

Health & Safety Policy

July 2025

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INTRODUCTION

The world of health and safety is constantly changing.

New legislation, working practices and technology, expectations of both employers and employees and the attitude of the Judiciary and not least, commercial insurers, all require that health and safety be actively managed and that all identified risks are removed, or at least adequately controlled.

Insurers will be seeking evidence to demonstrate that a Client is proactive in his identification of areas of concern and is developing strategies that will deal with them.

The starting point for all this is the safety policy and its supporting documentation – the clear identification of roles and responsibilities, the production and implementation of suitable and sufficient policies and procedures, and evidence that the whole system is audited on a regular basis with health and safety performance being measured and reviewed.

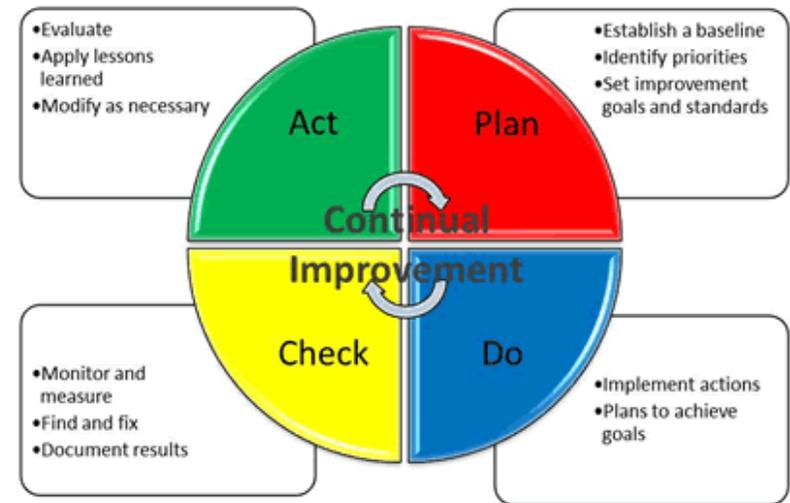
Further supporting documentation such risk assessments and training records all serve to demonstrate the fact that the client is proactive in respect to health and safety management, thereby managing the risks and controlling them.

In response to all of the above and out of a desire to improve the management of health and safety within our company(s) this Safety Policy Documentation has been produced.

This part contains information as listed below.

The intention of this Safety Policy Documentation is to provide a framework that will enable safety to be successfully managed and provide a firm base for continuous improvement in the future.

The intention of this Safety Policy Documentation is to provide a framework that will enable safety to be successfully managed and provide a firm base for continuous improvement in the future. Our Safety Policy Documentation is written around the format as described in the Health and Safety Executives’ publication - “Successful Health and Safety Management” - ref HSG 65, and is set out as follows:



Additional information

Should the reader be unsure of what course of action to take in respect of a matter concerning the health and safety of staff, contractors, Clients or the general public then clarification should be obtained initially from your immediate Supervisor, the Company Secretary, or if not available, the Managing Director responsible for safety matters.

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Thomas Niamh Contracting Ltd that we shall ensure the health, safety and welfare at work of all our employees and any other persons within the workplace who may be affected by any of our activities. Also Thomas Niamh Contracting Ltd intend to carry out its undertakings in such a way that the general public is not exposed to risks to their health and safety.

It is the intention of Thomas Niamh Contracting Ltd to identify, eliminate, or reduce and control, hazards in the workplace.

Thomas Niamh Contracting Ltd will provide and maintain: -

- 1) Machinery, equipment and plant that is safe and without risk to health
- 2) Safe systems for the handling, storage, transportation and use of articles and substances, without risk to health
- 3) Information, instruction, training and supervision that ensures the health and safety of all employees
- 4) A safe place of work, including entrances and exits, that is without risk to health
- 5) A safe and healthy working environment, and adequate arrangements for the welfare of employees

The Company Managing Director, will make every effort to keep himself informed and up to date with Health and Safety Legislation, both current and future. Where necessary outside assistance will be requested as appropriate from, for example, the local Fire Service, the Health and Safety Executive, the Local Authority, The C.I.T.B. or other bodies with the skills required.

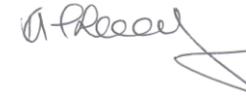
A copy of this Policy Statement and the accompanying procedures and arrangements for health and safety will be available to all employees. All such documents will be reviewed at least annually, and updated as required, or in the case of any significant change in :-

- Premises
- Working conditions and practices
- Equipment and substances in use
- Legal requirements

which may affect the Health and Safety of our employees or anyone else who may be affected by our work.

Distribution and ongoing review, update and control will be the responsibility of the undersigned Managing Director of Thomas Niamh Construction Services Ltd.

SIGNED

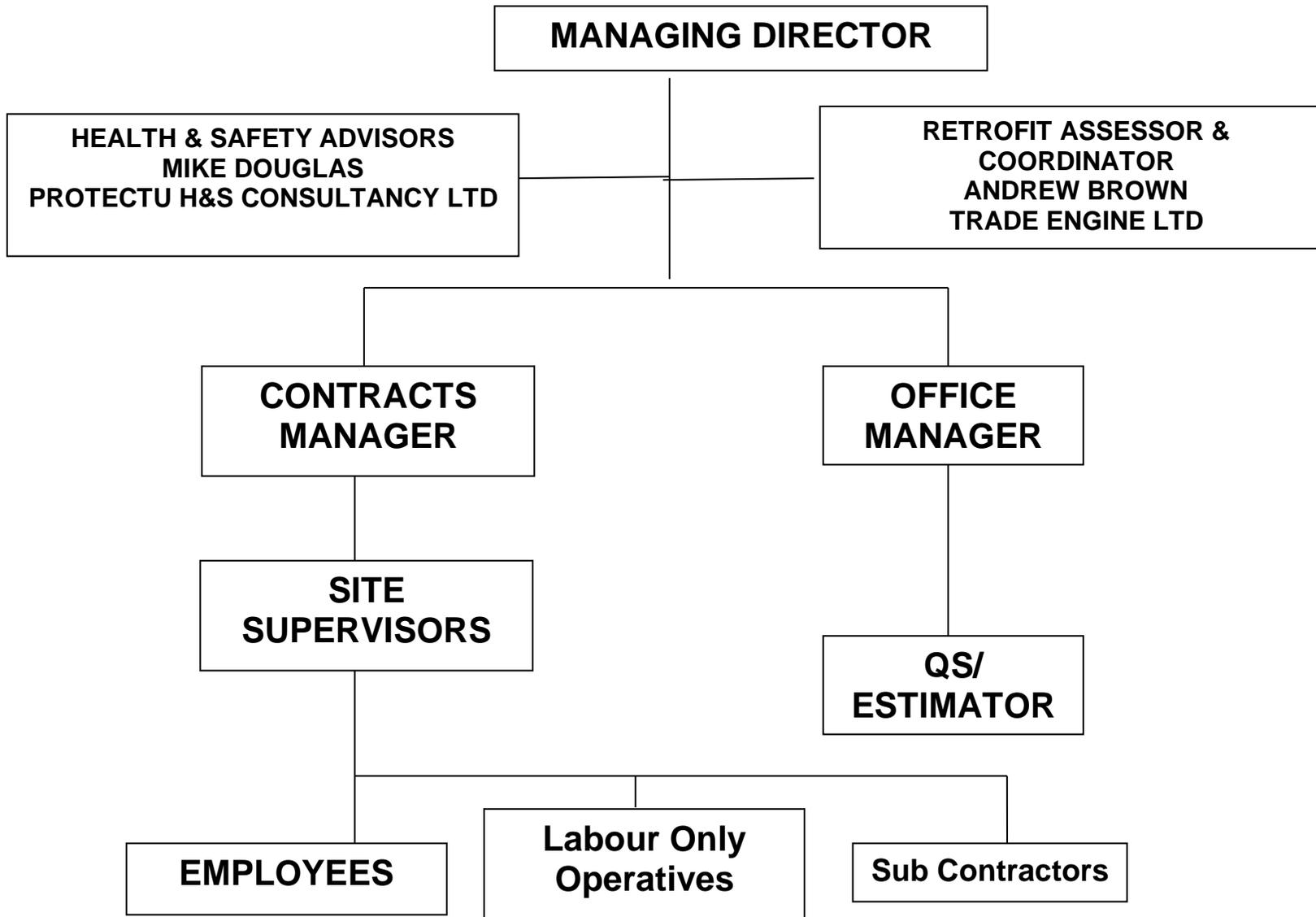


Managing Director

NAME Andrew Thackray

DATE 07/05/2025

STRUCTURE



RESPONSIBILITIES OF THE MANAGING DIRECTOR

The **Managing Director** of the Company have overall responsibility for implementation of the arrangements and adherence to them by all Managers & employees. Specifically to:-

- ensure the establishment of the Company health and safety policy
- establish a structure & organisation for the management of all aspects of health & safety
- ensure that employees and ALL persons (visitors, clients etc..) are informed on all matters relevant to their health and safety
- ensure that sufficient resources are allocated for the achievement of health and safety objectives
- ensure that arrangements are made to carry out the legal obligations of the Company with regard to health and safety legislation

All of the Company's premises and activities shall be assessed in respect of Health and Safety Risks and such assessments shall be recorded in writing and reviewed by means of regular workplace inspections, and in the event of any significant changes in:

- Work equipment or working practices
- Premises or structural alterations
- Statutory duties or responsibilities

Risk assessments will be carried out in relation to :-

- Premises, sites and working arrangements
- Provision and use of work equipment
- Health, Safety and Welfare facilities
- Transportation, storage and use of hazardous substances
- Manual lifting and handling
- Provision and use of personal protective equipment
- Use of display screen equipment
- Fire

All such assessments, including action plans and systems of management to eliminate and / or control workplace risks, will be retained and filed at the head office.

Risk Assessments shall be carried out by the Managing Director prior to the commencement of **all** contracts and shall be provided in writing on each site. Where such assessments reveal that special and / or additional Health and safety Procedures are necessary then these shall be produced and implemented by the Director or Office Manager.

RESPONSIBILITIES OF CONTRACTS MANAGER

Main responsibilities are to:

- Understand the requirements of the site's Health and Safety Plan.
- Control and monitor working at height
- Establish emergency arrangements in accordance with the construction phase safety plan.
- Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- Any electricity supply is installed and maintained in a safe and proper manner.
- Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
- Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- Do not allow a mechanical excavator within 0.5m of any underground service.
- Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.
- Plan and maintain a tidy site.
- Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.
- Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Display signs on site where safety helmets must be worn.
- Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a "protective clothing and equipment issue register".
- Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- Co-operate with the safety adviser. Ask for their advice **before** commencing new methods of work or potentially hazardous operations.
- Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide support materials in accordance with company policy.
- Set a personal example by wearing appropriate protective clothing on site.
- Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- Collate information for the health and safety file and pass copies to the Principle Designer as required
- Foster within the company an understanding that injury prevention and damage control are an integral part of business and operating efficiency.
- Set a good personal example
- Carry out site induction training

RESPONSIBILITIES OF THE SITE SUPERVISORS

The **Site Supervisor** will be responsible for all areas and sites under his control for:

They will accomplish this by:-

- The provision and maintenance of safe and healthy working conditions in accordance with relevant statutory requirements
 - The provision of integrated safety / job training for all employees and the provision of any specific health and safety training because of particular risks or where specified in Company Health & Safety Policy , relevant Regulations or Approved Codes of Practice
 - The provision and maintenance of all necessary health and safety equipment and devices, and training and information for their proper use by employees
 - Conducting all inspection and examination duties detailed in the remainder of this Policy document
1. Making regular safety inspections of premises, sites and activities under their control
 2. Facilitating and encouraging joint consultation on health and safety matters with employees under their control
 3. Setting and reviewing standards of compliance with all in-house health and safety Policies and safe working practices
 4. Monitoring performance against safe working standards
 5. Investigating all accidents, incidents, injuries and near misses, and subsequently reviewing working practices and procedures
 6. Reporting all notifiable accidents, injuries, diseases, incidents and near misses in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. A copy of all such reports must be given to the **Managing Director** who will when necessary consult any appropriate outside person or body to seek a resolution
 7. Continuously updating their knowledge of all relevant Health and Safety information and Regulations relevant to their areas of responsibility

RESPONSIBILITIES OF EMPLOYEES

All **Employees** shall have a duty to look after their own health and safety with specific responsibilities and to achieve this they must:-

- Fully co-operate with Management to achieve the Company's Health and Safety Policy objectives
- Work safely and efficiently by following health and safety instructions and procedures and by using and correctly maintaining safety devices, equipment, personal protective equipment and any other item provided for their health and safety
- Report to their immediate manager or supervisor all defects in premises, plant, equipment, systems of work or other things which may affect health and safety
- Report all accidents, injuries, diseases, incidents, near misses and dangerous occurrences to their immediate manager or supervisor, regardless of whether damage or injury has occurred
- Read and obey all warnings, instructions, rules, written procedures, safety warnings or hazard signs relating to their health and safety or the care or use of equipment or systems of work
- Attend all training or health and safety meetings or presentations as directed by their manager or supervisor
- Look after themselves and their colleagues at all times and observe their legal duty of care to themselves and others who may be affected by their work
- Report all apparent failures in the Health and Safety Policy and procedures to their immediate manager or supervisor who will conduct an investigation and inform the Managing Director

RESPONSIBILITIES OF SUBCONTRACTORS

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with Thomas Niamh Construction Services Limited to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements. With evidence that they understand the importance of submitted documents and its content.

RESPONSIBILITIES OF HEALTH & SAFETY ADVISOR (Consultancy appointment)

The Health and Safety Advisor is responsible for:

1. Advising management and supervision on the following :-
 - Prevention of injury to personnel and damage to plant and equipment.
 - Elimination of hazards which could lead to occupational injury or ill health.
 - Specialist information required for the preparation of risk assessments involving hazards outside the scope of typical activities.
 - Improvement of existing safe methods of work (including new techniques and developments).
 - Legal requirements affecting health, safety and welfare and where appropriate changes in relevant legislation.
 - The suitability, from a safety viewpoint, of new or hired plant and equipment.
 - Provision and use of personal protective equipment.
2. Conducting and documenting inspections and audits of sites premises and operations to ensure that safe and healthy methods of working are being employed and that all relevant regulations are being observed. Also to promptly report to management and supervision any unsafe practices or breaches of legislation.
3. Where appropriate, conducting suitable training for Management, Supervision and other employees.
4. Assisting with the investigation of serious and major accidents and the development of company procedures when required.
5. Making contact and liaising with official and professional bodies when necessary.
6. Advising the company, including the Managing Director Responsible for Health and Safety and the Board, of the company health and safety performance.

ACCIDENT REPORTING

1. SCOPE

To set out a procedure, for use by all areas of Thomas Niamh Contracting Ltd that ensures the correct and timely reporting of accidents

2. INTRODUCTION

The requirements for the correct and timely reporting of accidents, whilst in themselves a matter of "best practice", are also a legal requirement contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR, however, deals with only major specified injuries and occurrences (including injuries that result in more than seven days absence from work), and the requirements of this procedure go further to ensure that all accidents, regardless of severity, are reported in some manner.

3. WHAT MUST BE DONE IF AN EMPLOYEE HAS AN INJURY AT WORK

All employees will inform the Managing Director should an incident occur. The Managing Director will enter the information in the accident book which is kept at the office and are responsible for informing the enforcing authority should it be reportable under RIDDOR.

There are five categories of injury type accident that require reporting in some manner. The reporting requirements are more onerous for some than others, and are summarised below.

These requirements apply equally to whether the injury occurs to an employee or third party

CATEGORY I INSIGNIFICANT

This type of accident results in bruising, light abrasion cuts etc and may require first aid treatment.

The required reporting action is:

Entry into the accident book that should include any first aid treatment given.

CATEGORY II MINOR

This type of accident is similar to the above but results in lost time from work exceeding seven days not including the day of the accident, but including weekends, bank holidays and days they don't normally work.

The required reporting action is as follows:

Entry into the accident book that should include any first aid treatment given

Should the injured party be off work for more than 7 days complete the F2508 online to the relative enforcing authority within 15 days

CATEGORY III MAJOR

This type of accident is reportable under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 (RIDDOR) and includes injuries (which are normally reversible) such as loss of consciousness, burns, fractures etc.

The reporting action required is:

Notify the Managing Director immediately by the fastest possible means;

Notify the relevant Enforcing Authority by the fastest possible means (telephone)

Entry into the accident book;

F2508 to the relative enforcing authority within 10 days of the incident via the online reporting system

CATEGORY IV SEVERE

This type of injury is reportable under RIDDOR and includes permanent disability, loss of sight, amputation respiratory damage etc.

The reporting requirements are identical to Category III accidents.

CATEGORY V FATALITY

This includes fatalities as a result of delayed effects and the reporting requirement is as Category III above.

4. ACCIDENT INVESTIGATION

Serious accidents will usually be investigated by both the relevant Enforcing Authority and the Managing Director.

Initial investigation by a local team can be invaluable when establishing cause.

Following a reportable, serious or fatal accident, a knowledgeable and experienced person should, if possible, begin an investigation to establish answers to the following:

Who? When? Where? Why? What? How?

DO NOT ALTER OR CHANGE ANYTHING AT THE SCENE UNLESS IT IS ESSENTIAL IN ORDER TO REMOVE FURTHER RISK OR UNTIL INSTRUCTED TO DO SO BY THE ENFORCING AUTHORITY OR THE MANAGING DIRECTOR.

When carrying out this initial investigation you must wherever possible:

Take photographs;

Hold damaged plant and equipment on site;

Take statements from witnesses, and obtain their names and addresses;

Interview the injured party;

Take a statement from the Supervisor of the injured party;

Make notes and sketches as may be necessary to assist in the establishment of cause;

Do not speculate as to allocation of blame; and do not talk to the Press.

5. REPORTING THE ACCIDENT

The Health and Safety Executive have established a central accident reporting centre and the details for contact are as follows:

For death and major injuries the report will be made by telephone to the Incident Centre on 0845 3009923. These and all other reportable incidents should be reported online at www.hse.gov.uk as required.

A copy of any completed form will be retained with the Accident Register, and the original of the form submitted to the enforcing authority by the Management.

Phone 0845 300 9923 (8.30am – 5.00pm) for fatal and major injuries only

E:mail riddor@natbrit.com

Web site www.hse.gov.uk (anytime)

6. NEAR MISS INCIDENTS

A 'near miss' is any incident, accident or emergency which did not result in an injury or damage to plant and equipment.

Recording non-reportable near misses is *not* a statutory requirement but doing so and using the information provided is good safety management practice as reviewing the report may help to prevent a re-occurrence or it developing into an actual incident.

Recording these near misses can also help identify any weaknesses in operational procedures as deviations from normal good practice which may only happen infrequently but could have potentially high consequences.

A review of near misses over time may reveal patterns from which lessons can be learned.

Employees are encouraged to report any near miss incidents to the Principal Contractor or Supervisor

ASBESTOS

It is company policy to report all suspected materials to the client and lead designers. Work on suspected materials and in their proximity would then be suspended pending test results. All positively tested materials will only be handled by nominated licensed asbestos specialists, although, we would work on or remove asbestos cement products, ourselves, so long as it can be undertaken in strict accordance with The Control of Asbestos Regulations 2012.

It is important to note that all Operatives have a duty to report all suspicious materials to their Manager and the Managing Director.

The company policy is to leave asbestos undisturbed where it poses no identified risk to employees and others. The following information outlines the company's legal duties in relation to asbestos:-

Duty requirements arising from the Control of Asbestos Regulations 2012

The **duty to manage** requires those in control of premises to:

- take reasonable steps to determine the location and condition of materials likely to contain asbestos;

- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the asbestos containing materials;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how risks from materials are managed
- take the necessary steps to put the plan into action
- review and monitor the plan periodically; and
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

Responsibilities

- The Managing Director will obtain copies of asbestos/reports where available and make employees aware of the presence of asbestos where identified.
- Operatives will receive asbestos awareness training on an annual basis.
- Action will be taken in accordance with advice given by asbestos specialist. HSE approved asbestos contractors will be used where removal is deemed necessary

WORKING IN CLIENTS PREMISES

- The Managing Director will refer to the pre construction health and safety plan and/or make enquiries with the Client before the health and safety plan or is developed if the project comes within the criteria of CDM Regulations regarding the presence of asbestos containing material.
- If the project does not come under the CDM regulations, The Managing Director will request a copy of the asbestos survey/register to identify any asbestos containing material which may be present in the building.
- Any personnel discovering any material identified as possibly containing asbestos are forbidden to touch or remove it and must immediately inform their

Site Supervisor, who shall immediately notify the Client and the Principal Contractor where applicable.

- Employees will be briefed on hazards contained in the health and safety plan before work commences and where necessary receive tool box talks as a method to deliver refresher training. The Company employ a properly licensed Contractor for all asbestos related work.
- Information and guidance is provided to employees regarding asbestos containing material in the Employee Health and Safety Handbook
- All operatives have received annual asbestos awareness training

ACTION IF ASBESTOS IS DISCOVERED

- Immediately stop work in that area.
- Immediately inform the Managing Director.
- Immediately notify the Principal Contractor site manager or Client and the Principle Designer (as applicable).
- Immediately sealed off the work area and prevent access.
- Ensure samples are taken of the substance by competent people taken to a test lab.
- Action taken in accordance with the Control of Asbestos Regulations 2012 (with amendments) as required

CONSULTANCY

The Companies appointed Health and Safety Consultants are:-

Protectu Health & Safety Consultancy Ltd
Nornabell Drive
Beverley
HU17 9GJ

Contact:
Tel: 07804689201
E-mail: mike@protectuhsc.co.uk

Contact Name: Mike Douglas

Protectu Health & Safety Consultancy will supply the following:-

- Review and Reformat Company Health and Safety Policy
- Written Audit Reports and Practical Help and assistance with the implementation of measures required
- All relevant Health and Safety Documentation including Policy Statements and Manuals
- Produce COSHH and General Manual Handling Assessments for the Construction Activities
- Provide a telephone help line and document update/review services
- Quarterly Site Visits and Audits when required.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015

1. SCOPE

1.1 To establish and set out the safety procedure for the carrying out work under the Construction (Design and Management) Regulations 2015 (CDM) directly by the company.

2. INTRODUCTION

2.1 The Construction (Design and Management) Regulations 2015 establish a framework for managing the health and safety aspects of construction projects throughout the design and construction phases. They also require that designers give adequate consideration to how structures they design can be constructed, maintained, and ultimately demolished

2.2 The regulations for the first time place criminal law duties regarding health and safety on Clients and Designers

3. WHAT MUST BE DONE

When the company is acting as Principal Contractor the Managing Director will:

- Ensure the client is aware of his duties that a Principle Designer has been appointed and the HSE notified before work is started (if applicable).
- Ensure there are sufficient resources allocated to address health and safety issues in the construction phase.
- Ensure all construction work is properly planned, managed and monitored with adequate resources, site management.
- Ensure every contractor who works on the project is informed of the minimum amount of time allowed for planning and preparation before work begins on site.
- Ensure all contractors are provided with the information about the project they need to enable them to carry out their work safely and without risks to health.
- Ensure a suitable construction phase plan is prepared before work begins and the plan is communicated to contractors affected by it and kept up to date as the project progresses,
- Ensure suitable welfare facilities are provided throughout the construction phase
- Take reasonable steps to prevent unauthorised access to the site
- Prepare and enforce necessary site rules.
- Liaise with the Principle Designer on designs carried out during the construction phase
- The principal contractor will liaise with the principle designer for the duration of the project.
- The principal contractor must consult and engage with the workforce to ensure that measures for their health, safety and welfare are developed, promoted and checked for effectiveness.
- Provide the Principal Designer promptly with any information relevant to the health and safety file.
- Ensure that all workers have been provided with suitable health and safety induction, information and training.
- Display the project notification F10 (if notifiable).
-

When the company is acting as a Contractor on projects involving more than one contractor the Managing Director will:

- Check the Client is aware of his duties
- Co-operate with the Principal Contractor
- Ensure anyone employed by the company are competent to carry out the work safely
- Tell the Principal Contractor about risks to others created by their work.
- Plan, manage and monitor the work to make sure workers are safe from the start of the work on site.
- Provide workers under the company's control with any necessary information including any health and safety information, site induction, the need to work safely, report problems and respond in an emergency.
- On projects involving more than one contractor, this will involve the contractor coordinating the planning, management and monitoring of their own work with that of the principal contractor and other contractors, and where appropriate the principal designer. Such coordination could involve attending regular progress meetings.
- Ensure the workforce is properly consulted on matters affecting their health and safety
- Obtain specialist advice where necessary when planning high risk work such as alterations that could result in structural collapse or work on contaminated land.
- The contractor is required to comply with any directions to secure health and safety given to them by the principal designer or principal contractor
- Provide information for the safety file

For projects where there is only one contractor working the Managing Director will ensure

- A construction phase plan is developed as soon as is practicable prior to setting up a construction site, welfare facilities are provided.
- The client provides any relevant pre-construction information they possess
- They will not carry out any construction work on a project unless they are satisfied that the client is aware of the duties.
- Inform the client that a health and safety file is only required for projects involving more than one contractor.

CDM PROCEDURE

1. SCOPE

To establish and set out the safety procedure for the carrying out work under The Construction (Design and Management) Regulations 2015 (CDM) directly by the company.

2. INTRODUCTION

The Construction (Design and Management) Regulations 2015 establish a framework for managing the health and safety aspects of construction projects throughout the design and construction phases.

They also require that designers give adequate consideration to how structures they design can be constructed, maintained, and ultimately demolished.

The regulations for the first time place criminal law duties regarding health and safety on Clients and Designers.

3. WHAT MUST BE DONE

3.1 The CDM Regulations require that the Client shall appoint a Principal Contractor; therefore the company shall not undertake any work covered by the regulation without an appointment and the approval of Managing Director.

3.2 During the pre-tender phase the Principal Designer must provide the company with following information to ensure effective management of health, safety and welfare issues

- Information relevant to health and safety from the Client for inclusion in the pre-tender health and safety information;
- Gather information relevant to health and safety from designers for inclusion in the pre-construction health and safety information
- Compile the pre-tender health and safety information pack and ensure that it is available to all prospective Principal Contractors prior to one being appointed.
- Projects become notifiable to the Health and Safety Executive when: Construction phase involves more than 30 days and have more than 20 workers working simultaneously at any time on the project or Exceed 500 person days of construction work.

3.3 The main duty on the Principal contractor is to put in place a health and safety management system that will ensure all relevant health and safety Legislation associated with the construction works will be met.

4. HOW IS IT TO BE DONE

4.1 As Principal Contractor the company have the following of specific duties placed upon it, which it shall comply with.

- Develop the information contained in the pre-construction information pack into a working document which is the Construction Phase Health and Safety Plan.
- Arrange for competent and adequately resourced contractors to carry out the work (where it is subcontracted directly by him).
- Obtain from each contractor the main findings of their risk assessments and how they intend to carry out their works.
- Control and co-ordinate the various contractors who will be employed on site.
- Ensure that contractors have adequate information about risks on site.
- Ensure all workers are properly trained for the work they will undertake
- Establish, in writing, site rules necessary for the implementation of the Construction Phase Health & Safety Plan.
- Issue "reasonable directions" to contractors where necessary to comply with the law.

- Monitor the health and safety performance of contractors on site.
- Take reasonable steps to ensure that only authorised persons are allowed on site.
- Display the notification to the Health & Safety Executive.
- Provide information to the Principle Designer for inclusion in the Health and Safety File

4.2 The fundamental difference between the plans at the two phases is that the construction phase plan must contain more than just relevant information. It must set out how health, safety and welfare issues will be organised and managed during the construction of the project. It must address such issues as

- Project Overview
 - The Site Management Structure
 - Site plan/map
 - Information from the Pre-Construction Health & Safety Plan
- The Health & Safety Management System
 - Selection of Contractors/Subcontractors
 - Pre-commencement meetings
 - Health & Safety Induction
 - Risk Assessment
 - Shared facilities
 - Competence of Individuals
 - Traffic management & deliveries
 - Services Co-ordination
 - Individual Responsibilities
 - Security
 - Emergency Procedures
- Co-ordination/Communication/Liaison
 - Between Principal Contractor and Client
 - Between Principal Contractor and Principal Designer
 - Between Principal Contractor and Contractors
 - Between Principal Contractor, Principal Designer and Contractors Designers
 - Between Contractors and Employees
 - Between Principal Contractor and Employees/Self Employed
 - Liaison with the local community
 - Visits by the Health and Safety Executive
 - Safe Systems of Work
 - Site Safety Rules
 - Health Surveillance
 - Welfare
 - Audits and monitoring
 - Procedures for non-compliance with this Health and Safety Plan and close out report

5. RESPONSIBILITIES

5.1 It is the Principal Designers responsibility to ensure that they have in place a suitable developed plan in place and accepted by the Client before construction work commences.

5.2 The Managing Director shall approve all Safety Plans before work commences

COSHH

1. SCOPE

- To establish and set out the safety procedure for the safe management of Hazardous Substances used directly by the company or by its sub-contractors.

2. INTRODUCTION

- The Control of Substances Hazardous to Health (COSHH) Regulations are Designed to protect people against risk to their health, be it immediate or delayed, from substances hazardous to health being used in connection with a work activity.
 - Substances hazardous to health can be classified as very toxic, toxic, harmful, corrosive, sensitising and irritant, and are easily identified by the packaging symbol –*the Global Harmonised System (GHS) of classification of a Red Diamond, White Background and Black Pictograph.*

3. WHAT MUST BE DONE

- The Control of Substances Hazardous to Health (COSHH) Regulations, require all employers to protect the health of their employees from exposure to hazardous substances. In order to meet the requirements of these regulations there are two basic steps that must be followed –
 - I. Identify all substances that are potentially hazardous to health. Wherever possible substitute it for the least harmful substance available (i.e. use a water based adhesive rather than one with a solvent base).
 - II. Undertake a COSHH assessment of those substance identified as being hazardous to health

4. CARRYING OUT AN ASSESSMENTS

- Obtain Material Safety Data Sheet (MSDS) from supplier or manufacturer and gather any other available information.
- Carry out the assessment from information available in MSDS. When carrying out an assessment, consideration must be given to:
 - How it is to be used,
 - By whom,
 - Where it is to be used
 - Who else is likely to be affected
 - The hazard category
 - Handling precautions in place and required
 - Existing control measures
 - Emergency procedures for spillages etc
 - First aid
 - Disposal instruction
 - And as last resort the PPE requirements

- Maintain a register of all assessments undertaken along with the relevant MSDS.
- Where the substance poses a 'significant risk' to health & safety, attach a copy of the relevant COSHH assessment to the Method Statement for that area of work, in the same manner as risk assessments.
- Ensure that the control measures are put in place to reduce exposure to a minimum, but below the Working Exposure Limit (WEL).
- Ensure that the findings of the assessment are communicated to everyone that is likely to be affected by the substance - this will normally be in the form of a 'Toolbox Talk'.
- Ensure that the findings are communicated to any other person who may be affected i.e. those working nearby, other occupants.
- Ensure that the assessment is reviewed regularly and if circumstances change or in the light of further knowledge.

5. RESPONSIBILITIES

It is the employer's responsibility to undertake all such COSHH Assessments

- Where the company are employing directly employed labour the responsibility shall lie with his line manager
- Where the company engage contractors it is the responsibility of the contractor to undertake the assessment and provide the company with copies of all such assessments.

6.0 COVID -19

COVID-19 will be a feature of our lives for the foreseeable future, so we need to learn to live with it and manage the risk to ourselves and others.

As COVID-19 restrictions have been lifted, it is important that we all use personal judgement to manage our own risk. All of us can play our part by exercising common sense and considering the risks.

While no situation is risk free, there are actions we can take to protect ourselves and others around us. Following the government guidance will help you stay safe and protect others by controlling the spread. Every action to help reduce the spread will reduce any further resurgence of the virus in the coming months and protect our families and the wider general public from the spread of the virus.

DISASTER PLANNING ARRANGEMENTS

The company is dedicated in their efforts to avoid any disaster that may affect the company. However, the company recognises that such an event may occur despite their best efforts and have put in place procedures that will deal with any disaster.

Being prepared reduces the risk of disasters, and if they happen, minimises their effect and enables management to handle them successfully.

The main imperative of disaster planning is to safeguard the health, safety, security and welfare of employees and others and also deal with handling contact with and giving assistance to e next of kin with maximum care and consideration.

Roles

The Managing Director is responsible for ensuring reaction to disasters is managed in a controlled manner.

Disaster Planning Procedures

There are four components to disaster management that follow a logical, integrated and progressive sequence of activities. It provides a cycle of preparedness and action.

The four stages are:-

Mitigation – this is about reducing risks whatever their source. Such risks include floods, fire, explosions, structural damage, computer problems, aircraft disasters, etc.

The risks associated with disasters should be identified by the Managing Director so that the individual and collective effects (particularly on people) can be assessed against established criteria.

Priority steps can then be taken to eliminate, reduce or control the risks and their severity.

Readiness – this covers all in-house aspects of preparedness, notably contingency planning and emergency procedures.

The Managing Director will draw the elements of readiness from the assessment of risks in stage 1 (mitigation) into contingency plan.

The contingency plan should centre on saving life and relieving suffering, also to include protecting property and resources, prevent collateral damage and safeguarding the environment.

Response – the core of any response to any disaster is the emergency services. However, there is no blueprint for a disaster because each situation is different and the unexpected can happen at the worst possible time.

Consequently some basic information should be compiled and made available to help the emergency services.

This includes site services locations, Company layout plans, storage of dangerous substances, etc. This will aid those agencies involved in the response.

Statements to the media should be channelled through the Managing Director.

The response should follow a logical sequence:-

- Identify the source and nature of the disaster
- Raise the alarm
- Notify the emergency
- Saves lives and treat casualties
- Activate the contingency plan
- Establish control
- Manage the developing situation

Recovery – this, the last stage of the disaster management cycle, embraces a number of activities needed for return to normality.

It should include dealing with investigates and inquiries, rehabilitation and aftercare needs, especially relatives and/or next of kin of any persons injured or deceased

DISPLAY SCREEN EQUIPMENT

1. SCOPE

- To set out a safe working procedure for those persons working on or with Display Screen Equipment (DSE).

2. INTRODUCTION

- Under the Health and Safety (Display Screen Equipment) Regulations (and subsequent amendments) every employer shall carry out a suitable and sufficient analysis of workstations used by “Users”.
- All assessments that are carried out must be reviewed if there is a significant change in the workstation or if the workstation has been relocated.
- A significant change could be a change in the software package being used on the equipment, a change of chair, desk or other item of “hardware”, a new “user” etc.

3. WHO ARE “USERS”?

- It will generally be appropriate to classify the employee as a user if the following criteria apply:

- a) The person depends on the display screen equipment to do their job;
- b) The individual uses the display screen equipment more or less daily and for what could be classed as a significant part of the working day (30 - 35%);
- c) The individual has no discretion as to the use or non-use of the display screen equipment;
- d) The individual requires training in the use of display screen equipment to do their job.

4. WHAT SHOULD BE DONE?

- It is the responsibility of Line Managers to determine which of the staff under their control are users and undertake the necessary assessments using the attached checklist.
- The assessment shall include any preventative, proactive and remedial measures that are to be implemented by the Line Manager.
- A copy of the assessment shall be retained and reviewed on a regular basis.

EYESIGHT TESTS

1. SCOPE

- To set out a procedure for dealing with eyesight tests for staff who are categorised as “users” under the terms of the Health and Safety (Display Screen Equipment) Regulations.

2. INTRODUCTION

- Under The Health and Safety (Display Screen Equipment) Regulations an employer shall ensure that he provides, upon request, an appropriate eye and eyesight test to employees who habitually use display screen equipment.
- A qualified optician shall carry out the eye and eyesight test.
- Employers shall also ensure that each user employed by him is provided with corrective spectacles should the eye and eyesight test determine that they are necessary solely for the use of display screen equipment.

3. WHAT SHOULD BE DONE?

- All users of display screen equipment should be made aware of their entitlement to an eyesight test. This will be explained to all “users” when they are assessed.

- Should any user require an eyesight test he/she must request it through his/her Line Manager.
- If the eyesight test is carried out through a branch of Spec savers, the full cost of the test shall be paid for by the Company.
- Should any member of staff wish to have this test carried out by their own optician, then the Company shall contribute up to £17.50 towards the cost of the test.
- All reimbursements for these tests and corrective appliances (if required) shall be claimed through personal expenses.
- Should corrective appliances be required for working solely at or with display screen equipment, the Company will contribute the sum of £45.00 towards the costs.
- Line Managers are required to keep records of all of the above.

ELECTRICAL

1. SCOPE

To set out the procedure to ensure that the electrical systems and equipment being used at work is safe and without risk.

2. INTRODUCTION

The Electricity at Work Regulations requires employers to ensure that the electrical systems and equipment used by employees is tested and safe to use.

The Health and Safety at Work etc Act requires employers to provide safe systems of work and safe plant and equipment.

It shall be the responsibility of the Managing Director to ensure that all electrical systems and electrically powered equipment is of a standard and is tested, inspected and maintained as required by the Electricity at Work Regulations and relevant guidance. In particular they shall ensure that: -

- An inventory of all portable and fixed electrically powered equipment is taken and maintained, with all such equipment bearing an inventory number for ease of identification
- All equipment shall be tested for electrical safety according to the test schedule attached to the equipment inventory. Tests shall be carried out by a competent person and records kept and filed. All portable electrical equipment shall be visually inspected as part of regular Health and Safety checks, including sockets, extension leads and adaptors
- Where practicable all electrical power delivery systems shall be fitted with residual current detectors (RCD's). Where not practicable portable RCD's must be used and fitted to power sockets when using portable equipment
- Defective electrical circuits, sockets, distribution equipment, extension leads, adapters or electrically powered equipment shall be immediately withdrawn from use and electrically isolated and signed e.g. 'DO NOT USE', if any fault is detected. The equipment must remain isolated until an effective repair and safety test has been completed
- All switches, switch rooms, panels, main boxes and electrical cables and conduits shall be adequately protected from damage. Such equipment and systems shall be located to avoid physical and environmental damage and shall be free from obstructions
- Where adverse conditions apply the equipment and systems shall be of a construction and standard safe for use in that environment
- Where possible portable equipment shall be supplied at a reduced voltage and for work on construction sites equipment shall be 110V or less.
- Employees carry out a visual electrical pre-use check which is applicable to all equipment and extension leads looking for damage. A safety checklist is contained in employee health and safety handbook

- All employees shall receive written instructions and appropriate training in electrical safety. If employed to carry out electrical repair work they must be suitably trained and their competence confirmed by certification or accreditation from relevant awarding / testing bodies & records of training kept on their personnel records.
- All Contractors using electrical equipment or employed to install, test or repair electrical equipment shall be required to provide proof of the competence of their staff and proof of the safety of any equipment owned and used by them on the premises / site
- After any installation or repair of electrically powered equipment an electrical safety test must be carried out by a competent person and test records kept

ELECTRICAL SAFETY PROCEDURES

Building Maintenance, Excavation and Demolition

- No works shall start on any ground or premises until all electrical systems have been fully identified.
- Underground and overhead service routes must be located and / or building circuit diagrams obtained.
- All electrical services, supplies and circuits must be isolated / disconnected prior to any work being carried out. Tests by competent persons shall be carried out to ensure that circuits etc. are dead prior to any work being carried out.
- Underground services must always be exposed by manual means before any mechanical digging equipment is used.
- Overhead services shall be made dead or diverted as a first step. Where this is not practicable and overhead lines still present a hazard, "goalposts" shall be erected on either side of the service, parallel to it, at least 6 metres from it. The clearance between the top of the goalpost and the service shall be agreed with the controlling electricity service. Where cranes are in use then the length of the jib must be added to the 6 metres mentioned above.
- Any new circuits or equipment installed shall be properly selected, designed and shall be suitable for the purpose for which it is intended and the environment which will be encountered.
- All installation or repair work must be to IEE standards and only trained, certificated and competent persons shall carry out electrical work of any kind whether disconnection, isolation, installation, removal or repair.

SUGGESTED MAINTENANCE INTERVALS

Type of business	User checks	Formal visual inspection	Combined inspection and test	
Light industrial	Yes	Before initial use then 6 monthly	6 – 12 months	
Office equipment	No	1-2 years	Non if double insulated otherwise up to 5 years	PC,s, photocopiers, printers
Double insulated not hand held	No	2-3 years	No	Fans, table lamps
Hand held double insulated (class 2)	Yes	6 – 12 months	No	Floor cleaners, kitchen equipment
Earthed equipment (class 1)	Yes	6 – 12 months	1-2 years	Electric kettles, hoovers
Equipment used by the public	By a member of staff	3 months	1 year	Hotel room equipment TV's kettles
Cables, plugs, extension leads	Yes	1 year	2 years	
Construction equipment	Weekly	Monthly	Before first use then 3 monthly	110v equipment
Construction equipment	Daily/every shift	Weekly	Before first use then monthly	230v mains

FIRE SAFETY & FIRE RISK ASSESSMENTS

1. SCOPE

To set out the safety procedure for ensuring general fire safety and the undertaking of fire risk assessments within all of the company's premises.

2. WHAT MUST BE DONE

All of the company's workplace are to undertake, produce and communicate a fire risk assessment.

The attached fire risk assessment format is to be followed and completed.

All of the company's workplaces are to ensure that simple fire prevention measures are followed and implemented as part of the fire risk assessment.

All of the company's workplaces are to implement fire evacuation procedures and fire management checks as part of the fire plan and fire risk assessment.

3. FIRE

"Responsible Person"

The Managing Director is the "responsible Person" for the Company as required by the Regulatory Reform Fire Safety Order 2005.

The landlord is also a responsible person as he maintains the office.

Both parties have the responsibility to provide protection and preventative measure in order to minimize and control the risk of fire.

Smoking

Smoking is prohibited inside any public place, company premises and vehicles. No person is allowed to breach this rule.

Visitors should be reminded of the Company rules on smoking when brought onto the premises.

Statutory signs will be displayed where necessary

Heating, Lighting and Electrical Equipment

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc. which are likely to be placed above appliances.

A clear space of at least one metre should be maintained.

All permanently fixed heaters, boilers, etc. and electrical cupboard/panels should have a clear tidy area around the appliance with no rubbish accumulations such as waste bags, etc.

Heating appliances are not be draped with towels, clothing, etc. Similarly light bulbs and fittings should be clear of materials.

Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

Waste Materials

Accumulation of waste materials is not allowed within the premises at any time; remove waste materials to the designated skips

4. Means of Escape

All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc.

Fire doors are provided to save life, do not wedge or prop/hook them open.

Fire Risk Assessment

The Regulatory Reform Fire Safety Order 2005 requires a fire risk assessment of all premises.

The Company has a Fire Risk Assessment' produced by Worksafe Consultancy.

Fire precautions for all sites will be applied after a fire risk assessment in accordance with the Regulatory Reform Fire Safety Order 2005

Fire Fighting Equipment

Fire appliances and extinguishers of an appropriate size, type and number shall be placed at fire points in each work area.

They shall be regularly inspected and maintained (at least annually) by a competent Fire Extinguisher Company.

Maintenance

All extinguishers must be regularly checked for obstructions, that they are secure and that they have not been moved; they should not be used to prop open doors, especially fire doors, as it is mandatory to keep these shut

Fire Alarm Equipment

Electric fire alarm systems are provided for the premises and will be serviced annually.

Fire Alarm Testing

Weekly tests of all fire alarms are required to ensure compatibility; this is the responsibility of the landlord to ensure this is carried out and recorded in the fire book

Smoke Alarms

These should be sited wherever the need determines, for instance closed boiler stores, areas where radiant heat is likely to be danger in igniting or helping to ignite combustibles.

Contractors

Where there is contractual work involving welding, cutting, brazing or soldering on the Company premises, the contractor's Supervisor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The local managers will check these requirements.

Fire Drills

Bi-annual fire drills will take place for all the Company premises, the details of which shall be kept in the Fire Alarm Log.

Where defects are found they will be remedied without delay (immediately if of great danger).

FIRE ACTION PROCEDURE

This procedure must be explained to all members of staff by the Managing Director and must be posted in prominent locations throughout the premises.

IN THE EVENT OF FIRE

- 1) The member of staff discovering the fire must immediately activate the fire alarm and report location to the office (if safe to do so).
- 2) The duty receptionist will inform the fire brigade - if no duty receptionist this will be done by the senior member of staff present.
- 3) All staff must evacuate the premises on hearing the fire alarm and the Office Manager will ensure that they do.
- 4) Staff will assemble on the car park at the front of the factory where the Director or most senior person will take a roll call for the use of the Fire Brigade.
- 5) Staff must only use fire fighting equipment if the fire is very minor and without risk to their health & safety. Only trained persons must do this after evacuation of the premises has begun and at least one member of the Management team must take charge of evacuation.

6) The Director, or most senior person present, will ensure all services are made safe and will inform the Fire Brigade of details of the fire and will inform Managers of when it is safe to re-enter the premises.

- On **no account** should anyone stop to collect personal belongings or re-enter the premises until notified that it is safe to do so by Management and / or the Fire Brigade.
- Fire and evacuation drills shall be carried out at least bi-annually. The Managing Director will ensure that records of drills are kept. All areas of the premises will be provided with adequate numbers and types of fire extinguisher which will be inspected and serviced by a competent person at least annually and as soon as possible in the event of use. The location of fire alarm points and fire extinguishers will be marked by signs as will the location of fire exit and fire evacuation routes.
- The Managing Director will check the condition of all firefighting equipment, fire points, notices, signs and evacuation routes during regular premises inspections.
- All Employees will receive information on fire actions and evacuation procedures.

FIRST AID

1. SCOPE

To set out the procedure for first aid to ensure that all requirements are being met.

2. INTRODUCTION

Under the Health and Safety (First Aid) Regulations, an employer has to provide such equipment and facilities as are adequate taking into regard the nature of his undertaking.

All staff shall be made aware of the location of the first aid facility and the name, location and means of contacting the appointed first aider.

All employers shall provide a sufficient number of suitably trained persons for the purposes of rendering first aid treatment, taking into regard the nature of their undertaking.

Duties of appointed first aiders shall be:

- a) Check the contents of the first aid box on a regular basis;
- b) Order any replenishments as the need arises;
- c) Order any special requirements as the need arises;

- d) Make him/herself aware of all emergency telephone numbers;
- e) Make him/herself aware of all emergency procedures.

If somebody requires first aid treatment, the first aider shall:

- a) Treat the injury as per their training;
- b) Call for assistance if required;
- c) Ensure that details are entered into the accident book;
- d) Ensure that Line Management is informed as soon as is practicable;
- e) Under no circumstances should first-aiders dispense pain-killers, tablets, proprietary preparations or any other form of medication.

PERIPATETIC AND LONE WORKERS

Every employer has the duty to ensure that peripatetic and lone workers are suitably trained and equipped to deal with emergency treatment

FORKLIFT TRUCKS, PLANT AND VEHICLES

1. SCOPE

To establish and set out the safety procedure for the safe management and control of forklift truck and movement of vehicles by the company or its sub-contractors.

2. WHAT MUST BE DONE

OPERATION OF FORKLIFT TRUCKS, PLANT AND VEHICLES

The safe system of work includes the following general arrangements and procedures which shall be implemented by Management and complied with by all persons entering the site

- All traffic access and exit routes shall be clearly marked and kept free from obstruction
- All traffic operating routes and areas provide sufficient visibility for pedestrians and drivers of mobile plant.
- All traffic routes, both for mobile plant and pedestrians, shall be unobstructed, even and trip free.
- All storage areas and traffic routes shall be wide enough to ensure that mobile plant and vehicles required to use them can operate safely
- Pedestrian access to vehicle and plant operating areas shall be limited to authorised persons only and all access gates shall bear appropriate warning signs
- All persons on foot in goods vehicle and mobile plant operating areas shall wear high visibility outer garments

- Loading and unloading operations must be controlled to ensure the health and safety of both drivers and other staff who may be affected.
- Operating areas will be subject to site specific risk assessment by Management and appropriate safe systems of work including road safety systems will be implemented.

In the case of Company owned road transport vehicles all test, inspection and repair operations and record keeping are the responsibility of Management

PLANT/VEHICLE AND FORK LIFT TRUCK OPERATION SHALL BE SUBJECT TO THE FOLLOWING RULES AND PROCEDURES:

- Only trained and authorised persons will operate vehicles and forklift trucks on company sites and contracts
- Training records and competence certificates will be checked by site management before authorisation and lists of authorised persons will be retained on the premises
- All forklift trucks and vehicles will be selected as appropriate for the site and job involved and will be maintained in a safe condition
- All forklift trucks will be subject to daily inspection by operator and monthly by the Managing Director
- All vehicles/ forklift trucks will be made safe and securely locked when not in use and keys will not be left in unattended plant or vehicles

No passengers will be carried on forklift trucks and lifting of persons on forks is forbidden unless in the cage provided

GAS SAFETY PROCEDURES

Any Company activity that involves the removal or installation of gas services or equipment shall be carried out in accordance with the Gas Safety (Installation and Use) Regulations 1998.

All work carried out on gas fittings or installation shall only be carried out by competent persons i.e. persons registered as competent by the Confederation of Gas Installers (CORGI).now recognised as the Gas Safe certification

No self employed person or subcontractor shall be employed by the Company for gas fitting or installation purposes unless proof of competence has been provided

GENERAL EMPLOYEE WELFARE

Pregnancy

The Managing Director shall ensure that risk assessments are undertaken of work process, conditions or physical, biological or chemical agents to ensure health and safety of the member of staff and that of the child. The Company can only do this once notified of the pregnancy, subsequently confirmed by a certificate from a registered medical practitioner or midwife.

Nursing Mothers

Staff may have returned to work after having a child and the Company are required to ensure that adequate rest breaks are taken if they are a nursing mother. Breaks should be arranged with Managers as / if required.

Young Persons

Young workers are particularly at risk because of their lack of awareness of existing or potential risks, immaturity and inexperience. Unless an approved course of training has been completed dangerous machinery must not be operated. Risks involved in tasks, which may be undertaken by Young Persons, will be assessed and information provided to young persons, in particular regarding work activities they must not undertake.

Disabled Persons

The Company will not discriminate against disabled persons and when employed, risk assessments and method statements will take into account any additional Health & Safety needs of these persons. Particular attention will be given to ensuring safe means of access to and egress from workplaces and action in emergencies to protect such persons.

Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks

The Company aim to foster good working relationships between all its employees and encourages a sense of humour to enhance morale and to encourage all employees to take care of their own safety and that of others.

Harmless jokes and friendly banter does not fall within this category or minor arguments between two persons or employees receiving disciplinary action against them.

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Horseplay and initiation tests are hurtful, dangerous and humiliating. Disciplinary action in accordance with current Employment, Safety and other relevant legislation will be taken against any individual organising or participating in any such activities.

Employees who feel they are being subjected to any such treatment are encouraged to contact any member of management to whom they can relate and with whom they feel comfortable. Where possible all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Stress

Stress provides motivation and achievement. However if staff become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat, humidity, cold or lighting as well as work relationships, workloads and tight deadlines, where routine tasks may appear major problems.

It is Company Policy to address all stress related issues to ensure the health, safety and welfare of its employees and staff will be encouraged to contact their immediate Manager or any member of management who they feel comfortable with. Any such consultation will be

kept in the strictest of confidence.

Working Time

All employees have rights relating to working time, rest breaks, daily and weekly rest periods and paid annual leave

Where it may become necessary for any person to work time in excess of the average of 48 hours as averaged over a reference period of 17 or 26, the Company will seek to enter into a personal agreement with them subject to the Regulations that apply.

Should staff wish to discuss their individual rights or any group averaging or monitoring systems, they should contact their Manager.

The **Managing Director** will be responsible for monitoring and reviewing working time for employees.

Alcohol and Drugs

The use of alcohol and / or drugs at work can cause a serious threat to Health and Safety not only to the person taking the substances but also their work colleagues. The long-term physical and psychological effects of substance abuse are well documented and so are road accidents attributed to the overindulgence in alcohol.

The Company Policy is to identify any member of staff who has a drink or drugs problem.

NO EMPLOYEE is allowed to be at work under the influence of drink or drugs.

ANY EMPLOYEE who notices a work colleague under the influence of drink or drugs must report the same to Management. This will be treated in the strictest confidence.

Any employee under the influence of drink or drugs can endanger their own health and safety and that of others. An employee taking prescribed medication that will affect his ability to work safely will inform Management of the situation prior to commencing work.

Environment

It is Company Policy to protect the environment and as such all its employees and / or Contractors are to ensure that where practicable items are recycled and nothing is discharged into the atmosphere, drains, water or land which may damage it. Any such occurrence, process or activity is to be reported to Company Management for action.

Employee Consultation, Ideas and Suggestions

Employees will be consulted in good time in all matters relating to health and safety.

All employees are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Company to their immediate **Manager**. Should they feel that their concerns have not been properly addressed they should contact the **Managing Director**.

Employees may at any time appoint a Representative of Employee Safety should they wish to be represented by one of their number, rather than consulted individually. The **Managing Director** will consult employees or their representative at regular intervals, to discuss matters of health and safety or any proposed new services or technology or working methods.

Non English Speaking Employees & Contractors

The company will ensure that non English speaking employees or contractors are given suitable health and safety information by using a translator or will have written information translated into their language. The company will endeavour to ensure they fully understand their responsibilities, site rules and the precautions to take to keep themselves and others who may be affected by their acts or omissions safe.

GENERAL PREMISES & SITE POLICY

The Managing Director is responsible for ensuring that all Company premises and work areas / sites are maintained in a safe condition.

In particular they shall ensure that :-

- All offices, work areas, stores, walkways, public areas access roadways, paths, and fire escape routes are adequately lit and that their fabric is maintained in a safe condition
- Suitable means of heating and ventilation be available to ensure reasonable working conditions be provided in all work areas, or suitable means of heating staff be provided where outdoor working is carried on e.g. heated rest area.
- Lighting in all areas is suitable for the work being undertaken and that emergency lighting for evacuation purposes is in working order. Where outside work is involved then suitable external lighting systems must be provided.
- All wastes are regularly removed from all areas and removal of waste from the premises complies with the Environmental Protection Act and the law on the Duty of Care. Where waste skips are in use these shall be safely sited, clearly marked and with warning lights as required in place during hours of darkness
- That all work rooms and areas are suitable for the numbers of persons working in them

- Workstations be arranged to be suitable for the tasks being carried out with sufficient clear and unobstructed space
- That stacked materials & objects be safe and without risk of falling
- That all traffic routes be organised in a way whereby pedestrians and vehicles can circulate safely
- That sliding doors and upward opening doors are safely constructed
- That suitable sanitary and washing facilities are provided
- That suitable clothing accommodation and provision for changing if required is provided
- That suitable facilities be provided for rest purposes, i.e. adequate supply of drinking water, means for heating of food, and making hot drinks, tables and chairs.

All visitors to sites must sign the Visitors Register at the site accommodation on arrival and departure. A member of the Company staff must always accompany a visitor except in the case of Contractors staff working on authorised projects.

HEALTH AND SAFETY TRAINING

We recognise that competent employees at all levels within the organisation can make a far more effective contribution to health and safety, whether as individuals, teams or groups, by participating actively in improving safety standards, problem solving and hazard identification.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisor training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment

- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- health and safety principles
- the health and safety arrangements relevant to them
- manual handling
- asbestos awareness

Furthermore all employees will receive induction training. Such training will cover:- Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment, and its use, instruction under COSHH, and asbestos awareness, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, as a result of new activities or new technology, following an accident/incident and as a result of performance appraisal.

Records of training will be kept for all employees

HAND ARM VIBRATION SYNDROME

1. SCOPE

To establish and set out the safety procedure for the safe management and control of hand arm vibration syndrome (HAVS) at work to the company's employees or its sub contractors.

2. WHAT MUST BE DONE

Every employer should endeavour to minimise the vibration created by his Work activity. Where the work activity produces vibration in excess of 2.5m/s^2 , he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable.

Protection of the work force from hazardous vibration, which may cause "hand Arm vibration syndrome", is a statutory duty under the Vibration at Work Regulations with additional guidance contained in L140.

The Managing Director will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health.

- Tasks which involve the use of vibrating equipment will be reduced to a minimum.
- Where the use of vibrating equipment is necessary, conduct a risk assessment and implement any required control measures.

These may include:

- Ensure the correct selection of equipment.
- Ensure where practicable that the lowest vibration rated machine is used.
- Ensure that all tools are adequately maintained.
- Use tools that are designed to avoid the need for gripping the high vibrating parts.
- Avoid uninterrupted vibration exposure over long periods.
- Use anti vibration PPE where practicable.
- Ensure that gloves are worn in cold conditions to ensure good circulation.
- Ensure that the rating of the machine is considered and that the recommended usage time over an 8 hour weighting period is strictly adhered to.
- Ensure frequent changes in personnel to reduce exposure times.
- Manage and exercise fingers and hands during breaks.

Ensure that adequate reporting procedures are in place and training to ensure that early signs of Vibration White Finger are recognised and reported.

HEALTH SURVEILLANCE

1. The company fully appreciates its responsibilities to the health, safety and welfare of its employees and because of its activities has in place procedures for health surveillance.

Initially the company will assess and identify employees who are exposed to workplace tasks that may affect their health. These employees will be required to complete a questionnaire.

The purposes of the questionnaires are to assist in the monitoring of the impact of work for the company on the occupational health of its employees.

2. Where further health surveillance is shown to be necessary employees will be referred to an occupational medical practitioner.

The company will maintain personally identifiable records of exposure for 40 years after the date of the last entry into a record book.

All other records will be kept for at least 5 years.

Substances and work practices which have the potential to cause occupational illnesses and require health surveillance are reviewed regularly and if necessary the external health and safety advisors are informed in order to update risk assessments and the health and safety policy.

3. The company currently does not expose its employees to risks which exceed exposure limits for noise, vibration, exposure to dusts or substances as stated in the Control of Substances Hazardous to Health Approved Codes of Practice, and the Health and Safety Executives publication EH40 where health surveillance is necessary.

However, frequent checks will be made on each of our employees hands for early signs of dermatitis

INDUCTION TRAINING

1. SCOPE

To set out the safety procedure for ensuring that induction training is carried out in an effective and efficient manner.

As an employer the company must ensure that all those working on its premises under its control are informed of health, safety and welfare issues.

2. WHAT IS TO BE DONE

All those who visit or work on managed premises are to receive health, safety and welfare information in the form of an induction.

All those attending an induction are to complete an employee information form, provide copies of training and achievement and sign the induction form.

3. INDUCTION CONTENT

The following is a minimum core content of a premises induction which can be supplemented with premises specific issues:

VISITORS – are those who do not work on the premises/office full times.

All Visitors shall receive the very basic induction upon their arrival at reception.

They are to be informed typically of the following;

- Emergency procedures
- Accident reporting
- First aid
- Smoking policy
- Any specific hazards
- All visitors must be accompanied

CONTRACTORS –

Prior to commencement on new sites where Thomas Niamh Construction Services Ltd is the Principal Contractor, the Managing Director will give a site safety induction talk. The induction will cover:-

- 1) The Details of the Contract
- 2) The Details of the Sub Contractors to be used

- 3) The Site Address
- 4) Contract Information such as the Start Date, Contract Period ...
- 5) A description of the constructional work
- 6) A list of Personnel and their responsibilities
- 7) Fencing/Hoarding requirements and Safety matters regarding signage
- 8) Details of surrounding land users
- 9) Details of Mains Service where available
- 10) Details of Site Establishment
- 11) Details and locations of site accommodation
- 12) Storage and unloading requirements
- 13) Restrictions on site and Details of Clients operations
- 14) Site rules
- 15) Dealing with unforeseen eventualities
- 16) Sequence of Operations
- 17) Lists of known hazards and precautions
- 18) Safe methods of working

All operatives who work on the site or visitors to Site will be given a site safety induction and will sign an acknowledgement that the induction was given.

In the first instance the induction will be given by the Managing Director, thereafter the Site Agent will give the induction talk to new personnel on site.

Additional safety requirements and directions will be given as the need arises by either the Managing Director or on site by the Site Agent.

On every occasion operative will acknowledge that the safety measures have been conveyed.

As the works proceed it may be necessary to revise certain practices on site. This will be carried out after consultation with the Managing Director, and operatives with respect to the proposed different method.

The impact of the alterations and risks will be assessed accordingly and a decision based upon the merits and safety of the revised method will be taken.

LIFTING EQUIPMENT

1. SCOPE

To establish and set out the safety procedure for the safe management and control of lifting equipment at work by the company or its sub-contractors.

2. LIFTING EQUIPMENT

The Lifting Equipment and Lifting Operations Regulations (LOLER) define lifting equipment as **“any equipment that is used for lifting or lowering of loads and, includes attachments for anchoring, fixing or supporting it”**.

This also includes attachments for lifting i.e. chains, shackles, lifting beams etc. The regulations apply to all lifting equipment across all industry sectors i.e. passenger lifts in general office buildings.

All items of lifting equipment are also items of work equipment

3. WHAT MUST BE DONE

Employers must ensure that work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided.

To do so they must:

- Have regard for the working conditions and risks that exist where the equipment is to be used:
- Ensure that lifting equipment is only used for operations and in conditions for which it is suitable
- Ensure that lifting equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.
- Ensure that staff are suitably trained in the correct use of the equipment.

4. HOW IS THIS TO BE DONE

Any item of lifting equipment must be bought or hired from a recognised and approved supplier.

All new equipment must be accompanied with its EC Conformity documentation,

working load limit/safe work load documentation and inspected by a Senior Manager before being put into use.

All hired equipment must be accompanied by it's last inspection report and should be inspected by a senior manager before being put into use.

5. INSPECTION AND MAINTENANCE

ALL lifting equipment shall be inspected and maintained as required manufacturers/suppliers instructions with records maintained. These inspections will involve daily inspections by users before use, weekly inspections by supervisors and periodic inspection by a competent person.

This requires all items to be entered onto lifting equipment register and being assigned a serial/asset number for identification purposes.

Small items of lifting equipment i.e. sling, chains should to be micro-tagged or similar to show last and next inspection dates.

6. TRAINING

Employers have a general duty to provide suitable health and safety training.

This duty becomes specific with regards to lifting equipment.

Staff will require specific training to approved standards for certain items of lifting equipment, whilst other training could be part of their skills training.

Whatever the need the employer must identify the need and provide the necessary training.

7. SUBCONTRACTOR'S EQUIPMENT

Subcontractor's equipment, owned by and brought to site by a subcontractor, remains within his undertaking so long as he and his employees are sole users of the equipment. If it is borrowed, lent or used by another employer, then it would be considered as having transferred to another undertaking and the requirements for used equipment set out above will apply

MANAGEMENT CHECKS

1. SCOPE

To set out a procedure that ensures the involvement of senior management in the day to-day issues of health and safety.

2. INTRODUCTION

This procedure is applicable to all Managing Director and Supervisor within the Company, particularly those with operational responsibilities.

3. AIMS AND OBJECTIVES

The purpose of a safety inspection is to ensure that

- A safety place of work is being provided
- Work is being carried out in a safe manner
- Plant and equipment is visibly safe to use

- Identify hazards

4. WHAT SHOULD BE DONE?

To ensure compliance with this legal requirement and to ensure compliance with the safety policy a series of structured inspections will be carried out by all levels of management.

All workplaces are to be inspected at least weekly by the Site Supervisor.

All workplaces are to be inspected at least monthly by the Managing Director.

All contractors shall be encouraged to take part in these inspections and undertake their own inspections.

The Health and Safety Advisors will carry out quarterly inspections

A record of all inspections shall be made using an audit report sheet.

All actions and remedies are to be put in place within the agreed timescales

MANUAL HANDLING

An assessment of the risks from manual handling of loads has been carried out and where reasonably practicable hazardous manual handling has been eliminated.

All site work will be assessed and manual handling risks will be minimised and controlled by:-

- Changing systems of work
- Provision of lifting , handling equipment
- Instruction and training for employees
- Issue and use of appropriate PPE

It is the responsibility of the **Managing Director or Office Manager** to undertake the risk assessments for Manual Handling.

Information is given to employees regarding safe manual handling techniques in the Employee Health and Safety Handbook

Employers Responsibilities

- Avoid the need for hazardous manual handling, as far as is reasonably practicable
- Access the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

Employees Responsibilities

- Follow appropriate systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their employer on matters of health and safety
- Inform the employer if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk

Lifting Procedure

- Adopt a good posture;
- When lifting from a low level, bend the knees. But do not kneel or overflex the knees;
- Keep the back straight, maintaining its natural curve (tucking in the chin helps);

- Lean forward a little over the load if necessary to get a good grip;
- Keep the shoulders level and facing in the same direction as the hips;
- Get a firm grip;
- Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Good Handling Technique

Here are some important points, using a basic lifting operation as an example.

- Stop and think
- Plan the lift. Where is the load to be placed?
- Use appropriate handling aids if possible.
- Do you need help with the load?
- Remove obstructions such as discarded wrapping materials.
- For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.
- Position the feet, feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).
- Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.
- Keep close to the load;
- Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift;
- Don't jerk;
- Lift smoothly, raising the chin as the lift begins, keeping control of the load;
- Move the feet;
- Don't twist the trunk when turning to the side;
- Put down, then adjust;

If precise positioning of the load is necessary, put it down first, then slide it into the desired position

METHOD STATEMENTS

1. SCOPE

To establish and set out the safety procedure for the production, review and communication of safety method statements produced directly by the company or by its sub-contractors.

2. WHAT MUST BE DONE

It is the responsibility of the company to ensure that safe systems of work are developed to ensure the safety of their employees and this included the production of safety method statements.

3. PRODUCTION OF SAFETY METHOD STATEMENTS

Where the company are carrying out construction work a safety method statement is to be produced for the activity.

In general the approach of carrying out a safety method statement is preferred as it leads to a concise set of control measures for each operation. However, care must be taken to ensure that each aspect is addressed in sufficient detail.

The onus must always be to do more rather than less to minimise the risk.

The Health and Safety at Work, etc. Act 1974 requires employers to prevent their employees and others affected by their business from being exposed to risk **so far as is reasonably practicable**.

4. APPROVAL OF SAFETY METHOD STATEMENTS

All method statements are to be approved before work is to commence, this includes those produced for the company activities and those of its contractors

5. REVIEW OF SAFETY METHOD STATEMENTS

Safety Method Statements should not be seen as a one off process. Safety Method Statements must be kept under review and revised if there is any substantive change in the system of work, work environment or personnel.

6. COMMUNICATION OF SAFETY METHOD STATEMENT

Safety Method Statement, or the relevant parts thereof, must be adequately communicated, in a comprehensible manner, to those likely to be affected by the work activity. This will include

- Other contractors, or employers, whose employees may be affected by the works covered in the assessment
- Employees and supervisors who will be expected to carry out the activity covered by the assessment.
- Other employees working in the vicinity of the activity

NOISE

1. SCOPE

To establish and set out the safety procedure for the safe management and control of noise at work.

2. WHAT MUST BE DONE

The Company should endeavour to minimise the noise created by his work activity.

Where the work activity produces noise in excess of 85 dB(A), they have a duty to reduce the exposure of his employees to noise so far as is reasonably practicable, by means other than the provision of personal hearing protection.

Protection of the work force from hazardous noise which may cause "noise induced hearing loss" is a statutory duty under the Noise at Work Regulations, 2005.

The key requirements of the regulations can be summarised as follows;

- Identify if there is a noise problem (e.g. if people have to shout or have difficulty being understood by someone about 2m away).
 - Assess the noise levels and compare with the "Action Levels" established in the regulations (see below)
 - Take measures to reduce noise at source, as far as is reasonably practicable;
 - Where noise levels cannot be reduced below the action levels, establish a hearing protection programme (this may include exclusion zones around the noise source).
 - Provide employees with information regarding all stages of the assessment and the hearing protection programme;
- Keep control measures and procedures under review to ensure that they are adequate, working and maintained

PERSONAL PROTECTIVE EQUIPMENT

1.SCOPE

To set out the procedure for the assessment of PPE needs and its subsequent issue, and to ensure that all legislative requirements are being met.

2.INTRODUCTION

Under the Personal Protective Equipment at Work Regulations 2022, every employer shall ensure that suitable PPE is provided to his employees and limb workers who may be exposed to a risk to their health and safety whilst at work in all situations that cannot be controlled, so far as is reasonably practicable, by other means.

THE ISSUE OF PPE SHOULD ALWAYS BE THE LAST RESORT.

3.WHAT SHOULD BE DONE?

Line Managers should assess the PPE needs of all their staff using the assessment form in the attachment.

Once the assessment has been completed, Line Managers should arrange for the purchase and issue of all PPE needs as identified by the assessment.

NOTE: THE ISSUE OF PPE SHALL BE FREE TO EMPLOYEES.

Upon issue, the employee shall be required to sign the appropriate issue form (part of the assessment checklist) and these records are required to be kept.

At the time of issue of any item of PPE, Line Managers shall give relevant information, instruction and training as may be required, dealing with the following issues:

- When to wear the equipment;
- Where to wear the equipment;
- How to wear the equipment;
- How to clean/maintain the equipment;
- Procedures for replacement of the equipment;
- Sanctions for not complying with this procedure

PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD	
Issued to:	
By:	
Date:	
Items issued √	
	Safety Boots
	Safety Glasses
	Disposable dust / vapour masks
	Gloves
	Ear plugs / ear defenders
	High visibility vest / jacket
	Safety Helmets
Processes / areas for which Personal Protective Equipment is issued:	
<ol style="list-style-type: none"> 1. Safety helmet to be worn where there is a risk of injury to the head or where site rules require it. 2. Safety boots to be worn in the warehouse and on construction sites at all times 3. Gloves to be worn when there is a possibility of any substance making contact with the skin 4. Safety glasses to be worn when there is a risk of any flying particle or substance coming into contact with the eyes. 5. Disposable dust masks are available when working in a dusty environment 6. High visibility clothing to be worn on site where there is a risk of contact from moving vehicles or where site rules require it. 7. Ear plugs/ defenders to be worn where it has been identified work is to be carried out in a noisy environment. 8. Barrier cream used where necessary. 	
I certify that I have been issued with the Personal Protective Equipment listed above and that I have received instruction in:	
<ol style="list-style-type: none"> 1. Use and testing of the equipment 2. Processes for which the Personal Protective Equipment is required to be used 3. Cleaning, storage and maintenance procedures for the equipment 	
Signed:	Date:

RISK ASSESSMENTS

SCOPE

To set out the procedure for carrying out risk assessments in order to comply with the requirements of modern safety legislation.

INTRODUCTION

The requirements of all modern safety legislation require employers to ensure that appropriate risk assessments have been undertaken and suitable control measures implemented **prior to any hazardous task commencing**.

All risk assessments should:

- Identify hazards;
- Assess the level of risk that those hazards present;
- Select suitable and sufficient control measures.

A **HAZARD** is a condition or practice with the potential to cause harm.

A **RISK** is the likelihood that the harm or damage will occur.

PROCEDURE

There are five distinct stages in a risk assessment, and all five must be given consideration.

1. identify all hazards i.e. those conditions or practices that have the potential to cause harm or damage;
2. identify who might be harmed, or what might be damaged;
3. evaluate a level of risk for each possible event;
4. select appropriate control measures;
5. confirm that those control measures shall be effective.

HOW TO CARRY OUT RISK ASSESSMENTS

- Clearly detail the place of work and the task to be carried out;
- Identify the hazards of the job;
- Identify who could be harmed, or what could be damaged;
- Achieve a risk rating figure by using the tables, LIKELIHOOD x SEVERITY;
- Select appropriate control measures which are considered to reduce the risk rating figure;
- Recalculate to demonstrate that the controls are appropriate.

Communicate the results of the risk assessment to **ALL** who may be affected

LIKELIHOOD of EVENT		SEVERITY of the OUTCOME	
Rare	1	Insignificant injury	1
Unlikely	2	Minor injury or illness	2
Possible	3	RIDDOR reportable – 7 days or illness	3
Likely	4	Major injury or illness	4
Certain	5	Fatality, disabling injury etc	5

Allocate numbers to the two elements and multiply them together, thus achieving a **“risk rating value”**, and table below gives information on actions to be taken

Risk rating value	Risk rating	Action to be taken
1 – 5	Insignificant	No further action required.
6 – 10	Low	Reduce where reasonably practical
11 –15	Medium	Adequate supervision/control required Recommendations for reduction must be made where practicable.
16 – 20	High	Immediate action required to amend working practice.
21 – 25	Unacceptable	Unacceptable working practice - alternative working method to be established

SELECTION OF CONTRACTORS

1. SCOPE

To establish the safety procedure for the assessment, selection and control of contractors working for the company.

2. INTRODUCTION

As an employer the company has a duty to:-

- ensure the safety of our own staff from hazards created by contractors.
- ensure the safety of contractors who may be affected by our actions.

3. WHAT MUST BE DONE

As a company we will only engage those contractors who are specialists in their fields and those who are deemed competent.

All sub contractors are informed that they must inform Thomas Niamh Construction Ltd should they sub contract any work awarded to them out to a third party.

All contractors engaged by the company are to be drawn from a register of competent contractors.

Before any contractor commences work he shall provide the company with health and safety documentation that may be applicable for the works. The Managing Director will request the following information may be required

- Copies of employers and public liability insurances
- Copy of the health and safety policy
- Risk assessments

- Method statement
- COSHH Assessments not just MSDS
- Training records
- Inspection records for plant and equipment
- References
- Accident statistics
- Detail of their competent person providing health and safety advice

The Site Supervisor will visit the project daily where possible and informally manage, monitor and control Health and Safety items against the Health and Safety Plan and Risk Assessments, ensuring that all information is on site and that operatives and sub contractors are complying with the Plans requirements.

The Managing Director, will visit the site once or so a week to monitor progress and Health and Safety matters

WORK AT HEIGHT

SCOPE

All work above ground/ floor level is subject to site specific risk assessment and the application of relevant method statements to prevent falls from height, falls through fragile surfaces and falling objects.

All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

The Managing Director will ensure they will do all that is reasonably practicable to prevent anyone falling, avoid work at height where they can; use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Specifically they will ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.
- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe away as is reasonably practicable;
- plan for emergencies and rescue;

LADDERS

- Management will assess the need for ladders, stepladders and access equipment and will arrange provision of suitable types.
- All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

- Ladders will only be used for access only – not for working from.
- Step ladders will be used for short term duration work which is deemed to be 15 to 30 minutes
- If the nature of the work, dictates that many of the tasks are of longer term duration an alternative method of working at height will be considered.
- All ladders shall be in good working order with
 - all rungs intact
 - no movement between stiles and rungs
 - no cracks
 - no lashings or bindings
- Light tools should be carried in a shoulder bag or on a belt to free both hands for climbing.
- Where a ladder is to be used for work of a short duration one hand must be free to hold onto the ladder at all times. Stretching must be avoided
- Ladders and step ladders will be subject to pre-use inspection by the site supervisor and to regular inspection by users.
- Ladders will be angled correctly 1 in 4
- The top of the ladder will rest against a solid surface
- It is Company policy that no ladders are used unless securely footed and tied or footed by a second person.
- The ladder will be tied at the top and protrude at least 1 metre above the platform level.
- All timber ladders are stored correctly to prevent warping and / or rungs loosening
- Aluminium ladders must **not be used** near any overhead power lines.
- Step ladders must be fully opened before use and checked for defects.
- Timber ladders shall never be painted as this may cover defects. Clear varnish or preservative is allowable.
- Only one person is on a ladder at any one time.

SCAFFOLDING

Various types of scaffolding will be used at different sites dependant on requirements.

This will include scaffold towers, both mobile and static, as well as independent and putlog scaffolds.

All scaffolds shall only be erected by people who are experienced in the work and with proper supervision. Suitable barriers and warning notices shall be erected to prevent entry by unauthorised persons and to warn of the hazard.

No scaffolds will be used unless they have been:-

- inspected within the last seven days
- inspected after inclement weather which may have affected stability and safety
- inspection details have been recorded in the scaffold register

It is the responsibility of all scaffold users to inspect scaffolds before use. Where a scaffold is in place for more than one week it is the responsibility of the **Managing Director** to ensure that an inspection has been carried out by a competent person and the scaffold register completed.

Scaffolds must only be erected according to the following criteria:-

- Ground must be level and firm and scaffold standards must be erected on metal base plates with timber sole plates as necessary
- Transoms must be suitably spaced to support the scaffold boards making up the working platform (three supports per board)
- Scaffold boards must overlap supports by more than one and a half times its thickness and no more than four times its thickness
- Working platforms must be at least 0.75 metres wide with boards fitted end to end to prevent trips, and suitably fastened down to prevent lifting in high winds
- Working platforms must be fitted with toe boards & guard-rails inside the standards and Safe means of access must be provided, which shall be removed when scaffold is left unattended.

In addition to the above, mobile scaffold towers must not be moved when workers or materials are on them.

Wheels must be locked into the bottom of the transoms, turned outwards and locked to prevent motion when the scaffold is in use.

Internal access ladders should be used when possible

WORK EQUIPMENT

1. SCOPE

To establish and set out the safety procedure for the safe management and control of work equipment at work by the company or its sub-contractors

2. WORK EQUIPMENT

The Provision and Use of Work Equipment Regulations (PUWER) define work equipment as **“any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)”**

PUWER therefore applies to a wide range of everyday things used at work.

From items used in the office such as copiers and binding machines up to heavy equipment used on site including hand tools; ladders; circular saws; hoists; dumpers; tower cranes; etc. Almost everything we use is work equipment.

3. WHAT MUST BE DONE

Employers must ensure that any work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided

To do so they must:

- Have regard for the working conditions and risks that exist where the equipment is to be used:
- Ensure that work equipment is only used for operations and in conditions for which it is suitable
- Ensure that work equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.

Ensure that staff are suitably trained in the correct use of the equipment

MACHINERY AND WORK EQUIPMENT SAFETY

It shall be the responsibility of **management** to ensure that all machinery and work equipment in all work areas / sites is suitable for the use to which it is put in terms of :-

- construction
- electrical safety
- physical dimensions and weight
- guarding / fencing of moving parts
- suitability for the environment in which it is to be used
- ease of operation and maintenance
- protection for users and others who may be affected

Where relevant European or British Standards apply these shall be checked in relation to the equipment specifications.

All machinery and work equipment shall be subject to inspection schedules and planned preventative maintenance, in accordance with manufacturers or suppliers guidance with regard to frequency of use and the risks involved in its use.

Where specific inspections are required under the Provision of Use of Work Equipment and Lifting Operations and Lifting Equipment Regulations or Approved Code of Practice for Health and Safety purposes, such requirements shall be adhered to.

All employees must be adequately trained on the work equipment they use and be provided with all relevant health and safety information and training. This health and safety information and training must also be provided, along with any written instructions on the use of equipment, to employees supervising work equipment use.

All work equipment must be provided with readily accessible and clearly marked means of isolation from power.

Sufficient lighting must be available for the activity being carried out.

Suitable controls and at least one emergency stop facility must be available for all powered equipment.

All work equipment purchased / leased / hired by the Company will comply with relevant standards.

All machinery and equipment which has moving parts which may entrap or entangle limbs, hair or clothing etc., or which involves cutting, grinding or other hazardous operations e.g. impact, must be effectively guarded.

Guards must be properly fitted and prevent entanglement, entrapment, cutting, grinding or impact with any part of the body.

Such machinery must only be operated by trained and competent persons and must be regularly inspected and maintained.

Operation of any machinery, to which guards must be fitted, without guards in place is to be treated as **GROSS MISCONDUCT** and will render the operator, and / or the person issuing any instruction for operation without guards, liable to summary dismissal.

Guarding of Equipment

The following machinery shall be fitted with guards which shall protect operators from risk of entanglement, traps, contact with moving parts and / or ejection of solids or liquids. Guards shall be regularly inspected and equipment **shall not** be operated unless guards are in position and in a safe condition:

- Abrasive wheel equipment
- Pillar drills
- Cut-off wheels
- Circular saw bench
- Band saw
- Compressor drive wheels and belts
- Relevant hand held equipment e.g. portable circular saw

Staff must not use equipment without guards (where fitted) in place and must immediately report any defective equipment to Management who will ensure that the equipment is withdrawn from service until repaired, and that a notice "DO NOT USE" is prominently displayed on the equipment