>1</td><td>2</td><td>3</td></tr> </table> Likelihood	3				2	2			1					1	2	3
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What are the hazards?	Who might be harmed and how?	Precautions to observe	Evaluation of risk With controls
Manual handling	All workers could suffer from back injuries and long-term pain if regular lifting/carrying of heavy or awkward objects.	☒ Trolley to be used for moving loads ☒ Check at tender stage for materials weighing more than 20kg, and make necessary arrangements for safe handling. ☒ All workers to be instructed not to raise materials exceeding 20kg by hand. ☒ Provide manual handling refresher training for all workers.	Severity 3 2 1 Likelihood 1 2 3
Hazard to eyes Cutting and drilling of Chipboard.	Operatives could suffer eye injury through flying fragments of chipboard.	☒ Suitable safety goggles shall be worn when breaking/cutting bricks/blocks etc. ☒ Suitable safety goggles shall be worn when using any nailing tool. ☒ Use of goggles to be monitored by the lead fitter.	Severity 3 2 1 Likelihood 1 2 3
Hazardous Substances Dust from drilling masonry / timber materials.	Workers using drilling or cutting equipment may be affected by cement/concrete and wood dust which can cause lung damage Dust exposure may cause silicosis.	☒ Where necessary, workers shall wear suitable dust mask {EN 149, and class, FFP1 (low efficiency), FFP2 (medium efficiency)} and goggles, removing the risk of significant dust exposure. ☒ First aid container to include emergency eyewash.	Severity 3 2 1 Likelihood 1 2 3
Noise From use of Drills	Workers using noisy work equipment or working near others doing so may suffer irreversible hearing damage.	☒ Where possible, less noisy work equipment will be used. ☒ The construction health and safety plan shows other trades using noisy work equipment; we should not be working close enough to these to cause problems. ☒ Lead fitter to brief workers on hazards and control measures.	Severity 3 2 1 Likelihood 1 2 3

What are the hazards?	Who might be harmed and how?	Precautions to observe	Evaluation of risk With controls
Electricity Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill). NOTE: We shall not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.	Operators and others risk potentially fatal injuries if they receive a shock from faulty electrical equipment and/or installation.	☒ Main contractor to provide 110 volt temporary supply. ☒ Operatives know how to check all cables, leads, etc of all powered tools/equipment before use, and to report all faults to their supervisor. ☒ No personal mains powered equipment will be used on any of the organisation's projects. ☒ Toolbox talk, site manager to reinforce rules on electrical safety.	Severity 3 2 1 1 2 3 Likelihood 
Workplace transport	Workers at risk of serious or even fatal injuries from moving vehicles on site – particularly when reversing	☒ Safe route to workplace, and to welfare facilities, agreed with site manager based on site health and safety plan. ☒ Operators know that they must never move vehicles on a site unless authorised by site manager. ☒ Operators shall wear hi-viz tabards while on site.	Severity 3 2 1 1 2 3 Likelihood 

Relevant legislation and sources of information

- Construction (Design and Management) Regulations 2007
- Work at Height Regulations 2005

ACOPs

- The Control of Substances Hazardous to Health Regulations 2002 (as amended). Approved Code of Practice and Guidance (L5).
- The Provision and Use of Work Equipment Regulations 1998. Safe Use of Work Equipment (L22).
- Manual Handling Operations Regulations 1992 (as amended) (L23).
- Personal protective equipment at work (L25).
- Construction (Head Protection) Regulations 1989 (Second edition) (L102).
- Managing health and safety in construction : Construction (Design and Management) Regulations 2007 (L144)

General guidance

- Health and Safety in Construction (HS (G) 150).
- Safety in the use of abrasive wheels (HS (G) 17).
- A step by step guide to COSHH assessment (HS (G) 97).
- Manual handling (HS (G) 115).
- Slips and trips (HS (G) 155).

Training

Operatives should be in possession of proof of training (Basic, or if necessary, Advanced Certificate i.e. CITB CSCS card).

All workers are to receive site safety induction training by the Principal Contractor.

Workers should be made aware that alteration of scaffolds or removal of ties can only be undertaken by competent scaffolders on receipt of specific authority.

Lead fitter should be fully trained in scaffold inspection.

Basic training in the form of tool-box talks should be provided to all workers to enable them to identify scaffold components and defects in scaffolds.

Where necessary, operatives will be trained in the safe use of Abrasive Wheels and Cartridge Nailing Tools

Signature:

Date for review:

Section seven

COSHH ASSESSMENTS

General

The following hazardous operations have been identified and appropriate COSHH assessments completed. Our lead fitter will ensure that all our operatives have seen the relevant assessments and fully understand their contents.

List all substances to be used and complete COSHH Assessments on forms provided (Attach material safety data sheets).

Section eight

QUALIFICATIONS AND CERTIFICATES

Name	Qualifications
Julian Cross	CSCS CARD 01779061
Huw Anstee	CSCS CARD 01779050
Nigel Bryne	CSCS CARD 01779082
Patrick Hake	CSCS CARD 02554948
Kim Cross	CSCS CARD 01736181
Adrian Yeo	CSCS CARD 03348771
Anton Hake	CSCS CARD 00206232
Mike Kitch	CSCS CARD 01779050
Nigel Thomas	CSCS CARD 04628129
Tom Edwards	CSCS CARD 04622072
Owen Perry	CSCS CARD 01592122
Andrew Parsons	CSCS CARD 04490850
Antony Boardman	CSCS CARD 04490848

Section nine

RECORD OF SAFETY INDUCTION

I have been made aware of the hazards involved on this site, have read the instruction and will carry out the provisions contained in this Health and Safety Plan, including the Risk Assessments and Method Statements related to the work I am about to commence.

[illegible]

Section ten

MISCELLANEOUS

How to Lift Correctly



1. Assess the load - check it is not dirty or has any rough / jagged edges. Also check that the area is clear of debris etc. before moving anything.
2. If you are concerned that the load is too heavy - don't move it - particularly if you have a bad back.
3. Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability. If the load is unevenly distributed hold the heaviest part to your body.
4. When lifting loads from the floor use your leg muscles rather than the back. Stand as close to the load as possible and face it square on. Avoid twisting your body when lifting.
5. Avoid lifting loads when seated.
6. If you are lifting from the floor to a high platform, break the lift into two actions i.e. lifting from the ground to waist level and then waist level to a high platform.
7. Split the load if possible.
8. Whenever you pull or push a load let your leg muscles do the work.

IF IN DOUBT ASK FOR ASSISTANCE

METHOD STATEMENT FOR SAFE WORKING

This Method Statement has been produced to assist the site staff to carry out an operation safely and efficiently. It is therefore essential that all relevant information is passed onto and understood by those carrying out the work.

NOTE: No variation or deviation of this Method Statement will be made without the agreement of the originator.

Company name:

Contract name:

Location and Description of Operation:

Supervision: Operations will be controlled the lead fitter under the supervision of the *Supervisor / Site Manager* who will visit the site regularly.

Name(s) and position(s) of person(s) carrying out the work:

TBC

Type of PPE issued: *Steel toe capped boots, gloves, glasses, Hi-viz jacket, and Helmet where required*

Special Work Equipment: *Step Ladder*

Date and time works to be carried out:

Work Area Conditions and Restrictions: *RAMS required and PPE*

Access:

Emergencies arising from these works: *There is a low likelihood of serious injuries caused by these works, see section 6*

Action to be taken:

- Stop work immediately.
- Remove all personnel from danger area.
- If emergency involves structural problems contact Contract Manager.
- If emergency involves injury to persons or other property, follow Company safety procedures.

Method and Sequence of Operations (including temporary support):

See Attached Method Statement

Date: 14/12/2014

Originator: Sandy Machin

Monitored by: Jon Young

IF IN DOUBT ASK

