J Wareing & Son (Wrea Green) Ltd

Health, Safety and Environmental Policy Document

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Contents

Review / Amendment Sheet

Date	Review / Amendment Comments
May 2005	Complete review and issue of this new 2nd Edition.
Mar 2006	Additional Working at Height Procedure 25
Sep 2006	Revised COSHH Procedure 13, Vibration Procedure 23 and new Noise Procedure 26.
Oct 2006	Revised Fire Risk Assessment Procedure 1
Apr 2007	• New Procedure 27 CDM Regulations • Revised Control of Asbestos Regulations • Revised Risk Assessment Proforma
Sep 2007	Inclusion of Environmental Policy & Procedures
Jul 2007	New Procedure 28 – Environmental protection controls New Procedure 29 – Environmental risk assessment New Procedure 30 – New starter induction form
Jul 2010	Amendment to Procedure 25 – Work at Height
Jan 2013	Document review and amendments: • Procedures 4 - RIDDOR 7-Day incidents; • Procedure 7 - Asbestos 2012 • Procedure 9 - Health Surveillance requirements; and • Procedure 10 - Forms update RAMS
Mar 2014	Document review and amendments to: • Embodiment of Parts 3A/3B into a new Part 3 • Procedures - RIDDOR (to reflect RIDDOR 13); • Procedure 13 - COSHH (new RA summary form); • Procedure 24 - Monitor, Audit & Review (new construction site checklist); and • Procedure 30 - SWMP deleted (legislation revoked Dec 13) • New Procedure 30 - Company Induction Procedure
May 2015	• Procedure 27 – Amended to reflect new CDM to 2015 Regulations
Nov 2017	• Procedure 10 – Risk Assessment & Method Statement, amended format.
June 2018	Document review and amendments: • Organisational diagram amended to include the new position of HSQ Coordinator. • Procedure 8 - Minor amendment to wording covering Lead. • Procedure 10 – New Job Hazard/Risk Assessment Form • Procedure 13 – COSHH amended to remove old EU labelling. • Procedure 16 – Example PUWER Risk Assessment Form
January 2019	Issue 14 : Full document review

January 2020	Issue 15 : HS&E Policy General Statement re-issued 2020
January 2021	Issue 16 : HS&E Policy General Statement re-issued 2021 Amended Job Hazard / Risk Assessment Amended Organisation Chart to include H&S Advisor
December 2021	Issue 17 : Amended HS&E Policy – Wareing Buildings Ltd, changed to J Wareing & Son (Wrea Green) Ltd
January 2022	Issue 18 : HS&E Policy General Statement re-issued 2022

PART ONE

COMPANY HEALTH AND SAFETY POLICY

GENERAL STATEMENT

The company is fully committed to meeting its responsibilities under the **Health and Safety at Work, Etc. Act 1974,** the **Management of Health and Safety at Work Regulations 1999** (as amended) and associated protective legislation, both as an Employer and as a Company. To achieve those objectives it has appointed designated members of staff to be responsible for Company health and safety; to keep workplace health, safety and welfare procedures under constant review; to liaise with the Health and Safety Executive wherever necessary; and to keep the Company and its Board of Directors abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure on-going compliance with the law.

The main responsibility for health and safety lies with the Managing Director and Board of Directors. The Company is bound by any acts and/or omissions of the Managing Director, any executive director or manager, giving rise to legal liability, provided only that such acts and/or omissions arise out of and in the course of Company business.

To comply with its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work, Etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** (as amended) and will co-operate with their Employer to enable him to carry out his health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, on the part of any employee, may, in the case of serious or repeated breaches lead to dismissal.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive, in addition to its statutory duty to provide an Accident Book. The Company will comply with its duties towards employees under the **Health and Safety at Work, Etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999** (as amended, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, as safe place of work, a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.

- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

In order to meet its obligations towards the general public and all lawful visitors to the Company's premises, the Company will pay strict attention to its duties under the **Health and Safety at Work Act 1974** and the **Occupiers' Liability Acts 1957 and 1984**.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work, Etc. Act 1974** and binds all Directors, Managers and Employees, in the interests of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on demand.

Signed:  **Dated: January 2022**

Andrew Wareing
Managing Director

COMPANY GENERAL ENVIRONMENTAL POLICY STATEMENT

It is the policy of J Wareing & Son (Wrea Green) Ltd, to fully comply with the requirements of Environmental Legislation. The Company understands the need for strict compliance with the environmental standards in carrying out its activities in order to minimise their environmental impact.

The policy of the Company is to prevent pollution in all areas of work, inside and outside, through careful purchasing, the review of operational practices and management of the working environment.

J Wareing & Son (Wrea Green) Ltd' overall objectives are:

- Pollution prevention
- Energy efficiency
- Waste minimisation
- Water conservation
- Wildlife conservation
- Heritage conservation

The Company will, so far as is reasonably practicable:

- Reduce dependence on ozone depleting products and other pollutants
- Improve energy efficiency
- Reduce waste and avoid the unnecessary use of non-renewable natural resources
- Review operational practices and management of the working environment
- Inform and involve employees in understanding and participating in protecting the environment
- Maintain a continuous scrutiny of waste management arrangements from ordinary litter to hazardous waste
- Take into account recycling opportunities for waste such as paper, plastic, batteries, metal, etc.
- Establish and maintain guidelines and implement sound working practices aimed at preventing pollution
- Ensure the employment of effective waste management and operating procedures designed to encourage energy efficiency and waste minimisation
- The Company is committed to continual improvement of Environmental performance.

These environmental priorities reflect our policy in an increasingly important area of concern in our society. The Company's aims and objectives demonstrate our environmental concern and our commitment to reduce the impact on the environment resulting from our business undertakings.

Signed: Andrew N Wareing **Dated: January 2022**

Andrew Wareing
Managing Director

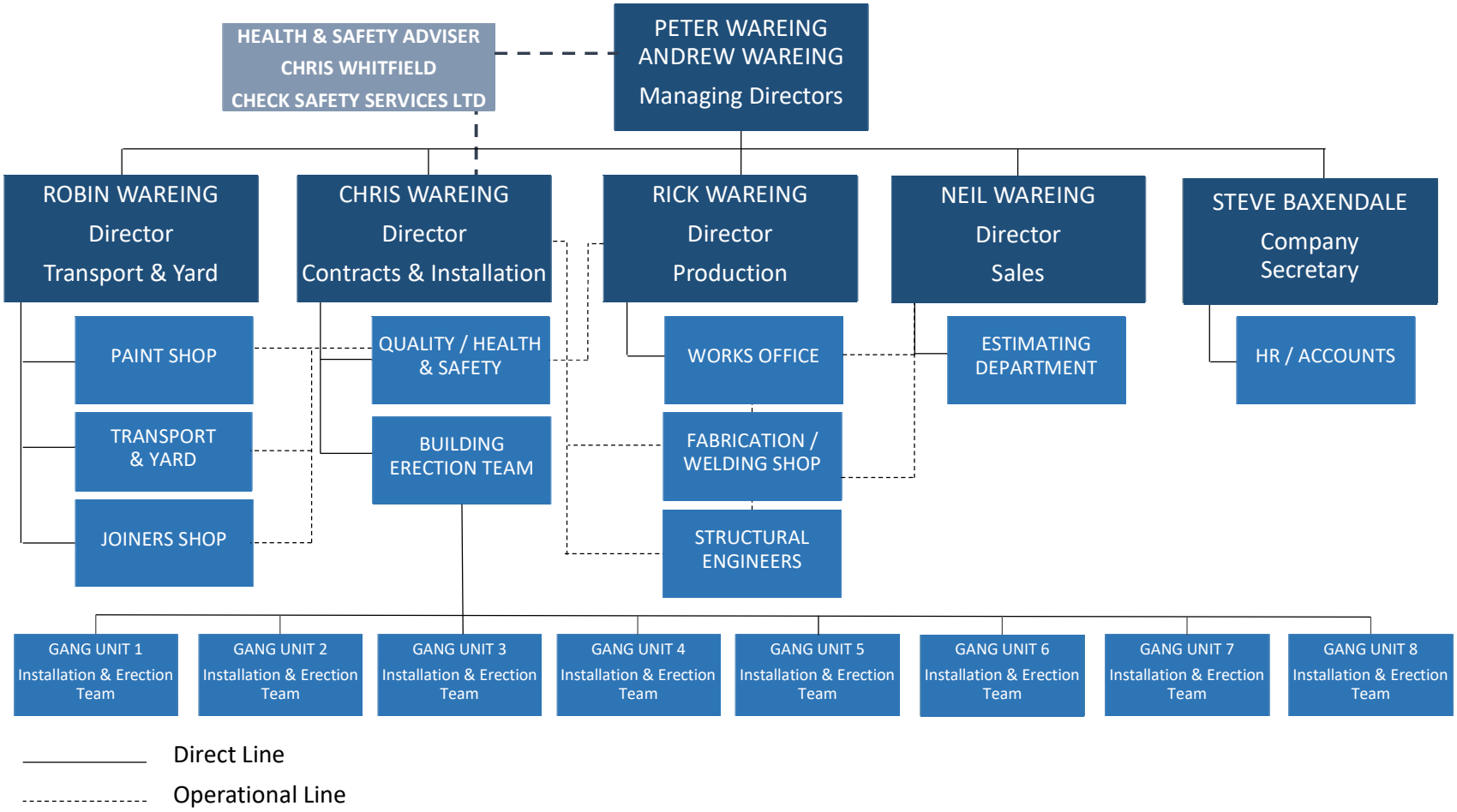
ORGANISATION AND RESPONSIBILITIES

Individual responsibilities for health and safety are allocated by management position and by designated posts within the organisation.

Contents:

J WAREING & SON (WREA GREEN) LTD

HEALTH & SAFETY ORGANISATIONAL CHART



2.1 Organisation

2.1.1 Our business is organised into divisions/departments as shown in the organisational/management chart shown above:

2.1.2 In order to effectively implement our Health and Safety Policy it is essential that all employees are aware who is responsible in our organisation for matters relating to health and safety and reporting procedures.

2.1.3 Health and safety is an integral part of every employee's duties and must be regarded as such. Normal channels of communication between senior management and operatives, and vice versa, will be used for all matters relating to health and safety.

Back to contents

2.2 Responsibilities

2.2.1 Managing Director:

- The Managing Director has ultimate responsibility for ensuring that the Company fulfils its legal responsibilities that the policy objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection.

- He will ensure that appropriate procedures and systems, so far as is reasonably practicable, are allocated sufficient resources to create a safe working environment, safe equipment, safe systems and trained competent personal to enable all employees to deliver the policy objectives.

- He will show commitment through demonstrable high personal standards of compliance with policy and procedures.

- He will ensure that consultation takes place with key members of staff to achieve and maintain compliance with policy and procedures.

- He will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law.

- Where necessary he will update policy and procedures to address any changes within the organisation or legislation and communicate changes to all employees.

Back to contents

2.2.2 Directors:

- All directors have delegated responsibilities under the direction of the Managing Director to ensure that the policy objectives are fulfilled.

- They will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation of location.

Back to contents

2.2.3 Departmental Managers:

- Departmental managers are accountable to their Director for implementing the Company's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to.

- With regard to the department activities under their general control, all managers will ensure that necessary consideration is given at all times to the

requirements of the Company Safety Policy and, in particular, to the following:

- Safe methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes.
- Carry out workplace inspections and advise as and where necessary to improve methods of working.
- Investigate accidents and dangerous occurrences and recommend means of preventing recurrence.
- Advise on and assist with safety training of personnel.

Back to contents

2.2.4 All Managers:

- In fulfilling their responsibilities, all managers will ensure that:
  - This policy is reviewed in the light of their particular operational responsibilities.
  - They know their own, and other persons', responsibility for implementing the Safety Policy.
  - All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Safety Manager.
  - Safe systems of work are implemented and are adhered to with such safe systems of work being documented.
  - They are aware of, and implement, all safe working practices and procedures.
  - All necessary arrangements are made and maintained in respect of accident reporting, first aid, fire precautions etc.
  - All relevant statutory records are regularly maintained and inspected.
  - Where health and safety training needs are identified, arrangements for training will be made as appropriate.
  - All Company procedures are adhered to at all times.
  - Supervisors are properly trained and receive the support they need to perform their duties.
- Managers are also responsible for health and safety of all employees for whom they have an operational responsibility.

Back to contents

2.2.5 Supervisors:

- Are accountable to their manager and/or section/team leader for the day-to-day implementation of the Company's general health and safety policies, the established schedules, and safe working practices and to provide employees with information about hazardous substances and precautions in general.

- Are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions.

- Responsibilities also include informing, instructing, training and supervising employees in safer methods of work, and investigating accidents that occur in their area or to an employee who reports to them.

- Will also liaise with the departmental manager concerning any queries raised by visitors or subcontractors on health and safety matters.

- All supervisors will be specifically responsible for:

  - All activities carried out by the Company employees will not create a risk or hazard to customers, customers' property, and/or their employees.
  - Likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
  - Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
  - Close liaison with any contractors working within the department is maintained in all matters regarding health and safety.

Back to contents

2.2.6 Competent Persons:

- The Company will appoint a number of competent persons to assist in undertaking the necessary measures to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

- A person shall be regarded as competent when he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking such measures.

- The following members of staff have been designated competent persons for the responsibilities shown:

  - Company health and safety - Safety Manager/Officer
Chris Wareing/Christine Whitby
  - Procedures for serious and imminent danger - Fire Controller
Steven Baxendale
  - Display screen equipment assessments - Company Secretary
Steven Baxendale
  - Manual handling assessments - Supervisors

❑ COSHH assessments	-	H&S Advisor
❑ Administration of all other risk assessments	-	Safety Manager Chris Wareing
❑ Vetting subcontractors' health & safety policies	-	H&S Manager/Coordinator Chris Wareing/ Christine Whitby
❑ Auditing of health and safety on sites	-	Manager/Managers
❑ Reporting of Injuries Diseases and Dangerous Occurrences	-	Christine Whitby

Back to contents

2.2.7 Safety Manager:

- The Safety Manager is responsible for the provision and dissemination of advice and information to the Managing Director, Directors and staff.
- He will maintain close contact with the HSE, and any health and safety consultants appointed and other organisations from whom information may be obtained regarding health and safety matters.
- He will be responsible for the effectiveness of the safety policy, safety procedures and practices in relation to the Company premises, carrying out regular audits and monitoring activities as necessary.
- He will also arrange for auditing of sub-contractors; health and safety performance on Company premises. The results of such monitoring will be recorded and corrective action, if required, is to be undertaken.
- In fulfilling these general responsibilities, the Safety Manager has the specific responsibility for:
  - ❑ Ensuring the Company is aware of statutory obligations and recommended Codes of Practice by interpreting and keeping management and employees informed of new and developing legislation and other standards.
  - ❑ Advising management of their responsibilities for accident prevention and avoidance of health hazards.
  - ❑ Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
  - ❑ Ensuring that regular health, safety and housekeeping inspections are carried out; covering buildings, plants, equipment, services and fire arrangements, to ensure conformity with regulations and Company policies.
  - ❑ Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
  - ❑ Ensuring that all necessary risk assessments required by legislation are carried out.

- Arranging for the provision of written safe systems of work, including where necessary, arranging for the development and use of permit-to-work procedures.
- Ensuring that any raw materials used in manufacture of the Company's products conform to statutory health and safety requirements.
- Arranging for the provision of appropriate PPE based on risk assessment.
- Arranging for the provision of first aid, fire safety and emergency procedures.
- Ensuring the appointment of competent persons in accordance with legislative requirements.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the Company.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Ensuring that all employees of the Company receive a copy of this policy statement, including new entrants receiving it as part of their induction programme.
- Liaising with all managers recruiting new employees or changing the job descriptions of existing employees in respect to their capability with regard to health and safety.
- Identifying health and safety training needs and advising on suitable training programmes.

- In addition, where Company employees are given access to, and work within the premises of other organisations or domestic premises, the Safety Manager will liaise with the relevant manager, if required, to ensure that none of the activities performed by employees or contractors will put at risk the health and safety of the employees of those organisations and/or members of the public.

- Likewise, through close liaison with the users and landlords of any shared premises, he will ensure that Company employees are not put at risk by any activities being undertaken within or on the shared premises.

Back to contents

2.2.8 HS & Quality Coordinator:

- In conjunction with the Safety Manager, will be responsible for organising and coordinating the delivery of a high standard of health and safety for any construction project being undertaken by the Company.

- In particular, the coordinator will ensure that all the necessary documentation for a project is produced and delivered to the construction team supervisor and that completed weekly returns are received, filed and any required actions progressed to a successful conclusion.

2.2.9 First Aiders:

- First-aiders will be appointed for all Company premises in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended).
- They will be responsible for the taking of prompt and appropriate actions following any accident, whether to an employee or not, for the treatment and/or actions that they have been trained and are qualified to carry out.
- They will be responsible for the maintenance of the contents of all first aid kits and ensure that only items specified will be retained in the kits.

Back to contents

2.2.10 Employees' Responsibilities:

- All employees will ensure that:
  - They are fully conversant with this Safety Policy.
  - They will co-operate with the Company in meeting its statutory duties.
  - They will take reasonable care of themselves and others who may be affected by their acts or omissions.
  - No one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
  - All accidents, dangerous occurrences and near misses are immediately reported to their manager.
  - They are fully conversant with all Fire Procedures applicable to the area in which they are working.
  - All equipment provided for personal safety shall be used and maintained in a condition fit for that use, and any defects reported immediately to management.
  - Where an employee identifies any condition which in his or her opinion is hazardous, the situation will be immediately reported to their immediate manager.
  - When local management cannot resolve a hazardous situation, they get in touch with their local Health and Safety Committee Representative whose name is displayed upon all Notice Boards.
  - During the course of their normal duties, employees will use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
    - Arranged and provided and/or otherwise approved by the Company.
    - Provided by the customer with specific authorisation that they may be used by employees of the Company.
    - Provided for unrestricted use by member of the general public.

Back to contents

2.3 Consultation with Staff

- The Company will facilitate arrangements to enable consultation with employees on health and safety matters.

- To motivate staff and make them aware of health and safety issues, the consultation will include such matters as:
  - Any change which may substantially affect their health and safety at work, for example; procedures, equipment or ways of working.
  - The arrangements for competent people to assist them in implementing health and safety legislation.
  - The information employees must be given on the likely risks and dangers arising from their work, measures to reduce or remove these risks and what they should do if they have to deal with a risk or danger.
  - The need for health and safety training and development and how it is communicated throughout the workplace.
  - Any health and safety consequences introduced by new technology.
  - Consider accident statistics, RIDDOR etc.

Back to contents

2.4 Monitoring Effectiveness of Policy

- To demonstrate our commitment to promote high standards of health and safety throughout our organisation, the following arrangements will be implemented through a process of continual monitoring of data from audits and incidents enabling analysis of trends and measurement against existing statistics:
  - Regular and systematic inspections of workplaces and methods of work conducted by Supervisors with assistance from the Health and Safety Officer and external appointed Health and Safety consultants as required.
  - Where inspections reveal trends, which may carry a risk to health and safety, staff responsible together with the Health and Safety Officer will develop remedial programmes.

Back to contents

PROCEDURE CONTENTS

Back to contents

PROCEDURE 1 - FIRE RISK ASSESSMENT AND FIRE PREVENTION

OBJECTIVE

1. The purpose of this procedure is to ensure that employers and employees of the Company comply with the requirements of the Regulatory Reform (Fire Safety Order) 2005 and other associated legislation that may be applicable.

APPLICABILITY

2. These procedures are applicable to all employees of the Company and visitors to Company premises. The specific Company person nominated as the competent person is responsible for ensuring that a fire risk assessment has been carried out, that it is reviewed regularly and that all aspects of fire precautions in the workplace are maintained.

PROCEDURE

3. Formal written fire procedures have been developed, are maintained and are made readily available to all employees. Fire training is included in the Company induction training and forms part of any annual refresher training given to employees. The procedure, as detailed in Annex A, identifies fire control and evacuation measures and cover the following points:

a. Warning systems – alarms and detectors.
b. Fire-fighting equipment, extinguishers of different types.
c. Communication procedures during incidents.
d. Emergencies – alerting the emergency services, evacuation procedures and escape routes.
e. Testing, maintenance and inspection procedures, including fire drills.

RECORDS

3. The records that are to be retained with regard to fire prevention are:

a. The documented Company fire procedures, which are reviewed on a regular basis and when there is any significant change to the site layout or work processes that may affect the validity of the procedures contained in it.
b. The fire risk assessment, which is reviewed on a regular basis. If, as a result of a review of the assessment, a new fire risk assessment is carried out, the old assessment will be retained for historical purposes.
c. Records are also kept for checks, tests and inspections of fire precautions that have been put into place.
d. Records of training, fire drills and visits from fire officers.

ANNEXES

A. Fire precautions risk assessment procedure and form
B. Fire precautions risk assessment review form
C. Fire records for checks, tests and inspections

Back to Procedure Contents

FIRE RISK ASSESSMENT PROCEDURE AND FORM

This Fire Risk Assessment should look at sources of ignition, sources of fuel, sources of oxygen and people at risk. Having considered these, an evaluation is to be carried out of the risks given the current control measures already implemented. Any additional control measures that are identified to remove, reduce and/or protect from the risks of fire should be implemented. The forms included in this Annex are to be used to record all findings and recommendations.

1.0. FIRE RISK ASSESSMENT

1.1 Fire Hazards

1.1.1 Sources of ignition including such items as:

- Faulty electrical equipment
- Sparks from abrasive work (angel grinders etc)
- Hot processes (hot works)
- Naked flames (e.g. candles, gas fuelled equipment etc.)
- Cooking equipment
- Smokers material
- Heaters
- Light fittings
- Hot surfaces and obstruction of equipment ventilation
- Central heating boilers
- Flares, fireworks, pyrotechnics
- Arson

1.1.2 Sources of fuel such as:

- Flammable liquids and solvents
- Flammable liquid based products such as paint, varnishes etc.
- Displays and stands
- Costumes, drapes and hangings, scenery, banners etc.
- Package foodstuffs
- Stationery, advertising material and decorations
- Litter and waste, particularly finely divided items such as shredded paper and wood shavings, offcuts and dust accumulation amongst lubricated areas
- Wooden structures and wooden floor
- Paper and cardboard packaging materials
- Upholstery, soft furnishings, textiles etc.
- Plastic and rubber, such as video tapes, polyurethane foam-filled furniture and polystyrene-based display materials and rubber or foam exercise mates
- Fireworks and pyrotechnics.

1.1.3 Sources of oxygen:

- Natural airflow through doors, windows and other openings.
- Mechanical air conditioning systems and air handling systems.

1.2 People at Risk such as:

1.2.1 You and other Company employees
1.2.2 Employees who work alone and/or in isolated areas
1.2.3 Unaccompanied children
1.2.4 People who are unfamiliar with the premises e.g. members of the public
1.2.5 People with disabilities
1.2.6 People who may have some reason for not being able to leave the premises quickly, e.g. people in a state of undress, elderly customers, pregnant women or parents with children
1.2.7 Sensory impaired due to alcohol, drugs or medication
1.2.8 Other people in the immediate vicinity of the premises

1.3 Evaluate, remove, reduce and protect from the risk:

1.3.1 Evaluate how the fire could spread i.e. convection, conduction and radiation
1.3.2 Evaluate the risk to people. Those on upper or lower levels, those who are a long way from the main exit route and may need additional means of escape
1.3.3 Evaluate the likelihood of the fire occurring in space that people have to pass by to escape.
1.3.4 Evaluate the spread of fire or smoke through the building via routes such as vertical shafts, service ducts, ventilation systems, poorly maintained or damaged walls, partitions and ceilings.
1.3.5 Where there are obvious areas for concern, such as materials being stored near to sources of ignition, then action should be taken to remove the source of ignition and/or the materials to a safer location.
1.3.6 Where there is still a risk, control measures should be implemented to protect from the residual risks. This could include such things as installing an automatic sprinkler system, extending the alarm system, provisioning additional emergency exits, additional signage etc.

1.4 Record, plan, inform, instruct and train.

1.4.1 A written record should be made of the risk assessment carried out, the control measures already in place and the additional controls needed to reduce the risk.
1.4.2 A plan should be put together to implement any additional control measures identified and to carry out regular checks of the implemented procedures and safe systems of work to ensure that they are achieving what they were planned to achieve.
1.4.3 Employees should then be given information, instruction and training on the developed procedures and safe systems of work.

1.5 Review

1.5.1 The contents of this document will be reviewed regularly and this will include reviewing the arrangements and procedures for fire prevention on the site.
1.5.2 Additionally, a review of the regular checks carried out be staff on the fire prevention and control measures implemented will be carried out weekly/ monthly. Should any corrective action be highlighted as a result of these checks, a review of the Fire Risk Assessment should be implemented immediately.

2.0 MAINTENANCE OF FIRE PREVENTION CONTROLS

2.1 Fire Extinguishers

- All staff must know the location of the relevant fire extinguishers
- All fire extinguishers will be checked regularly in line with guidance
- All staff will be trained in the correct use of the fire extinguishers

2.2 The Fire Alarm System

- Alarms will be checked weekly and the results recorded. Any defects will be noted and the relevant work undertaken to repair the system
- Relevant training in the use of the fire alarm systems will be given to staff that undertake a senior on duty role
- Training will be given in accordance to guidance and will be recorded in individual staff personnel files and/or on a data base system to facilitate monitoring

2.3 Site plan

- Site plans and the location of sensors will be kept in the Pier office and at any other required locations around the premises.

2.4 Evacuation Plans

- All staff will be given relevant training as to how and where to evacuate in order to safeguard both members of the public and staff.
- Fire drills will be carried out at regular intervals. The results of each fire drill (including evacuation times) will be recorded and will be available for inspection.

2.5 Reviewing Hazards

- In order that all staff are familiar with the risks associated with fire within the Company premises a re-evaluation of risks will be undertaken regularly and action will be taken to control identified risks.
- All staff that access the area under review will be included in the review and training.

ANNEX A TO
PROCEDURE 1 – FIRE PRVENTION

FIRE RISK ASSESSMENT FORM

Date:		**Location:**	
Sources of Ignition	**Sources of Fuel**	**Sources of Oxygen**	**People at Risk**
Existing Control Measures		**Additional Control Measures Identified**	
Assessors name:		**Assessors signature:**	

ANNEX A TO
PROCEDURE 1 – FIRE PRVENTION

FIRE RISK ASSESSMENT FORM

SUMMARY OF EXISTING AND ADDITIONAL CONTROL MEASURES REQUIRED Dated: _____			
Existing Control Measures	**Additional Control Measures Identified**	**Date Completed**	**Initials**

Assessors name:		**Assessors signature:**	

ANNEX B TO
PROCEDURE 1 - FIRE PRVENTION

FIRE PRECAUTIONS RISK ASSESSMENT REVIEW FORM	
Assessment for:	Assessment of:
Assessment Date:	Area Covered:
Assessor:	Company Representative: (Sign & Date)

	Item / Information (a)	Information Available (b)	Comments (c)	Action (d)	Action Date (e)
1.	Work Activity				
2.	Number of People Present				
3.	Potential Fire Hazards				
4.	Who may be in Danger				
5.	Escape Routes				
6.	Present Fire Precautions				
7.	Sources of Ignition				
8.	Sources of Fuel				

ANNEX B TO
PROCEDURE 1 - FIRE PRVENTION

	Item / Information (a)	Information Available (b)	Comments (c)	Action (d)	Action Date (e)
9.	People at Risk				
10.	Emergency Lighting				
11.	Fire Detection Systems				
12.	Means of Escape				
13.	Maintenance and Testing				
14.	Fire Safety Training				
15.	Means of Fighting Fires				
16.	General Housekeeping				
17.	Fire Information				
18.	Storage and Use of Materials				
19.	Electrical Safety				
20.	Emergency Escape, Fire Signs				
21.	Fire Certificate				

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF FIRE ALARM TESTS

Date	Area	Comments	Name of Staff	Signature of Staff

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF EMERGENCY LIGHTING CHECKS

Date	Area	Comments	Name of Staff	Signature of Staff

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF FIRE DRILLS

Date	Time	Evacuation Time	Names of Persons taking part	Name of Staff	Signature of Staff

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF STAFF TRAINING

Date	Name of Staff Receiving Training	Type of Training (Induction/Refresher etc.)	Signature of Trainer

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF VISITS FROM FIRE OFFICERS

Date	Time	Comments	Signature of Fire Officer

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

RECORD OF MAINTENANCE AND SERVICING OF FIRE EQUIPMENT

Date	Time	Comments on Equipment Check/Serviced or Maintained	Signature of Fire Officer

Back to Fire Prevention Annexes

ANNEX C TO
PROCEDURE 1 - FIRE PRVENTION

FIRE SAFETY EQUIPMENT SERVICE CONTRACT NUMBERS FORM

Fire Alarm Control Centre Emergency Number: _____

System Reference/Identity Number: _____

Fire Fighting Equipment

Name of Contractor:

_____

Address:

_____

_____

Normal Telephone Number:

_____

Emergency Telephone Number:

_____

Service/Maintenance Period: _____

Fire Alarm System

Name of Contractor:

_____

Address:

_____

_____

Normal Telephone Number:

_____

Emergency Telephone Number:

_____

Service/Maintenance Period: _____

Back to Fire Prevention Procedure

PROCEDURE 2 - EMERGENCY EVACUATION

OBJECTIVE

1. The purpose of this procedure is to ensure that employers and employees of the Company are aware of the actions to be taken in the event of an emergency evacuation of any Company premises of site.

APPLICABILITY

2. These procedures are applicable to all employees of the Company and visitors to Company premises or sites.

PROCEDURE

3. The emergency evacuation procedures will be developed in conjunction with fire procedures for the various Company buildings and sites which will be formulated by carrying out a Fire Risk Assessment (see Fire Prevention Procedure in this part of the document).

5. Emergency Escape Signs

   5.1 To aid the emergency escape of persons, signs complying with the Safety Signs and Signal Regulations are displayed. The emergency escape signs show the direction of emergency exits, exit routes and assembly points.

   5.2 The emergency escape signs are place in prominent strategic positions, in corridors, entrances and exits, as fare as reasonably practicable, including car parks.

RECORDS

4. Records that are to be retained with regard to emergency evacuation are the documented Company/site fire procedures, which are to be reviewed on a regular basis and when there is any significant change to the site layout or work processes that may affect the validity of the procedures contained in it.

Back to Procedure Contents

PROCEDURE 3 - VISITORS TO THE COMPANY

OBJECTIVE

1. The purpose of this procedure is to ensure that visitors to the Company are made aware of the fire precautions and emergency evacuation procedures, along with any health and safety risks associated with the premises, site or area that they are visiting, the workplace precautions that are in place and any prohibited areas and activities that may apply during their visit.

APPLICABILITY

2. These procedures are applicable to all visitors, Company receptionists, site control staff and hosts of visitors.

PROCEDURE

3. Visitors to the company offices are to be directed to the receptionist who will sign them in using the visitor's book and arranged for them to receive a Health and Safety brief which is to include the actions to be taken in the event of a fire or other emergency.

4. Visitors and/or other contractors entering other work sites are to be directed to the section/team leader who will sign them onto site using the appropriate paperwork and ensure that they are given the appropriate site induction brief relevant to the activities ongoing at the time of the visit. A record of the brief is to be made on the appropriate site paperwork.

RECORDS

5. Records to be kept are:

   - Visitors book at company offices.
   - Relevant site paperwork with the date and name of the visitor(s) and the brief given.

Back to Procedure Contents

PROCEDURE 4 - REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES

OBJECTIVE

1. The purpose of this procedure is to ensure that an accident or dangerous occurrence in connection with work, or a disease attributed to any work activity, occurs, it is reported to the relevant Enforcing Authority in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Fatalities and Specified:

   3.1 In a work-related accident or incident that results in an employee, or a self-employed person working on the premises, is killed or suffers a major injury, or a member of the public is killed or taken to hospital, the enforcing authority is to be notified immediately (by telephone).

   3.2 The enforcing authority will decide what action to take. If the incident is very serious, the authority could order that nothing be touched until an inspector arrives.

   3.3 An investigation is to be implemented to:

   a. Establish the facts.
   b. Identify the immediate causes (unsafe acts/unsafe conditions).
   c. Identify the root or underlying causes (management systems failure).
   d. Identify remedial actions.

   3.4 The on-line accident form (F2508) is to be completed and submitted to the enforcing authority within 10 days of the incident.

4. Over 7-Day injuries:

   4.1 An over 7-day injury is one which is not major, but results in the injured person being away from work or unable to do their normal work for more than 7 days (including non-working days).

   4.2 An investigation is to be carried out by the manager/supervisor to establish the facts as per paragraph 3.3 above.

   4.3 The on-line accident form (F2508) is to be completed and submitted to the enforcing authority within 15 days of the incident.

3 Specified diseases:

   5.1 If notified by a doctor that an employee is suffering from a reportable work-related disease, an on-line disease report form (F2508A) is to be completed and submitted to the enforcing authority.

   5.2 The report is to be sent to the enforcing authority as soon as practicable after receiving the notification from the doctor.

4 Dangerous occurrences:

6.1 If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence (see Annex A for examples).

6.2 A dangerous occurrence is to be reported to the enforcing authority immediately (usually by telephone).

6.3 An investigation is to be implemented to:

e. Establish the facts.
f. Identify the immediate causes (unsafe acts/unsafe conditions).
g. Identify the root or underlying causes (management systems failure).
h. Identify remedial actions.

6.4 The on-line accident form (F2508) is to be completed and submitted to the enforcing authority within 10 days of the incident.

5 Reportable authority:

7.1 In the case of offices, retail or wholesale outlets, warehousing, hotels or catering, sports or leisure, residential accommodation (excluding nursing homes) or places of worship, pre-schoolchild care or mobile vending this will be the environmental health department of the local authority.

7.2 In all other cases, it will be the HSE.

8. In addition to this procedure to notify the enforcing authority for specific incidents, all incidents must also be subject to the Company accident/incident procedure in this document.

9. The person who co-ordinates the reporting of accidents and incidents under RIDDOR is nominated person shown in the organisational chart.

RECORDS

10. For all reportable injuries and dangerous occurrences, a record will be made on form F2508, for reportable diseases the form to be used is the F2508A through the Company offices. Copies of these records are to be retained and filed at the Company head office for a minimum period of 3 years. The record must contain the following information:

- The date, time and location of the incident.
- The following particulars about the person affected:
  - Full name and address
  - Occupation
  - Nature of injury or condition
- Exact location of where the accident happened.
- A brief description of the circumstances, plus names and addresses of any witnesses.

ANNEX

A. Examples of Reportable Injuries, Diseases and Dangerous Occurrences.

Back to Procedure Contents

ANNEX A TO
PROCEDURE 4 - REPORTABLE INJURIES, DISEASES AND DANGEROUS OCCURRENCES

EXAMPLES OF REPORTABLE INJURIES, DISEASES AND DANGEROUS OCCURRENCES

SPECIFIED INJURIES (RIDDOR 2013 – SCHEDULE 1)

The list of specified injuries includes:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours

DISEASES (RIDDOR 2013 – SCHEDULE 3)

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:

- **Carpal Tunnel Syndrome**: where the person's work involves regular use of percussive or vibrating tools.
- **Cramp of the hand or forearm**: where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm.
- **Occupational dermatitis**: where the person's work involves significant or regular exposure to a known skin sensitiser or irritant.
- **Hand Arm Vibration Syndrome**: where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration.
- **Occupational asthma:** where the person's work involves significant or regular exposure to a known respiratory sensitiser
- **Tendonitis or tenosynovitis**: in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.
- **Occupational Cancers**: e.g.
    - Mesothelioma or lung cancer in a person who is occupationally exposed to asbestos fibres
    - Cancer of the nasal cavity or sinuses in a person who is occupationally exposed to wood dust
- **Biological Agents:** covers any acute illness which requires medical treatment attributable to a work-related exposure to a biological agent.

- COSHH Regs define biological agent as a micro-organism, cell culture, or human endoparasite which may cause infection, allergy, toxicity or other hazard to human health.

DANGEROUS OCCURRENCES (RIDDOR 2013 – SCHEDULE 2)

Dangerous occurrences are events that have the potential to cause death or serious injury and so must be reported whether anyone is injured or not. Examples of dangerous occurrences which might take place in general workplaces that must be reported are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- the accidental release of a biological agent likely to cause severe human illness (a hazard group 3 or 4 pathogen);
- the accidental release or escape of any substance which may cause a major injury or damage to health;
- an electrical short circuit or overload causing fire or explosion;
- the explosion, collapse or bursting of any closed vessel or associated pipework forming a pressure system;
- an explosion or fire causing suspension of normal work for over 24 hours.;
- coming into contact with or arcing to overhead power lines;
- uncontrolled collapse of a structure over 5 tonnes; and
- the collapse of a scaffold over 5 metres;

Schedule 2 contains requirements to report specific dangerous occurrences for the following workplaces:

- Mines.
- Quarries
- Transport systems.
- Offshore.

Note: This information is a brief summary only. For full details consult HSE document L73A Guide to RIDDOR 13.

Back to RIDDOR Procedure

PROCEDURE 5 - ACCIDENT / INCIDENT NOTIFICATION PROCEDURE

OBJECTIVE

1. The purpose of this procedure is to ensure that undesired and unplanned events at work that can give rise to incidents, which are any events the outcomes of which may (but not necessarily do) cause harm to people and/or loss, are investigated to find the cause and prevent a recurrence.

APPLICABILITY

2. These procedures are applicable to all Company employees, but in particular to supervisors and managers responsible for employees and safety representatives.

PROCEDURE

3. Any reported incident is to be recorded using the proforma given at Annex A and an investigation carried out by the relevant supervisor/manager and/or safety representative to prevent further occurrences by addressing the issues identified as the immediate and underlying causes. The investigation is to identify possible corrective action that could include:

   a. Introduction of new safeguards.
   b. Introduction of new procedures.
   c. Provision of additional training.
   d. Provision of additional information.
   e. Any combination of the above.

4. On completion of the investigation, the report is to be given to the RIDDOR Co-ordinator to be passed on for next level of management and/or the safety committee for their action.

5. The manager/safety committee are to review the contents of the accident/incident reports to identify trends and agree recommended improvements and/or make alternative recommendations to prevent recurrence of the incident.

6. Any recommended improvements that are implemented are to be reviewed for effectiveness and amended as necessary.

RECORDS

7. Records of all accidents and incidents are to be recorded on the report form given at Annex A and any recommendations and reviews carried out by the safety committee are to documented in the safety committee meeting minutes.

ANNEX

A. Accident / Incident Report Form

Back to Procedure Contents

ANNEX A TO
PROCEDURE 5 - ACCIDENT / INCIDENT NOTIFICATION

ACCIDENT / INCIDENT REPORT

To:	Dept./Site:	
From:	Position:	
Injured Person:	Staff No. / NI No.	
Incident Date:	Time:	
Injury Entered in Accident Book? Yes / No Hospital Treatment? Yes / No If appropriate, has the accident been reported by telephone and form F2508 / F2508A under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the HSE / EHO? Yes / No		
Damage		
What was the person doing?		
When were instructions given?	Date:	Time:
In your opinion what happened?		
In your opinion what should be done to prevent it happening again?		
Signed:	Position:	Date:
Action Taken:		
Cause Code:	Signed:	Date:

Examples of Accidents reportable to the HSE under RIDDOR

Injuries	Diseases	Dangerous Occurrences
Broken bones or fractures other than to fingers, thumbs or toes. Amputation. Dislocation of the shoulder, hip, knee or spine. Loss of sight (reduced or permanent) Scalping. Serious burns (over 10% of body).	Certain poisonings. Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer. Lung diseases including occupational asthma, asbestosis. Infections such as leptospirosis, hepatitis.	Failure of load-bearing parts of lifts and lifting equipment. Explosion, collapse or bursting of any closed vessel or associated pipework. Coming into contact with or arcing to overhead power lines. Collapse of a structure or soil over 5 tonnes. Failure of a breathing apparatus even under test.

Back to Accidents / Incidents Procedure

PROCEDURE 6 - POSSIBLE EXPOSURE TO WEIL'S DISEASE

OBJECTIVE

1. The purpose of this procedure is to ensure any employees that might be exposed to Weil's Disease are made aware of the precautions necessary to reduce the risk, so far as is reasonably practicable, to the lowest possible level.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. All employees employed on work involving contact with sewers/sewage, rat infested buildings will receive clear written instructions on the precautions to be taken to avoid Weil's disease. They are also issued with an instruction card, which they must carry at all times.

RECORDS

4. A record will be kept of the date and name of employees who have received written instructions on the precautions to avoid Weil's disease.

Back to Procedure Contents

PROCEDURE 7 - POSSIBLE WORK WITH ASBESTOS

OBJECTIVE

1. The purpose of this procedure is to ensure compliance with current legislation relevant to the removal and disposal of Asbestos.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. All work involving asbestos in any form will be carried out in accordance with The Control of Asbestos Regulations (CAR) and Approved Codes of Practice.

4. Disposal of waste containing asbestos will be carried out in accordance with the Hazardous Waste (England and Wales) Regulations.

5. Work involving the removal of asbestos materials, covered by CAR, will be carried out by licensed contractors in accordance with the current approved code of practice and HSE guidance.

6. Current legislation (CAR 2012) covers three categories of Asbestos related work:

   6.2. Licensed notifiable work by HSE registered contractor (ASB5 Form);

   6.3. Unlicensed notifiable work (medium friability) (ASB4 Form); and

   6.4. Unlicensed non-notifiable work (low friability).

   Note … 'Friable' meaning may have a tendency to crumble.

7. The company will only carry out minor work on Fibre Asbestos Cement Sheeting in an open-air environment covered as unlicensed non-notifiable work; any other work will be carried out by a specialist contractor.

8. Safe Working Method for Work with Asbestos Cement Sheeting.

   8.1. Safety induction (if required).
   8.2. Check work equipment for defects prior to use. Report defective equipment to your site supervisor. Do not use defective equipment.
   8.3. Wear appropriate PPE.
   8.4. Ensure handling and disposal is in accordance with information, instruction and training.
   8.5. Wear minimum standard of PPE (impervious overalls/coveralls with hood and respiratory protection).
   8.6. Check respirators/breathing apparatus and coveralls for defects.
   8.7. Work to method statement.
   8.8. Establish a safe working zone. Prevent unauthorised entry to the work area. The work area must be strictly controlled.

8.9. When removing Asbestos, ensure it is dampened/sealed to prevent fibre emission. Strip whole sheets only and spray around bolts with PVA/water mix and allow it to dry to seal any possible loose fibres, before undoing bolts.
8.10. Ensure Asbestos products removed are double bagged or placed in sealed containers for disposal at a licensed waste disposal facility.
8.11. Write a descriptive label on bags, so the contents can be identified in the future.
8.12. Vacuum clean the work area to extract fine fibres form ceilings, walls and floors.

RECORDS

9. Records will be kept of licensed contractors employed to remove any asbestos material by the Company along with information of any contractor vetting carried out on that company.

10. From April 2015, records will also be kept of Health Surveillance carried out on employees undertaken non-licensed, non-notifiable asbestos removal work.

Back to Procedure Contents

PROCEDURE 8 - POSSIBLE WORK WITH LEAD

OBJECTIVE

1. The purpose of this procedure is to ensure compliance with current legislation relevant with working with lead.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Work involving the removal of lead material, covered by the Control of Lead at Work Regulations 2002 and should be carried out by approved contractors.

4. Any work involving lead/lead products has to have prior authorisation from management before being undertaken. If any Company employees are required to work with they are to:

4.1 Carry out a safety induction (if applicable).
4.2 ***No eating, drinking or smoking is permitted in any area where work with lead is being undertaken.***
4.3 ***Inspect work equipment*** for defects prior to use. Do not use defective equipment, report defects to your site supervisor.
4.4 Read and comply with COSHH risk assessment controls measures including emergency first aid procedures if applicable.
4.5 Comply with the control measures stated in the Permit to Work if applicable.
4.6 Establish a safe working zone with barriers, cones, tape and warning signs.
4.7 Do not burn or heat lead (whether in the open air or not) without suitable control measures in place.
4.8 Do not undertake welding or cutting operations of steel structures coated with lead based paint without taking precautions to prevent inhalation of fumes.
4.9 ***Spray painting with lead based paints is not permitted.***
4.10 Do not handle lead without using PPE (gloves).
4.11 Do not allow skin or eye absorption of lead contaminated liquid or dust. Change lead contaminated clothing. Wash exposed skin and hair.
4.12 Do not take lead contaminated clothing home to be washed
4.13 If lead contacts with your skin, wash it off immediately.
4.14 Do not inhale lead dust.
4.15 No not ingest lead by eating or drinking in the work area.
4.16 Do not eat or drink in contaminated clothes.
4.17 Report promptly to management any defects in control measure devices, facilities (including welfare facilities) or any item of PPE.
4.18 Use manual handling techniques: lead is a dense and in certain forms, heavy metal.

RECORDS

5. Records will be kept of licensed contractors employed to remove any lead material by the Company along with information of any contractor vetting carried out on that company.

Back to Procedure Contents

PROCEDURE 9 - HEALTH SURVEILLANCE

OBJECTIVE

1. The purpose of this procedure is to ensure health surveillance of employees is carried out when appropriate.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Where employees are liable to exposure to a substance hazardous to health, health surveillance will be treated as being appropriate when:

   3.1 There is an identifiable occupational disease or adverse health condition related to the work.

   3.2 Valid techniques are available to detect indication of the disease are available; and there is a reasonable likelihood that the disease or condition may occur under the particular conditions of the work.

   3.3 Health surveillance is likely to further the protection of the health and safety of the employees.

   3.4 From April 2015, employees undertaking friable non-licensed, non-notifiable asbestos removal work will also be required to undergo annual health surveillance checks.

RECORDS

4. Records of Health Surveillance will be maintained and kept in accordance with the relevant COSHH Regulations.

Back to Procedure Contents

PROCEDURE 10 - RISK ASSESSMENT & METHOD STATEMENTS

OBJECTIVE

1. The purpose of this procedure is to ensure that no one suffers harm as a result of workplace activities. In order to achieve this careful examination of what, in our work, could cause harm to people, so that we can weigh up whether we have taken enough precautions or should do more to prevent harm. This careful examination process is achieved by carrying out suitable and sufficient risk assessments on potential harms within our working environment.

APPLICABILITY

2. These procedures are applicable to all levels of Company management and supervisors involved in work undertakings where employees are exposed to harm from any process, substance, situation or environmental conditions. Anyone carrying out a risk assessment should have received training in the procedure by attending one of the relevant health and safety training courses that include the Risk Assessment procedure within its syllabus.

PROCEDURE

3. The following steps should be taken when carrying out the risk assessment with the results of all non-trivial risks being recorded on the Risk Assessment Form given at Annex A to this procedure:

   a. Identify the sources of harm (hazards), remembering that they can be anything, living organism or way of working, by observation of conditions and activities, interviews, inspections of records and reading relevant documentation.

   b. Assess the risks level of risk when a person or persons come together (remembering to include other persons in the area, including the public) using the scoring criteria given on the form at Annex A.

   c. Look at dealing with any significant risks by:

      i. Removing the hazard
      ii. Avoiding the hazard altogether if it cannot be removed
      iii. Using a workplace precaution/risk control system if it cannot be avoided or removed, e.g. keep hazard and people apart, have a barrier, keep exposure to a minimum, safe systems of work and permits-to-work and personal protective equipment.

   d. You are to ensure that the following are recorded on the risk assessment form:

      i. The date of the assessment, where it was carried out and the names of the assessors.
      ii. The activity being assessed and the equipment, machinery, people etc involved in the activity.
      iii. The hazards identified and their associated risk ratings.

iv. The existing workplace precautions and Risk Control Systems and any additional or improved workplace precautions being implemented or recommended.

4. Employees are to be made aware of any relevant risk assessments in induction and annual refresher training, which will include where they are held and how they may be accessed.

5. Risk assessments are to be reviewed:

a. At regular intervals.
b. When there is a reason to suspect that it is no longer valid.
e. When there has been a significant change in the matters to which it relates.

LOCATION AND AMENDMENT OF RISK ASSESSMENT

6. Master copies of Risk Assessments / Method Statements (both Standard and Job Specific) are held at the company's offices and will be provided to the work gangs at the start of a job. Should additional risk assessments be required or existing ones amended this should be carried out as follows:

- For a new general risk assessment, the form given at Annex A should be used.
- For an amendment to an existing risk assessment the form given at Annex B should be used.

RECORDS

7. Records are to be kept of any risk assessments carried out and these are to be made available to employees who are involved in the activities covered by the assessment. If, as a result of a review of the assessment, a new risk assessment is carried out, the old risk assessment is to be retained for historical purposes.

ANNEXES

A. General Risk Assessment Form
B. Method Statement Form
C. Job Hazard/Risk Assessment Form

Back to Procedure Contents

J WAREING & SON (WREA GREEN) LTD

Health & Safety Management System
Method Statement and Risk Assessment

RAMS G00…. : Title

LOCATION / ACTIVITY: **SCOPE OF WORKS:** **START DATE:** **JOB NO.**	**Persons Affected** **1) Employee's & Site Operatives** **2) Members of the public** **3) Site Visitors**

METHOD STATEMENT – TASK DETAILS

1.

a.
b.
c.
d.
e.
f.
g.

REQUIRED PPE

PPE	Item	Standard	When Required

J WAREING & SON (WREA GREEN) LTD

Health & Safety Management System
Method Statement and Risk Assessment

RAMS G00…. : Title

RESOURCES REQUIRED		
LABOUR (Role/Trade) •	**QUALIFICATIONS:** •	**PLANT** •
MATERIALS •		

EG.

Hazard	Risk	Persons affected	RISK BEFORE CONTROL MEASURES			Control Measures	RISK AFTER CONTROL MEASURES		
			Severity	L/hood	Risk R		Severity	L/hood	Risk R
Site vehicle movements/ moving parts of machinery	Impact injury / collision	Operatives	5	2	**10**	• All work to be supervised by competent site supervisor • All plant to be operated by trained competent personnel • Vehicle Banksmen to be utilised where required • Segregate traffic from public and workforce where possible, • MEWPs work area must be levelled, concreted or laid with hard core laid prior to commencement of work and all manholes, drains etc. marked and/or cordoned off • All personnel to wear appropriate PPE and high visibility clothing • Ensure a tidy as you go policy at all times to keep main areas clear and free from obstructions.	5	1	**5**
Falls whilst erecting fencing	Minor injury	Operatives/	5	2	**10**		5	1	**5**
Overturning MEWPs/Falls from vehicles	Impact injury / crush	Operatives	5	3	**15**		3	2	**6**
Overhead Services	Electrocution	Operatives	5	4	**20**		3	2	**6**
Uncontrolled movement of small materials	Entrapment of digits and limbs	Operatives	4	3	**12**		4	1	**4**

Additional Control Measures	Responsible Person
• Only Trained, competent and authorised site operatives allowed on site • All plant to be operated by trained competent personnel • Use of powered access equipment (MEWPs) • All work to be supervised by competent site supervisor • No work at height to be undertaken during inclement weather conditions (ice, snow, rain, high winds etc.) • Site levelled and laid with hardcore • Manual handling to be avoided wherever possible & high reach forklift to be used to lift steelwork into place • If manual handling has to be undertaken mechanical aids and team lifting to be utilised (no weights above 25Kg to be lifted by an individual operative) • Barriers and site signage to be erected around outer work area to prevent unauthorised site access • Use of ladders to be kept to a minimum and when used to be tied using styles and area around ladder to be cleared of any obstacles • Slinging of loads undertaken by trained slinger/signallers • Routine and daily inspections to be carried out on all lifting equipment, slings etc. • Provision of PPE: ○ Safety harness / Ear defenders / Hard hat / Safety boots / Hi-vis jackets / Safety gloves / Overalls	Health and Safety Management Team Site Team Leader & Operatives

Severity	**Likelihood / Probability**	**Risk Rating** = Likelihood x Severity
1 – No injury or illness 2 – First Aid injury or illness 3 – 7-Day injury or illness. 4 – Specified injury or illness 5 – Fatality or disabling injury or illness	1 – No or very slim possibility 2 – Unlikely 3 – Possible 4 – Very likely 5 – Almost certain	**16 to 25** = Requires high priority action, work should be stopped until controls put into place **6 to 15** = Requires medium priority action. Measures should be implemented 'so far as is reasonably practicable' balancing risk against cost in terms of time, effort, resources & cost **1 to 5** = Requires no or low priority action. If additional controls can be implemented at little or no cost to reduce risks further this should be done,

Job Hazard/Risk Assessment Form

THIS FORM MUST BE COMPLETED BY THE SUPERVISOR PRIOR TO COMMENCEMENT OF WORKS

Job No:		**Site:**		**Wareing Team Leader name:**	Print:	Sign:	
Date		**Proposed Works:**		**Sub-Contractors Supervisor Names & Company**			
RAMS X-Ref(s)							

RAMS ADDED MUST BE BRIEFED TO TEAMS AND DATED

Site Specific Hazard Identification (tick relevant hazards, add more if required)	Y/N	SPECIFIC CONTROLS	CONTROL PRECAUTIONS			
Asbestos (inhalation)			**PHYSICAL ISOLATIONS**	**Y/N**	**PPE/SAFETY EQUIPMENT (CHECKED)**	**Y/N**
Confined Space / Restricted Access			Electrical Isolation		Fire Extinguisher	
Demolition/Dismantling Work			Signs and Barriers/fencing		Cable Avoidance Tool & Genny	
People above or below work area			Vehicle Controls		Safety Nets	
Work at Height			Spill Kits		Running Line	
Hand Held Power Tools (trained to operate)					Harnesses / Fall Arrest System	
Environment; spills (Oil) / Pollution, Trees, Watercourses			**PLANT & EQUIPMENT (CHECKED)**		**WELFARE**	
Manual Handling						
Overhead / Buried Services / Utilities			Fork Lift / Tele Handler		Welfare Facilities, WC, Hot Water	
Other Contractors in work area			Cranes			
Lifting Operations / LOLER			Boom / Scissor Lift / MEWP		Mobile Phone	
Moving Vehicles / Plant			360 Excavator / JCM		First Aid Kit	
Welding / Hot works / Grinding / Cutting			Dumper		Waste Recepticals	
OTHER:			Roller		Emergency Arrangements	
			Scaffold			
			Ladders		**PERMITS REQUIRED**	
					Excavation	
Drawings on Site (including Utility Drawings)			**OTHER:**		Hot Work	
					Working at Height	
COSHH DATA REQUIRED					Confined Space	
					Electrical Isolation	

GENERAL CHECKLIST TO BE COMPLETED BY SUPERVISOR. ALL OF THE FOLLOWING MUST BE IN PLACE BEFORE WORK CAN COMMENCE

- ☐ Are all necessary tools and equipment available and in a good condition?
- ☐ Is there adequate numbers of personnel to perform the task safely?
- ☐ Are suitable ladders, scaffolding, hoists and anchor points available?
- ☐ Is all the required PPE available in good condition and being worn?
- ☐ Is the general condition of the work are satisfactory with safe access & egress?
- ☐ Have the operatives been briefed about the job & signed the method statement?
- ☐ Are all releveant certification available for personnel, plant & equipment?
- ☐ Other

Additional Specific Instructions / Comments (Sequence of Actions) Changes to Design

Authorisation to proceed (we have carried out a Job Hazard/Risk Assessment and agree that the work described may proceed in accordance with the controls specified. ALL Teams briefed and sign stating FULL understanding of site risks and precautions

DATE (MON): / /	DATE (TUES): / /	DATE (WED): / /	DATE (THU): / /	DATE (FRI): / /
Sup. Signature:	Sup. Signature:	Sup. Signature:	Sup. Signature:	Sup. Signature:
Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:
Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:
Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:
Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:	Op. Signature:

Approval required by Safety Manager if final or residual Risk Factor (after controls have been implemented) is RED

Severity		Likelihood		Severity	Likelihood 1	2	3	4	5	
1	No injury or illness	1	No or very slim possibility	5	5	10	15	20	25	16 - 25 Red
2	First Aid injury of illness	2	Unlikely	4	4	8	12	16	20	
3	More than 7 days injury or illness	3	Possible	3	3	6	9	12	15	6 - 15 Amber
4	Major (or Specified) injury or illness	4	Very likely	2	2	4	6	8	10	
5	Fatality or disabling injury or illness	5	Almost certain	1	1	2	3	4	5	< 6 Green

Action – General "Rules of Thumb"

- If the Risk is Low still reduce it if it can be reduced without additional resources.
- If the Risk is high change process or apply controls 'so far as practicable' (i.e. do not let work go ahead with reducing risk).
- If Risk is medium apply controls 'so far as is reasonably practicable' (judgement call of risk verses cost in terms of time / trouble / effort / inconvenience).

RAMS No.	Generic RAMS Activity Description	RAMS No.	Generic RAMS Activity Description
HSF-080	RA - Construction Site Staff	RAMS G033	Roof Repairs, Modifications – Rooflights/ Insulation/Sheeting (Edge Protection)
RAMS G000	Site Set Up / Housekeeping	RAMS G034	Removal of Purlins and Rails
RAMS G001	Breaking Concrete with a Digger	RAMS G035	Removal of Steelwork
RAMS G002	Laying brick and Block-Work to around Frame of Building	RAMS G036	Removal of Roof Work
RAMS G003	Site Welding & Burning Inside & Outside	RAMS G037	Removal of All Types of Side Cladding
RAMS G004	Digging Out and Moving Earth	RAMS G038	Erection of Mezzanine Floor using Chipboard
RAMS G005	Erecting Handrails and Netting	RAMS G039	Roof Repairs, Modifications – Rooflights/ Insulation/Sheeting (No Edge Protection)
RAMS G006	Erection of Purlins and Rails	RAMS G040	Erection of Timber Structures
RAMS G007	Erection of Rafters	RAMS G041	Safe use of Ladders
RAMS G008	Erecting the Steelwork	RAMS G042	Moble Elevated Work Platforms (MEWPs)
RAMS G009	Laying and Casting Concrete Floor	RAMS G043	Gutter Cleaning (No Edge Protection)
RAMS G010	Lifting and Slinging of Steel, Concrete Panels and Roof Panels etc.	RAMS G047	Removal of Masonry, Brick Walls
RAMS G011	New Build Roof Work	RAMS G048	Fixing Chipboard to C Section - Timber Joists
RAMS G012	New Fibre Cement Roof Work	RAMS G049	Removal of Ventilated Ridge
RAMS G013	Roof Repair - No Edge Protection	RAMS G050	Installation of Doorway in existing cladding
RAMS G014	Roof Repair Filon Method	RAMS G051	Removal & Replacement of Cladding & Flashings
RAMS G015	Roof Repair-Replacement Netted & Handrail Method	RAMS G052	Removal & Replacement of Timber Doors
RAMS G016	Setting Hold Down Bolts into Concrete Foundations	RAMS G053	Removing Existing block wall
RAMS G017	Stripping Asbestos Roof & Side Sheets	RAMS G054	Fixing Ventair Type Sheeting
RAMS G018	Gutter Repair to Existing Metal Roof in a Valley	RAMS G055	Installation of Doors

RAMS No.	Generic RAMS Activity Description	RAMS No.	Generic RAMS Activity Description
RAMS G019	Checking Leaking Roof & Gutters	RAMS G056	Replacement Wallplates
RAMS G020	Digging Drainage 1 Metre Depth or Less	RAMS G057	Removal of Timber Framed Windows
RAMS G021	Erection Beam & Block Floor	RAMS G058	
RAMS G022	Fixing Gutters to Existing & New Building	RAMS G059	Site Inspection & Survey
RAMS G023	Fixing/Removing Side Cladding	RAMS G060	Replacing Gutters to Existing – Asbestos (ACM)
RAMS G024	Fixing a Roller Screen	RAMS G061	Lifting Panels using Clad Boy 3 / 4
RAMS G025	Unloading Kit Buildings on Site		
RAMS G026	Laying Concrete Floor on Steel Deck		
RAMS G027	Lifting Concrete Staircases into Position		
RAMS G028	Fixing Insulated Valley Gutters		
RAMS G029	On SIte Traffic Movement (Plant & Traffic Management)		
RAMS G030	Working with Fork Lift Trucks (FLTs)		
RAMS G031	Cutting Hole for Vents		
RAMS G032	Replacement Flashings around Existing Vent		

PROCEDURE 11 - PRODUCING A WRITTEN SAFE SYSTEM OF WORK

OBJECTIVE

1. A safe system of work is needed whenever hazards cannot be physically eliminated and some element of risk remains (for Construction Work this is called a Method Statement and is covered in Procedure 11). The purpose of this procedure is to ensure that any formal procedure (safe system of work) which is produced, defines the methods of working which eliminate identified hazards or minimise the risks associated with them.

APPLICABILITY

2. These procedures are applicable to all Company employees involved in the production of safe systems of work, the implementation or supervision of employees using these formal procedures and any review of them.

PROCEDURE

3. The procedure to develop a safe system of work starts with a risk assessment (see Risk Assessment Procedure 10), from which appropriate controls are to be formulated and introduced, so that the work may be effectively carried out, but in a safe way. This will require balancing the needs of the job against the safety controls, which are required, depending on the extent of the risks. This is achieved by the following procedure:

   a. Carrying out the Risk Assessment procedure.
   b. Introducing controls and formulating procedures.
   c. Instruction and training in the operation of the system.
   d. Monitoring and reviewing the system.

RECORDS

4. Records of safe systems of work are to be kept in the form of a written formal procedure. The person responsible for maintaining the procedure is to be identified in the documentation, it is to be dated and include information of when or how often it is to be reviewed.

Back to Procedure Contents

PROCEDURE 12 - PERMIT TO WORK

OBJECTIVE

1. The permit-to-work system is designed to ensure that all necessary actions are taken before, during and after a particularly hazardous operation, which are mostly related to maintenance work that can only be carried out if normal safeguards are dropped, but also includes certain routine work which demands that special precautions are taken. The purpose of this procedure is to ensure formal permit-to-work documents specify the work to be done and the precautions to be taken so that work can only be commenced when safe procedures have been defined and put into place.

APPLICABILITY

2. These procedures are applicable to all Company employees involved in the development of permit-to-work systems, or in their operation and use once put into practice. Examples of work activities that require permit-to-work systems, but are not exclusively limited to, are working:

    a. With, or undertaking maintenance of, high voltage electrical equipment and supply plant.
    b. With overhead travelling cranes.
    c. With hot or highly flammable materials and pipework containing hazardous substances.
    d. In confined spaces.
    e. On plant maintenance activities.

3. Anyone developing a permit-to-work system should have received training in the procedure by attending one of the relevant health and safety training courses that include the Permit-to-Work systems within its syllabus.

PROCEDURE

4. The development procedure for a permit-to-work system is to include:

    a. Hazard evaluation.
    b. Precaution planning.
    c. Instructing supervisors and operators.
    d. Communication requirements for the issue of the permit.
    e. Safety precautions to be taken before work starts.
    f. The requirements of checking and cancelling permits.

5. A basic template for a permit-to-work proforma is given at Annex A to this procedure. Additionally, an Information and Permit-to-Work Contractors basic template is given at Annex-B.

RECORDS

4. Records of permit-to-work systems are to be kept in the form of a written formal procedure. The person responsible for maintaining the procedure is to be identified in the documentation, it is to be dated and include information of when or how often it is to be reviewed. Any issued/completed permit-to-work forms are to be filed for historical purposes in case there is a need to investigate an incident at a later date.

ANNEXES

A. Register of Permits to Work
B. Permit to Work Proforma
C. Permit to Work for Contractors

Back to Procedure Contents

ANNEX A TO
PROCEDURE 12 - PERMIT TO WORK

REGISTER OF PERMITS TO WORK (PTWs)

Serial No. of PTW	Date of PTW	Type of PTW (e.g. hot works, confined spaces etc.)	Date PTW Closed	Managers/ Supervisors signature

Back to Permit to Work Procedure

ANNEX B TO
PROCEDURE 12 - PERMIT TO WORK

PERMIT TO WORK

PART 1 – GENERAL

Work area of person responsible for the task	
Location of the task	
Activity	
Validity of the Permit to Work **To be completed by the authorised person.**	From: ___:___ hrs on the _____ (date) To: ___:___ hrs on the _____ (date)

PART 2 – TASK TO BE CARRIED OUT

Description of the activity or process to be carried out:

.

.

.

PART 3 – CROSS REFERENCE DOCUMENTATION

The following: Risk Assessments, PTW's, Safe Systems of Work, Method Statements, SOP's or Maintenance Procedures that are applicable to the task:

.

.

PART 4 – HAZARD IDENTIFICATION AND CONTROL

The following residual hazards exist or have been introduced into the task and the listed control measures are to be implemented (including PPE)

Hazard	Control Measure
a.	a.
.	.
b.	b.
.	.
c.	c.
.	.
d.	d.
.	.

PART 5 – AUTHORITY TO PROCEED BY AUTHROISED PERSON

I have reviewed all aspects of the task/activity and am satisfied that the arrangements as detailed in the "Safe System / Method Statement" have been put in place and certify that the activity/process detailed at Part 2 is authorised to proceed.

Signed: .

Name: .

Position: _____ .

Date: .

Time: .

PART 6 – TASK ACCEPTANCE BY PERSON IN CHARGE

I certify that I have read and fully understand the documentation associated with the task and listed at Part 3. I am satisfied that those personnel who will be employed on the task are properly equipped and understand the safety and emergency procedures to be followed and are competent to carry out the task.

Signed: .

Name: .

Position: _____ .

Date: .

Time: .

PART 7 – TASK COMPLETION/TASK STOPPED BY PERSON IN CHARGE

I certify that the task/activity detailed at Part 2 has been: (*delete as applicable)

* a. Completed.
* b. Stopped / Suspended. The task was stopped/suspended at hrs on (date). Details of the reasons for stoppage/suspension are detailed at Part 9 complete with details of what arrangements have been put in place to isolate and prevent all unauthorised access to the activity/process.

Signed: .

Name: .

Position: _____ .

Date: .

Time: .

PART 8 – AUTHORISED PERSONS DECLARATION

I certify that this permit to work is cancelled and that the task/activity detailed in Part 2 has been: (* delete as applicable):

*a. Completed at __:__hrs on _____(date)

*b. Stopped/Suspended. I confirm that the task was stopped/suspended for the reasons detailed at Part 10 and agree with the arrangements that have been put in place to prevent unauthorised access. This permit to work is now cancelled and all further work will be authorised on Permit to Work Serial No. _____.

Signed: Name:

Position: _____. Date: Time:

PART 9 – WORK STOPPED / SUSPENDED CERTIFICATE

a. The task detailed at Part 2 has been stopped / suspended for the reasons detailed below:

b. The following arrangements have been put in place to prevent unauthorised access to the work area.

Certified by person in charge

Posistion: _____. Date: Time:

ANNEX C TO
PROCEDURE 12 - PERMIT TO WORK

PERMIT TO WORK FOR CONTRACTORS

J Wareing & Son (Wrea Green) Ltd – Contractor Permit to Work

Contractor Permit to Work No: .....

Name of J Wareing & Son (Wrea Green) Ltd employee issuing the permit: .....

Permit issued to (persons name) ..... Organisation (contractor) .....

This permit is valid from ..... hrs. date ..... to ..... hrs. date .....

Location(s) where the work is to be done:

Tasks to be undertaken:

Specific hazards and precautions that must be undertaken:

Specific Work Permits Required:

J Wareing & Son (Wrea Green) Ltd supervisor for this job: .....

Signature J Wareing & Son (Wrea Green) Ltd employee issuing the permit:
.....

Signature of person receiving the permit: .....

Permit must be returned to: .....

This section to be completed on RETURN of the permit.

Permit returned: (date) ..... (time) .....

Signature J Wareing & Son (Wrea Green) Ltd employee signing off the permit: .....

Note …

The J Wareing & Son (Wrea Green) Ltd employee must check that the work has been completed as required in the permit and that the area has been made safe before signing off the permit.

Permit Conditions:

1. This permit applies only to the work described.
2. The permit is only valid for the date/time specified.
3. Failure to observe permit conditions may lead to cessation of the contract.
4. Permit cannot be transferred to another person.
5. The person receiving the permit must comply with all site rules.
6. The persons receiving the permit must comply with the instructions of the J Wareing & Son (Wrea Green) Ltd site supervisor.

Back to Permit to Work Procedure

PROCEDURE 13 - CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

OBJECTIVE

1. The purpose of this procedure is to, so fare as is reasonably practicable, ensure that people are not exposed to chemical and biological hazards whilst in the workplace and that substances hazardous to health are controlled.

APPLICABILITY

2. These procedures are applicable to all Company employees, but in particular those with responsibility for carrying out COSHH assessments and those employees using substances or carrying out processes that could be hazardous to health.

PROCEDURE

3. A brief outline of the procedure to be followed when carrying out a COSHH Assessment, which is to be recorded on a COSHH Assessment Form (see Annex A to this procedure) is as follows:

3.1 Examine the process in the location where it is carried out referring to operating procedures and work instructions as necessary to determine:

a. Can the substance be eliminated?
b. Can the substance be substituted for a less hazardous one?
c. The equipment being used.
d. How often the process is done.
e. How long it takes to complete the process.
f. How many people are likely to be exposed (operatives/neighbourhood workers/managers/vulnerable persons/visitors and others).

3.2 Identify the substances used or produced in the process, including biological agents and determine:

a. The name of the substance and identification, the manufacturer/supplier, quantity and Chemical Labelling and Packaging (CHP) classification.
b. Record the information on the COSHH assessment form from the manufacturers safety data sheet (if not available, one should be obtained), the classification in EH 40 (specialist advice may be required if substances have WELs, are carcinogens or have a “Sen” notation).
c. Determine the likely routes of entry into the body, identify the corresponding symptoms of over exposure and the first aid treatment to be taken in this event.

3.3 Determine the types of controls necessary covering ventilation, respiratory protection, personal protection and any other measures (e.g. safe systems of work, warning signs, segregation, training etc.).

3.4 Determine if suitable and sufficient information, instruction and training have been provided to operatives.

3.5 Determine if routine monitoring or health surveillance is required.

3.6 Identify any emergency procedures necessary including things like evacuation of the area, PPE for evacuation, emergency drench showers, spillage confinement, clean up actions and who will perform them etc.

3.7 Evaluate the risk before and after implementation of all control measures to determine if:

a. Risks are insignificant now and not reasonably foreseeable that they could increase in the future.
b. The risks are high now and not adequately controlled.
c. The risks are controlled now, but could foreseeably become higher in the future.
d. Uncertain about the risks, nature of the hazard known or uncertain about the degree and extent of exposure - specialist advice should be sought.
e. Cannot decide about the risks and/or not enough information- specialist advice should be sought.

3.8 The supervisor of line manager should then review the contents of the COSHH assessment form and if satisfied should ensure that its contents are communicated to the workforce and safety representatives.

3.9 The assessment should be dated and signed and procedures put in place to review its contents regularly and if the process, the work environment and/or the substances used in the process change in the future.

RECORDS

4. A record of all COSHH assessments that have been carried out are to be kept and copies made readily available to employees involved in the processes to which the assessment appertains, along with any relevant Manufacturers Product Data Sheets. If a new COSHH assessment is carried out, the old assessment is to be retained for historical purposes.

ANNEXES

A. COSHH Assessment Summary Form
B. List of processes for which COSHH assessments may be required.

Back to Procedure Contents

ANNEX A TO
PROCEDURE 13 - CONTROL OF
SUBSTANCES HAZARDOUS TO HEALTH

COSHH ASSESSMENT SUMMARY FORM

J Wareing & Son Ltd Whinbrick Works Blackpool Rd. Kirkham Preston PR4 2RJ	**PRODUCT COSHH RISK ASSESSMENT SUMMARY Ref: COSHH RA SS01**	Revision 0 February 2014 Page 3 of 2

Identification of Substance	Product Name	207:502L Quick Drying Anticorrosive High Build Sheen OCF
	Application & Use	Spray Painting of Steel Structures (Bright Colour)
Composition	This paint preparation contains modified alkyd with carefully selected pigments/extenders in a Xylene/"N" Butanol consisting of: Butanol additive ~ concentration 2-8% ~ Classification R20 (see 'Other Information'). Xylene Based Paint ~ concentration 15-35% ~ Classification R10, R20/21, R38 Lead Chromate Additive ~ concentration 0.5-20% ~ Classification R61,62,33,40, 50/53 Solvent naphtha (petroleum), light arom. ~ concentration 0.5-2.5% ~ Classification R10	

Task Specific Assessments:	SSRA 002					
Initial Exposure Risk:	**Likelihood:**	**3**	**Severity:**	**3**	**Risk**	**Medium**
Exposure & Duration:	Extended durations (several hours throughout a day with frequent breaks) during spray painting of steel framework prior to shipment to the customer.					
Controls:	Activity undertaken in an enclosed area fitted with a high efficiency local exhaust ventilation system to extract airborne contaminants and overspray. Personal Protective Equipment (PPE) consisting of Coveralls / Full face pre-filter and filtered RPE / Steel toe capped wellington boots / PVC Gloves / Hearing protection					
Personal Protective Equipment (PPE):	Gloves	Impervious Gloves - Polyvinyl Alcohol (FlouroRubber) tested to BS EN 374				
	Glasses/ Goggles	Jupiter Turbo Unit Powered Air Purifying Respirator which is a full face pre-filter and filtered item of RPE				
	Overalls	Solvent resistant disposable synthetic coveralls.				
First Aid Measures:	+	***Splashes to the eyes may cause irritation and reversible local damage.*** If eyes become contaminated, remove any contact lenses; irrigate copiously with clean fresh water for at least 10 minutes, holding eyelids open and seek medical advice.				
	Skin	***Harmful in contact with skin and/or may cause skin irritation.*** Remove contaminated clothing. Wash affected areas thoroughly with mild soap and water or a proprietary skin cleaner. ***Do not use solvents or thinners.*** Obtain medical attention if irritation continues.				
	Inhalation	***Harmful by inhalation and may result in respiratory irritation.*** Move to fresh air. Keep patient warm and at rest. If there is respiratory distress give oxygen. If respiration stops or shows signs of falling, administer artificial respiration. ***Do not give mouth to mouth.*** Obtain medical aid urgently.				
	Ingestion	***Harmful, may cause lung damaged if swallowed.*** Wash out mouth with water and give ½ pint of warm water to drink. Obtain medical attention urgently. Keep at rest. ***Do NOT induce vomiting***. Treatment may be needed for shock or pain.				

Residual Risk:	**Likelihood:**	**1**	**Severity**	**3**	**Risk**	**Low**
Disposal information:	***Do not let product enter drains or water courses.*** ***A potential toxic and explosive hard will be created if the spilt liquid enters surface drains.*** Appropriate protected equipment (see PPE above) to be worn. Care should be taken to avoid mixing with oxidising agents. Dispose of waste in accordance with Hazardous Waste procedures using a licensed Hazardous Waste Carrier (List of Wastes Code 08 01 11).					
Other Information:	There is no testing data available for preparation itself, but has been classified using the conventional method of CHP for toxicological hazards. Exposure to organic solvent vapours may result in adverse health effects such as irritation to the mucous membrane and the respiratory system and adverse effect on the renal and central nervous system. Symptoms include: headache, dizziness, fatigue, muscular weakness, drowsiness and in extreme cases, loss of consciousness. Repeated or prolonged contact with the product may lead to removal of natural fats from the skin resulting in non-allergic contact dermatitis and absorption through the skin. Splashes to the eyes may cause irritation and reversible local damage. **Workplace Exposure Limits (WEL):** Xylene 220 mg/m^3 (Skin) 8 hours (LTEL) or 441 mg/m^3 (Skin) 15 mins (STEL) Butanol 50 ppm (Skin) 15 mins (STEL) – no LTEL Lead Chromate 0.15 mg/m^3 (EH40 Lead in Air) 8 hours (LTEL) – no STEL High Boiling Hydrocarbons 150 mg/m^3 (Skin) 8 hours (LTEL) – no STEL ***R10 – Flammable*** ***R20/21 – Harmful by inhalation and contact with the skin.*** ***R22 – Harmful if swallowed*** ***R33 – Danger of cumulative effects*** ***R38 – Irritating to the skin*** ***R40 – Limited evidence of a carcinogenic effect*** ***R50/53 – Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.*** ***R61 – May cause harm to unborn child*** ***R62 – Possible risk of impaired fertility*** **Storage:** Store between 5 and 25 degrees in a dry, well ventilated place away from sources of heat, ignition and direct sunlight No smoking in area – prevent unauthorised access. Containers which are opened should be properly sealed and kept upright to prevent leakage. Store separately from oxidising agents and strongly alkaline and/or acidic materials.					

RISK ASSESSMENT RATING TABLE – LIKELIHOOD OF HARM OCCURRING x SEVERITY OF RESULTANT HARM								
Likelihood	**Severity of resultant harm.**	**LIKELIHOOD**		**1**	**2**	**3**	**4**	**5**
5 = Certain	**5 = Fatality (Death) / Permanent ill Health**	**SERVERITY**	**5**	**M**	**M**	**H**	**H**	**H**
4 = Probable	**4 = Major Injury/ Long Term Ill Health**		**4**	**M**	**M**	**M**	**H**	**H**
3 = Even Chance	**3 = 7-day reportable injury / Short Term ill Health**		**3**	**L**	**M**	**M**	**M**	**H**
2 = Possible	**2= Minor Injury (e.g. 1st Aid treatment only)**		**2**	**L**	**L**	**M**	**M**	**M**
1 = Unlikely	**1= No injury**		**1**	**L**	**L**	**L**	**M**	**M**

Green (Low Risk) **Proceed if safe to do so**	**Amber (Med Risk)** **Proceed but with additional precaution**	**Red (High Risk)** **Stop work/do not proceed**

Back to COSHH Procedure

ANNEX B TO
PROCEDURE 13 - CONTROL OF
SUBSTANCES HAZARDOUS TO HEALTH

LIST OF PROCESSES FOR WHICH COSHH ASSESSMENTS MAY BE REQUIRED

- General adhesive processes to stick wood panels into place.
- Filling gaps in frames.
- Sealing frames, gutters etc.
- Cleaning of hand painting equipment.
- Brush painting metal/fibre cement products.
- Brush painting timber products.
- Cutting of hardwood to size.
- Refuelling of vehicles with diesel.
- Cutting pre-treated timber to size.
- Cutting of steel work.
- MIG welding of steel work.
- Replacing printer/photocopier toner.
- Laying/pouring of ready-mix cement foundations.
- Washing of vehicle parts.
- General oiling and lubrication of vehicles, plant and equipment.
- Topping up coolant systems with antifreeze.
- Working on brake systems.
- Hand painting/touch-up of vehicles, plant and equipment.
- Spray painting of structural steel work and vehicles, plant and equipment.

Back to COSHH Procedure

PROCEDURE 14 - DISPLAY SCREEN EQUIPMENT ASSESSMENT

OBJECTIVE

1. The purpose of this procedure is to ensure that a Display Screen Equipment (DSE) assessment is carried out to prevent, so far as is reasonably practicable, the possible ill-health effects to operators associated with the use of DSE by implementing any identified corrective measures or control systems as a result of the assessment.

APPLICABILITY

2. These procedures are applicable to all Company employees working with or supervising/managing employees working with DSE. It applies to all display screen equipment used in the workplace to display information with which the user/operator interacts in some way.

PROCEDURE

3. If the DSE is a computer workstation the assessment should be carried out using the checklist given at Annex A to this procedure.

4. For any other DSE, the workstation and its use by an operator should be examined to determine the risk factors associated with:

4.1 Physical requirements of the task – the way in which the worker interacts with the physical objects in the work setting in undertaking the particular activities required by the task such as:

a. Posture and physical actions
b. Forces involved
c. Repetition
d. Duration and recovery time

4.2 Environmental context – the way in which the worker is affected by the environment when undertaking the task activities such as:

a. Illumination
b. Contrast
c. Flickering
d. Glare

4.3 Equipment – the way in which the worker is affected by the physical characteristics of work equipment itself such as:

a. The physical characteristics of the equipment itself e.g. being difficult to manipulate
b. The position of the equipment in relation to the worker in the position he/she normally occupies e.g. bending over a conveyor belt, continually having to reach down to pick up items and continually having to get up from a sitting position to reach equipment.

RECORDS

4. Records are to be kept of any completed DSE assessments carried out and these are to be made available to employees who are involved in the activities covered by the assessment. If, as a result of a review of the assessment, a new DSE assessment is carried out, the old assessment is to be retained for historical purposes.

ANNEX

A. Display Screen Equipment (Computer Workstation) Assessment Checklist

Back to Procedure Contents

ANNEX A TO
PROCEDURE 14
DISPLAY SCREEN EQUIPMENT ASSESSMENT

DSE (Computer Workstation) ASSESSMENT CHECKLIST

Date of Assessment:
Workstation Number (if applicable):
User:
Checklist Completed By:
Assessment Checked By:
Further Action Needed:
Follow Up Action Completed On:

Notes For Completing:

For risk assessment complete columns headed "Risk Factors" to "Action Completed" inclusive. Where the answer is "yes" to the questions in the second column, no further action is necessary.

To check that the equipment complies with the Schedule, answer "Yes" to questions in the first and last columns.

RISK FACTORS	TICK ANSWER YES	TICK ANSWER NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN NEW EQUIPMENT IS INTRODUCED
1. Is the display screen image clear?						
☐ Are the characters readable?			☐ Is the screen clear? ☐ This may need the supplier's help.			
☐ Is the image free of flicker and movement?			☐ Try different screen colour to reduce flicker. ☐ Still problems? Refer to equipment supplier.			
☐ Are the brightness and/or contrast adjustable?			☐ Separate adjustment may not be necessary on latest technology.			
☐ Does the screen swivel and tilt?			☐ Swivel and tilt need not be built in. Can you add a tilt mechanism? ☐ If the work is intensive, and user has problems, may need to replace.			
☐ Is the screen free from glare and reflections?			☐ Use mirror placed in front of screen to check where reflection comes from. ☐ Try to move the screen, desk or source of reflections. Adjust lighting or window coverings. Check that blinds work (vertical blinds are more effective than horizontal blinds).			☐ Is the screen surface low reflectance material?

ANNEX A TO
PROCEDURE 14
DISPLAY SCREEN EQUIPMENT ASSESSMENT

RISK FACTORS	TICK ANSWER YES	TICK ANSWER NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN NEW EQUIPMENT IS INTRODUCED
2. Is the keyboard comfortable?						
☐ Is the keyboard tiltable?			☐ Tilt need not be built in.			
☐ Can you find a comfortable keying position?			☐ Is the user keying properly? – Hands shouldn't be bent at the wrist. – Is the user applying a soft touch ion the keys? – Is the user over stretching the fingers?			
☐ Is there enough space to rest hands in front of the keyboard?			☐ Can VDU monitor be pushed further back? (see 3 below)			
☐ Is the keyboard glare free?			☐ Seek supplier's help.			
☐ Are the characters on the keys easily readable?			☐ Keyboard may need cleaning, modifying or replacing.			
3. Does the furniture "fit" the work and the user?						
☐ Is the work surface large enough for documents, monitor, keyboard etc?			☐ Can printer/files etc., go elsewhere to make more room? ☐ Is the user making repeated or awkward stretching movements? ☐ Can you rearrange equipment, paper or work to avoid discomfort? ☐ May need to provide more space or re-site sockets.			☐ Is it large enough to take all necessary equipment, keyboard etc. in a variety of layouts?
☐ Is the surface free from glare reflections?			☐ Consider mats or blotters for large areas. ☐ Contact the supplier.			☐ Does the workstation furniture have a low reflectance surface?
☐ Is the chair stable?			☐ It may need repair or replacing from 1996 if it does not adjust.			
☐ Do the adjustment mechanisms work?			If the user is uncomfortable it may need replacing now.			☐ Does it swivel? ☐ Does the seat height adjust? ☐ Does the seat back adjust in height and tilt?

ANNEX A TO
PROCEDURE 14
DISPLAY SCREEN EQUIPMENT ASSESSMENT

RISK FACTORS	TICK ANSWER YES	TICK ANSWER NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN NEW EQUIPMENT IS INTRODUCED
3. Continued						
☐ Are you comfortable?			☐ Is the user sitting properly? Try adjusting the chair. – Are arms horizontal and eyes roughly the same height as the top of the VDU casing? – Are feet flat on the floor? – Too much pressure on the back of the legs and knees may mean a footrest needed. – Is the small of the back supported by the chair? – Is the back straight, but supported and shoulders relaxed or leaning forward? Do chair arms deter user being close enough to key comfortably? ☐ Are there any obstructions under the desk that need to be removed?			
4. Is the environment around the workstation risk-free?						
☐ Is there enough room to change position and vary movement?			☐ User needs space to fidget. ☐ Will reorganising the office layout help? ☐Check for obstructions.			☐ Is there adequate room for the workstation?
☐ Are the levels of light, heat and noise comfortable?			☐ Light should not be too bright, or not bright enough to comfortably read by. Consider shading or repositioning light sources or consider more lighting e.g. table light. ☐ Can you distance user from sources of noise or heat (e.g. printer)? If not consider soundproofing or increase ventilation.			☐ Is it suitable lighting for VDU work? ☐ Is it being sited in the best place? ☐ Is equipment quiet? ☐ What about when a lot is in one area? ☐ Will more equipment significantly raise the temperature?

ANNEX A TO
PROCEDURE 14
DISPLAY SCREEN EQUIPMENT ASSESSMENT

RISK FACTORS	TICK ANSWER YES	TICK ANSWER NO	HELP	FURTHER ACTION IF NEEDED	ACTION COMPLETED	FURTHER POINTS TO SATISFY WHEN NEW EQUIPMENT IS INTRODUCED
4. Continued						
☐ Does the air feel comfortable?			☐ Equipment may dry the air: circulation of fresh air where possible and plants may help. ☐ Consider a humidifier if discomfort severe.			☐ How will reasonable humidity be achieved?
5. Is the software user friendly?						
☐ Can you comfortably use the software?			☐ Has the user had enough training?			☐ Is the software suitable for the task? ☐ Can it be easily used with appropriate training? Does it give feedback. E.g. adequate help messages?
☐ Has this checklist covered all of the comfort problems you might have working with your VDU?						
6. Work Patterns						
☐ Please provide a short summary of the kind of work you carry out at this workstation. Include typical frequency and duration of use together with the software used.						

Back to DSE Assessment Procedure

PROCEDURE 15 - MANUAL HANDLING RISK ASSESSMENT

OBJECTIVE

1. The purpose of this procedure is to ensure that where the need to lift and move loads by hand cannot be eliminated, a manual handling risk assessment is carried out in order to identify ways to reduce the risk of injury from carrying out manual handling operations.

APPLICABILITY

2. These procedures are applicable to all Company employees involved with, or supervising/managing employees carrying out manual handling operations.

PROCEDURE

3. The Manual Handling Risk Assessment procedure is used to establish a safe system of work for manual handling operations based on the adoption of appropriate strategies to minimise risks in respect of the following four elements:

   3.1 The task
   3.2 The load
   3.3 The working environment
   3.4 The individual

4. To achieve this the Manual Handling Risk Assessment Form given at Annex A to this procedure is to be used to assess the manual handling operation being examined and any steps identified to reduce the risks involved.

5. Once completed, and if identified by the assessment, a safe system of work should be identified, implemented, monitored and reviewed to minimise the risks from the manual handling operation. Operatives involve in the tasks should be made aware of the contents of the assessment and receive appropriate information, instruction, training and supervision in the safe system of work to be implemented.

RECORDS

4. Records are to be kept of any completed Manual Handling Risk Assessments carried out and these are to be made available to employees who are involved in the activities covered by the assessment. If, as a result of a review of the assessment, a new Manual Handling Risk Assessment is carried out, the old assessment is to be retained for historical purposes. Records of any training received by operatives involved in manual handling operations should be kept in accordance with the training procedures including in this document.

ANNEX

A. Manual Handling Risk Assessment Form

Back to Procedure Contents

ANNEX A TO
PROCEDURE 15 – MANUAL
HANDLING RISK ASSESSMENT

MANUAL HANDLING RISK ASSESSMENT FORM

Location / Activity:		
Date of Assessment:	Assessor:	Checked:

Section A: Outline Information on Task

1.	Description of Load:
2.	Description of Proposed Operation:

Section B: Preliminary Assessment

1.	Does the operation involve a significant risk of injury? If 'No' then the assessment need go no further. If 'Yes' then go to section C. If in doubt answer 'Yes'	Yes / No
2.	Can the operation be avoided / mechanised / automated at reasonable cost? If 'Yes' then proceed to question 3. If 'No' then go to section C.	Yes / No
3.	Does the revised operation still involve a significant risk of injury? If 'No' then the assessment need go no further. If 'Yes' then go to section C.	Yes / No

Section C: Detailed Assessment (Where Necessary)

Questions to Consider: (If answer to question is yes put tick against it & then consider level of risk.	Level of risk: (Tick as appropriate)				**Possible remedial action:** (Make rough notes in this column in preparation for completing section D)
	Yes	Low	Med	High	
1. The Tasks – Do they involve: - Holding loads away from trunk? - Twisting? - Stooping? - Reaching upwards? - Large vertical movements? - Long carrying distances? - Strenuous pushing or pulling? - Unpredictable movement of loads? - Repetitive handling? - Insufficient rest or recovery? - A work rate imposed by a process?					
2. The Loads – Are they: - Heavy? - Bulky / Unwieldy? - Difficult to grasp? - Unstable / unpredictable? - Intrinsically harmful (e.g. sharp or hot)?					
3. The working environment are there:					
- Constraints on posture? - Poor floors? - Variations in levels? - Hot/cold/humid conditions? - Strong air movement? - Poor lighting conditions?					

ANNEX A TO
PROCEDURE 15 – MANUAL
HANDLING RISK ASSESSMENT

Questions to Consider: (If answer to question is yes put tick against it & then consider level of risk.		Level of risk: (Tick as appropriate)				**Possible remedial action:** (Make rough notes in this column in preparation for completing section D)
		Yes	Low	Med	High	
4.	Individual capability – does the job:					
-	Require unusual capability?					
-	Hazard those with health problems?					
-	Hazard those who are pregnant?					
-	Call for special information/training?					
5.	Other factors -					
Is movement or posture hindered by clothing or personal protective equipment?						

Section D: Overall assessment of risk:		
1.	What is your overall assessment of the risk or injury?	Insignificant / Low / Med / High*
	If not ' Insignificant' go to section E. If 'Insignificant' the assessment need go no further.	

Section E: Remedial action:		
1.	What remedial steps should be taken, in order of priority?	
	i.	
	ii.	
	iii	
	iv.	
	v.	

And finally:	
-	Decide your priorities for action
-	TAKE ACTION …….. AND CHECK THAT IT HAS THE DESIRED EFFECT

Back to Manual Handling Risk Assessment Procedure

PROCEDURE 16 - PLANT AND EQUIPMENT MAINTENANCE

OBJECTIVE

1. The purpose of this procedure is to ensure plant and equipment used by Company employees is safe and without risk to safety and health.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. All plant and equipment is to be maintained in accordance with the manufacturer's guidance and recommendations.

4. Hand Tools.

4.1 Main Hazards:

4.1.1 Eye injury.
4.1.2 Injury to hands, feet or body.
4.1.3 Ejected articles.
4.1.4 Impact.
4.1.5 Trap.

4.2 Safe Working Method:

4.2.1 Conduct a safety induction (if applicable).
4.2.2 Select the correct Hand Tool for the task.
4.2.3 Check hand tools for defects prior to use. Report defects.
4.2.4 Do not use worn or damaged hand tools.
4.2.5 Use hand tools in accordance with training and instructions.
4.2.6 Do not wear loose clothing or jewellery – they can be caught between the work piece and the hand tool. Control long hair.
4.2.7 Wear eye protection to guard against ejected articles and sparks, especially when using chisels, etc. Wear gloves to protect your hands.
4.2.8 Do not breathe in dust – if necessary, wear a disposable dust mask to protect from inhalation of dust.
4.2.9 Do not carry out ad hoc repairs to hand tools. Report and replace them.
4.2.10 Establish a safe working zone. Protect other people from your activities.
4.2.11 Use only company supplied hand tools.
4.2.12 Do not misuse hand tools.
4.2.13 To avoid injury, keep hands, fingers and other parts of the body away from contact and trapping points.
4.2.14 Do not allow the work area to become cluttered with waste and unused hand tools. Do not leave hand tools on the floor – prevent trip hazards.
4.2.15 Hold hand tools correctly, keeping both hands on equipment to maximise control and stability. Prevent involuntary movement of the tool which could result in contact or impact.

4.2.16 Do not allow work pieces to eject into the air – hold them in place with clamps or a vice.
4.2.17 Do not become distracted from your task. Stay alert – watch what you are doing and behave professionally at all times.
4.2.18 Keep handles dry, clean and free of grease.
4.2.19 Do not overreach – keep proper footing and balance at all times.
4.2.20 Take care to protect others from your work activities.
4.2.21 Even hand tools can cause injury from vibration if used for long periods of time. To avoid injury, rotate the task with other and keep your hands and fingers warm.
4.2.22 Uplift hand tools and store them safely at the end of the task.
4.2.23 Clean and tidy the work area and properly dispose of waste.

5. Other Plant and Equipment.

5.1 Plant and equipment is to be maintained in a safe working condition with any maintenance work carried out (routine and repair) being recorded on a suitable record form, examples of which are given in the annex to this procedure.

RECORDS

6. Records should be maintained of:

6.1 Replacement/new work equipment procurements.
6.2 Relevant routine and repair maintenance carried out on plant and equipment.
6.3 Training given to employees on any plant and equipment in accordance with the training procedures in this document.
6.4 Daily inspection forms.

ANNEXES

A. Routine Maintenance and Defects Report Form and Maintenance Schedule Template
B. Plant Pre-Start Checklist
C. PUWER Work Equipment Assessment Form

Back to Procedure Contents

ANNEX A TO
PROCEDURE 16 - PLANT AND EQUIPMENT MAINTENANCE

ROUTINE MAINTENANCE AND DEFECTS REPORT FORMS

ROUTINE MAINTENANCE AND DEFECTS REPORT

Building No:	Line Manager:
Area/Equipment:	
Defect:	
Identified By:	
Date:	Time:
Corrective Action:	URGENT? Yes/No
Temporary Work Required (including safety action)	
Defect Corrected By:	
Date Work Completed:	
Authorised Signature of Responsible Manager:	Date:

EXAMPLES OF MAINTENANCE SCHEDULES

General Maintenance Schedule

Item of Equipment/Plant	Location	Maintenance Person/ Organisation	Frequency of Maintenance	Date of Last Check

Schedule compiled by ..... Date .....

ANNEX B TO
PROCEDURE 16 - PLANT AND EQUIPMENT MAINTENANCE

PLANT PRE-START CHECKLIST

It is the responsibility of the operator/driver to ensure that this checklist is completed prior to the plant being operated daily. **JOB NO.**

PLANT TYPE: **VEHICLE/PLANT NO.**

OPERATOR NAME ***(please print):*** **OPERATORS SIGNATURE:**

		MON	TUES	WEDS	THUR	FRI	SAT	SUN	REPAIRS REQUIRED
	Date:								
1	Lights, Indicators, Warning Devices, Signs, Gauges, Oil, Fuel, Water								
2	Hydraulics - oil level, leaks, function, damage, connection								
3	Components/Attachments - damaged, broken, sign of wear, bucket/pecker for wear. All joints greased weekly, all gauges								
4	Wheels/Tracks - tyres, pressure/condition, loose nuts, wear, suspension, track condition								
5	Pins - pivots, rams, lift arms, bucket pins								
6	Boom/Jacks/Tilt : Front loading pin for wear : Slew Cab/Slew on Arm/Cab Locking Pin/Bucket Pins & Bearing								
7	Guards - in place, secure, warnings, load indicator								
8	Condition of - hooks, sheaves, chains, tracks, slings								
9	Cabin - control loose objects, seat belts, windscreens, visibility, rear view mirrors, seat function, foot/hand brake, cab locking pin								
10	Operation of brakes, steering controls (2/4), wipers, levers, buckets, before moving off.								
11	Other e.g. Fire Ext. Electrical Connections, wiring, general wear etc.								

IMPORTANT - CHECK AROUND PLANT BEFORE MOVING

All Defects must be reported to the garage / works office

Example PUWER Risk Assessment Form

ANNEX F to Procedure 16

Description of Equipment:	**System scaffolding, MEWPs, Cranes, Telehandlers, Excavators and Dumper Trucks.**
Serial No.:	**As per individual equipment maintenance logs.**
Location of Equipment:	**J Wareing & Son (Wrea Green) Ltd main site when not in use, construction site during the project work.**
Date of Assessment:	
Assessor(s):	

PART 1 – GENERAL REQUIREMENTS APPLICABLE TO ALL EQUIPMENT

Reg. 4 – Suitability of Work Equipment		**Y**	**N**	**Comment/ Remedial Action (if any)**	**Action Taken**
4.1	Is the equipment suitable by design, construction or adaptation for the work it is provided to do?	☒	☐		
4.2	Is the equipment suitable for the conditions in which it is to be used (e.g. electric drill to be used outside in damp conditions)?	☒	☐		
4.3	Can the work equipment cause risks in situations whereby it would otherwise be safe (e.g. petrol generator discharging into enclosed space)?	☐	☒	**Only used in environments deemed to be safe to operate by the manufacturer.**	
4.4	Is the equipment suitable for the purpose or conditions of use (e.g. use of knives for cutting equipment where scissors would suffice)?	☒	☐		

Reg. 5 – Maintenance		Y	N	Comment/ Remedial Action (if any)	Action Taken
5.1	Is the equipment maintained? **If so, state frequency**	☒	☐	**Daily by user, weekly by supervisor, 6-monthly by appointed competent person.**	
5.2	Is the equipment subject to statutory inspection? **If so, state which regs. apply e.g. COSHH, LOLER etc**	☒	☐	**Work at height equipment weekly in accordance with Work at Height Regs. / Lifing equipment under LOLER 6-monthly for equipment lifing people, 12 monthly for cranes, 6-monthly for accessories.**	
5.3	Is the maintenance work routine based on the manufacturer's recommendations?	☒	☐		
5.4	Is the maintenance work planned and preventative (required where parts of the equipment could fail in a dangerous way)?	☒	☐	**Carried out in accordance with manufacturer's recommendations.**	
5.5	Have all maintenance staff received adequate information, instruction and training?	☒	☐		
5.6	Is a record of maintenance kept?				
5.7	If a maintenance log is kept, is it up to date?	☒	☐		

Reg. 6 – Inspection		Y	N	Comment/ Remedial Action (if any)	Action Taken
6.1	Is equipment inspected after installation and before being put to use for the first time?	☒	☐	**In accordance with Regulation 12 of Work at Height Regulations for access equipment e.g. systems scaffolds and tube and fitting scaffolding.**	
6.2	Is equipment inspected after it is assembled at a new site or location?	☒	☐		
6.3	Is work equipment inspected at suitable intervals when it is exposed to conditions causing deterioration, which is liable to result in dangerous situations (e.g. high vibrations)?	☒	☐	**Situation occasionally applies when piling operations are being undertaken, however, access equipment is usually only erected once these activities have been completed.**	
6.4	Is the equipment inspected for safety, each time an exceptional circumstances arises e.g. a major fault occurs?	☒	☐		
6.5	If equipment leaves the undertaking, or if obtained from another person, it is accompanied by physical evidence that the last inspection has been carried out?	☒	☐		

Reg. 7 – Specific Risks and Restrictions on Use		Y	N	Comment/ Remedial Action (if any)	Action Taken
7.1	Is the use of this equipment restricted to specific persons (e.g. abrasive wheels, circular saws, etc.)?	☒	☐	**Authorise persons usage only system implemented.**	
7.2	Is the repair, maintenance, modifications and servicing restricted to specific persons?	☒	☐		
7.3	Have those persons who use, repair, maintain, modify or service the equipment been adequately trained? **If so, state training received**	☒	☐	**Manufacturer's specific training**	

Reg. 8/9 – Information, Instruction and Training		Y	N	Comment/ Remedial Action (if any)	Action Taken
9.1	Have all users of work equipment received adequate information, instruction and training, including: - Methods Risks Precautions	☒	☐	**Covered during specifice equipment training courses.**	
9.2	Has special emphasis been given to young persons under 18 years of age?	☐	☒	**Young person's not allowed to undertake construction site work activities or use the site work equipment.**	
9.3	Have all supervisors/ managers of work equipment received adequate information, instruction and training, including: - Methods Risks Precautions	☒	☐	**Covered during specifice equipment training courses.**	
Reg. 10 – Conformity with EC Requirements (NEW EQUIPMENT ONLY)		**Y**	**N**	**Comment/ Remedial Action (if any)**	**Action Taken**
10.1	Dose the equipment comply with relevant community directives (e.g. does it display a CE mark)?	☒	☐		
10.2	If so and where an essential requirement has applied to the design and construction of an item, have the requirements of regulations 11-19 and 22-29 been applied?	☒	☐		

Reg. 11 – Dangerous Parts of Machinery		Y	N	Comment/ Remedial Action (if any)	Action Taken
	Reference should be made to BS5304, BSEN292-1 in making this assessment				
11.1	Have measures been taken to prevent access to dangerous parts of the machine or rotating stock bar, or to stop movement or any dangerous part or rotating stock bar before any person enters a danger zone?	☒	☐		
	In particular: -				
11.2	**So far as is practicable** have fixed guards been provided? If not then…	☒	☐		
	So far as is practicable have other guards or protection devices been provided? If not then…	☐	☐		
	So far as is practicable have jigs, holders, push sticks or similar protection devices been provided?	☐	☐		
11.3	Has adequate information, instruction, training and supervision been given?	☒	☐		
11.4	**So far as is practicable**, are guards and protection devices suitable and sufficient for the purpose for which they are provided (e.g. good construction, sound material, adequate strength, maintained and in good repair, etc.)?	☒	☐		

Reg. 12 – Protection Against Specified Hazards		Y	N	Comment/ Remedial Action (if any)	Action Taken
12.1	**So far as is reasonably practicable**, have the risks associated with the following hazards been adequately controlled **by means other than PPE, information, instruction, training or supervision**? The hazards to be considered are: - An article or substance being ejected from the equipment Rupture or disintegration of parts Fire or overheating Unintended discharge of article or gas, dust, liquid, vapour or other substance Unintended explosion of equipment or article or substance used or stored in the equipment	 ☒ ☒ ☒ ☒ ☒	 ☐ ☐ ☐ ☐ ☐		

Reg. 13 – High or Very Low Temperature		Y	N	Comment/ Remedial Action (if any)	Action Taken
13.1	Where appropriate, are all parts of work equipment, articles or substances in the equipment protected to prevent burns by contact (engineering measures should always be applied, although circumstances may arise where the only form of protection may be PPE, etc.)?	☒	☐		

Regs. 14 - 18 – Control Mechanisms/ Systems		Y	N	Comment/ Remedial Action (if any)	Action Taken
	This section is qualified by the term 'where appropriate' which relates to the features, functioning and the risk associated with use. Start, stop and emergency control systems are not generally appropriate for work equipment with no moving parts, or where the risk of injury is negligible, e.g. battery powered clocks (ref should be made to the guidance note). It may well be that some of the following questions are not applicable.				

Reg. 14 – Starting Controls		Y	N	Comment/ Remedial Action (if any)	Action Taken
14.1	Is the equipment fitted with start, stop or operating condition controls which require a deliberate action to operate?	☒	☐		
14.2	Can starting take place by use of a protective device (e.g. an interlock)?	☒	☐		
14.3	Are the controls protected against inadvertent operation (e.g. starter shrouded)?	☒	☐		

Reg. 15 – Stop Controls		Y	N	Comment/ Remedial Action (if any)	Action Taken
15.1	Does the stop control mechanism bring the work equipment to a safe condition in a safe manner (less than 10 seconds with woodworking machinery)?	☒	☐		
15.2	Are all sources of energy switched off after stopping the equipment (compressed air/ hydraulic pressure)?	☒	☐		
15.3	Does the stop control equipment operate in priority to controls which start or change operating conditions?	☒	☐		

Reg. 16 – Emergency Stop Controls		Y	N	Comment/ Remedial Action (if any)	Action Taken
16.1	Is the equipment fitted with an emergency stop control which operates in priority to any other control mechanism?	☒	☐		

Reg. 17 – Controls	Y	N	Comment/ Remedial Action (if any)	Action Taken

17.1	Are all controls clearly visible? Are they identifiable? Are they appropriately marked?	☒	☐		
17.2	Are control mechanisms in a safe position and operators free from danger?	☒	☐		
17.3	**So far as is reasonably practicable**, can the operator of any control ensure that from the position of the control, no person is in a place where there is a risk to health and safety? **If Y go to Reg 18**	☒	☐		
17.4	If no, are systems in place to ensure health and safety?	☐	☐		
17.5	If no, are there audible, visible or warning devices which are activated before the equipment starts?	☐	☐		

Reg. 18 – Control Systems		**Y**	**N**	**Comment/ Remedial Action (if any)**	**Action Taken**
18.1	Do control systems allow for failures, faults and constraints to be expected in the planned circumstance of use, with no increased risk to health and safety?	☒	☐		
18.2	Does a failure of any part of the control system or its power supply lead to a 'fail-safe' condition, which will not impede the operation of the 'stop' or 'emergency stop' controls?	☒	☐		

Reg. 19 – Isolation		Y	N	Comment/ Remedial Action (if any)	Action Taken
19.1	Are there suitable means to isolate the equipment from all sources of energy (e.g. multiple lockable hasps, removal of plug, close and lock off valves, drain/ vent outlets, etc.)?	☒	☐	**Relevant to the competent maintenance staff.**	
19.2	Are the means of isolation clearly identifiable?	☒	☐	**Relevant to the competent maintenance staff.**	
19.3	Are they accessible?	☒	☐	**Relevant to the competent maintenance staff.**	
19.4	Are there appropriate measures to ensure that reconnection does not expose any person to a risk of injury (e.g. reconnection initiating movement, adequate guards)	☒	☐	**Relevant to the competent maintenance staff.**	
Reg. 21 – Lighting		**Y**	**N**	**Comment/ Remedial Action (if any)**	**Action Taken**
21.1	Are the places where the work equipment is to be used suitably and sufficiently lit (local lighting may be required on certain machines e.g. lathes, sewing machines)?	☒	☐	**Specific task lighting where inadequate natural light.**	

Reg. 20 – Stability		Y	N	Comment/ Remedial Action (if any)	Action Taken
20.1	Is the equipment stabilised by clamping or otherwise where necessary to prevent risk of injury (e.g. machines bolted to floor, scaffolds tied to building, outriggers on mobile cranes, etc.)	☒	☐	**Usually by use of outriggers.**	

Reg. 22 – Maintenance Operations		Y	N	Comment/ Remedial Action (if any)	Action Taken
22.1	Is maintenance carried out with the machine stopped and isolated? **If Y go to Reg 23**	☒	☐		
22.2	If not and it is reasonably practicable to do so, are maintenance operations carried out without exposing persons to risk?	☐	☐		
22.3	If not, are there measures in place to reduce the risk of injury (e.g. temporary guards, limited movement controls, PPE, etc.)?	☐	☐		

Reg. 23 – Markings		Y	N	Comment/ Remedial Action (if any)	Action Taken
23.1	Is the equipment appropriately marked for health and safety purposes e.g. emergency stop controls, safe working load, colour code of gas cylinders	☒	☐		
23.2	Do all markings comply with BS 5378 or Safety Signs and Signals Regulations 1998?	☒	☐		

Reg. 24 – Warnings		Y	N	Comment/ Remedial Action (if any)	Action Taken
24.1	Are all warnings and warning devices unambiguous, easily understood, easily perceived (e.g. signs complying with the Safety Signs and Signals Regulations 1998, audible visible warnings on fork lift trucks, etc.)?	☒	☐		

Assessors Confirmation

I have carried out this assessment on this work equipment and have/ have not (delete as appropriate) made recommendations for actions to be taken to achieve compliance, based on my findings on the day of the assessment

Name:	Signature:	Date:

1st Review Date:

2nd Review Date:

3rd Review date:

Back to Plant and Equipment Maintenance Procedure

PROCEDURE 17 - PORTABLE ELECTRICAL APPLIANCE/EQUIPMENT MAINTENANCE

OBJECTIVE

1. The purpose of this procedure is to ensure compliance with current legislation with the regard to portable electrical appliances.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Portable electrical equipment:

    a. Used on construction sites will be tested 3 monthly by a competent contractor using a Portable Appliance Tester that is to be within its calibration date.
    b. Used in an office environment will be tested at a frequency suitable to the type of equipment and the environment in which it is used.

RECORDS

4. Records will be maintained of:

    a. Those of items of portable electrical appliances subject to routine testing.
    b. The date of the last test.
    c. The date of when the next test is due.
    d. For equipment used in an office environment, the frequency at which portable appliance testing is to be carried out.

Back to Procedure Contents

PROCEDURE 18 - PERSONAL PROTECTIVE EQUIPMENT

OBJECTIVE

1. The purpose of this procedure is to ensure the Personal Protective Equipment is selected, used, maintained and stored in accordance with current legislation.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Before deploying PPE, an assessment is to be carried out to determine the suitability of PPE. This assessment must be carried out in conjunction with a risk assessment for high risk activities with a written record being made and must cover:

   3.1 Risks not avoided by any other means (i.e. collective measures).
   3.2 A definition of the essential characteristics for the PPE.
   3.3 A statement of the risks, including those created by the PPE itself.
   3.4 A comparison of the characteristics of the PPE available with the requirements set out.

6 Any PPE that is deployed must be:

   4.1 Compatible with other PPE and the individual wearing the PPE.
   4.2 Maintained, replaced and cleaned as appropriate.
   4.3 Provided with a safe means of storage and accommodation.
   4.4 Provided with suitable and appropriate information, instruction and training to enable those required to used PPE to know the risks it will avoid (or limit); the proposed manner of use; and action required to ensure it remains in a fit state, working order, good repair and hygienic condition.
   4.5 Monitored to ensure the PPE is properly used and reasonable steps are taken to ensure that it is returned to proper storage.

5. Safe Working Method:

   5.1 Select appropriate PPE.
   5.2 Check PPE for defects prior to use.
   5.3 Do not use incompatible PPE: report PPE which is not compatible to your site supervisor.
   5.4 Do not use defective PPE: replace it and report defective equipment to your site supervisor.
   5.5 Comply with mandatory signs.
   5.6 Do not misuse or interfere with equipment provided for safety.
   5.7 Use PPE in accordance with information, instruction, training and supervision.
   5.8 Report loss of PPE to your site supervisor.
   5.9 Keep PPE clean and usable.
   5.10 Store and protect PPE in a safe place (container or accommodation) to protect from damage or contamination.
   5.11 Comply with site rules.

RECORDS

4. Records are to be kept of PPE procurement and information, instruction and training given to employees in relation to PPE (see Training Procedure).

ANNEX

A. Personal Protective Equipment checklist

Back to Procedure Contents

ANNEX A TO
PROCEDURE 18
PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT CHECKLIST

Item	Yes	No
Is PPE being used correctly to relevant HSE guidelines?		
Is the available PPE suitable for the work you undertake?		
Is PPE being used only after all other attempts to reduce risks have been implemented?		
Is PPE marked according to its correct area of use?		
Does PPE meet relevant industry standards?		
Do you provide a choice of PPE?		
Do you know if PPE fits correctly?		
Do you provide full instructions on how to fit PPE Correctly?		
Who inspects PPE at the workplace?		
Are inspections carried out on a regular basis?		
Are manufacturers and/or workplace instructions for the correct use of PPE readily available?		
Is PPE assigned to individual users?		
Is the effectiveness of the PPE programme monitored and evaluated regularly?		
Does regular medical monitoring take place in conjunction with the use of PPE?		
Are personnel getting sufficient rest breaks from wearing PPE?		

Back to PPE Procedure

PROCEDURE 19 - TRAINING

OBJECTIVE

1. The purpose of this procedure is to ensure that a record is maintained of all health and safety training undertaken by employees.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Whenever an employee undertakes health and safety training of any form, a record is to be made on a Record of Training proforma, and example of which is given at Annex A to this procedure.

4. Where employees require specific training to authorise them to operate and use high risk machinery (e.g. forklift trucks) and registered is to be maintained of these authorised users on a suitable proforma, an example of which is given at Annex B to this procedure.

RECORDS

5. A Record of Training is are to be kept for each employee with a copy being made available to the employee on request. Registers are also to be kept for authorised users of high risk machinery which can be kept on a generic register or separate registers for each type of machinery. Any training they received to become authorise should be entered on their relevant Record of Training proforma.

ANNEXES

A. Example of Training Record
B. Example of Register of Authorise and Trained Users of High Risk Machinery.

Back to Procedure Contents

ANNEX A TO
PROCEDURE 19 - TRAINING

TRAINING RECORD

Name:	**Position:**
Start Date:	**Approved :**

QUALIFICATIONS / TRAINING / EXPERIENCE	COMPLETION DATE	EXPIRY DATE

USE CONTINUATION SHEET AS NECESSARY

DATE	DISCUSSED WITH	TRAINING REQUESTED / SUGGESTED	OUTCOME	
			DATE	ACTION / SIG

Back to Training Procedure

ANNEX A TO
PROCEDURE 19 - TRAINING

EXAMPLE OF REGISTER OF AUTHORISED AND TRAINED USERS OF HIGH RISK MACHINERY

Description of High Risk Machinery: _____

Location: _____

Authorised Users	Position	Trainer	Date	Refresher

Back to Training Procedure

PROCEDURE 20 - VETTING OF CONTRACTORS

OBJECTIVE

1. The purpose of this procedure is to ensure that any contractors employed by the Company are competent to carry out the work for which they are being contracted to do.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Any contractor being considered for work will:

   3.1 Be examined for past performance and compliance with Health and Safety legislation.
   3.2 Be sent a questionnaire as given at Annex A to this procedure.
   3.3 The questionnaire will be check for validity.
   3.4 Copies of their Safety Policy and Risk Assessments appropriate for the work they will be undertaking will be obtained.
   3.5 If no concerns are raised, they contractor will be approved to carry out the work.

4. Any Health and Safety Checks carried out on contractors will be recorded on a proforma, an example of which is given at Annex B.

RECORDS

5. Records will be maintained of the completed questionnaires, safety policy and risk assessments.

ANNEXES

A. Sub-Contractor Questionnaire
B. Record of Contractor Health and Safety Checks Performa's

Back to Procedure Contents

ANNEX A TO
PROCEDURE 20 - VETTING OF CONTRACTORS

Sub-Contractor Questionnaire

1a. Company name:

1b. Company address:

1c. Person in charge of project

2. Do you have a safety policy? YES/NO* (If yes, please enclose a copy)

3. Do you have a person / company that monitors health and safety on site? YES/NO*

3a. Name:

3b. Experience:

3c. Company Name:

3d. Company Contact Number:

4. Has your company undertaken this type of project before? YES/NO* (give details)

5. Please supply a copy of your Employers & Public Liability Insurance and Professional Indemnity Insurance Certificate.

6. Please provide training records for all your staff that will work on the site/or for J Wareing & Son (Wrea Green) Ltd.

7. Have all the staff that are going to work on the site received basic safety training? YES/NO* (please give details / certificate of attendance)

8. Will you provide your employee with all the necessary P.P.E. equipment needed to carry out their jobs? YES/NO*

9. How are your staff employed? (Company employee / self-employed)

---

10. All plant that is used on site must have had a thorough 12 monthly inspection. (please provide copies).

11. Please provide information on plant operators. All employees must be trained

---

12. Is your company a member of a recognised trade body? YES/NO* If yes, which one(s).

---

13. Have your company been prosecuted for alleged breach of H&S on site? YES/NO* (If yes, please give brief details)

*** = Delete as necessary**

Signature: _____ **Date:**

Name: _____

ANNEX B TO
PROCEDURE 20 - VETTING OF CONTRACTORS

RECORD OF CONTRACTORS HEALTH AND SAFETY CHECK'S RECORD

Work to be carried out:		
Contractor's Name and Address		
Telephone: Emergency: Fax:		
Compliance Summary	**Yes**	**No**
Has the contractor submitted a Health and Safety Policy?		
Is there a detailed contract specification for the work of the contractor?		
Has the contractor prepared work procedures for the work to be carried out?		
Do the contractors' staff have recognised qualifications or membership of a trade association as appropriate? If so this information should be kept in the contractor's file?		
Has the contractor provided details of their Public Liability Insurance cover?		
Has the contractor been given a copy of **Information or rules**		
NOTES.		
A. Keep a copy of the information generated by these questions in the Contractor's File.		
B. Where answers to questions 1, 2, 3 and 5 are NO, then steps should be taken to obtain the necessary information. In the case of question 6, the information should be given to the contractor.		
C. Where the answer to question 4 is NO, the appropriate Manager should satisfy himself or herself that this omission is not detrimental to the safe work of the contractor. If in doubt the contractor should not be used.		
Date Information Obtained:		
Signature:		
Name (in block capitals):		

Back to Vetting of Contractors Procedure

PROCEDURE 21 - APPOINTMENT/ELECTION OF SAFETY REPRESENTATIVES AND SAFETY COMMITTEE

OBJECTIVE

1. The purpose of this procedure is to ensure that if there is a requirement or request to appoint/elect safety representatives and establish a safety committee a procedure is in place to do this.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Currently, there is an excellent working relationship between employees and management in the company and there have been no requests to appoint/elect safety representatives or establish a safety committee.

4. When any issues are raised with regard to new legislation and/or Health and Safety matters, informal meetings are held with all relevant personnel represented on an individual basis. Discussion takes place with regard to the matters being considered and a decision is made on the actions to be taken and who is to take the various actions to resolve the issues.

5. Should there be a request from employees to have safety representatives, the employees will be consulted on who will be elected/appointed as their representative(s). The company will then consult with the employee representatives with regard to any Health and Safety matters.

6. Should employees or the Company request/require the establishment of a safety committee, the Company will determine the composition of the committee, including safety representatives and safety manager, and the frequency at which meetings will be held. Minutes will be made of meetings and reviewed by the Company to formulate future Health and Safety actions to achieved continued improvement in the Company's health and safety culture.

RECORDS

7. Should safety representatives be appointed/elected a record of these representatives will be maintained. Should a safety committee be established, records will be maintained in the form of minutes.

Back to Procedure Contents

PROCEDURE 22 - CONSULTATION AND COMMUNICATION

OBJECTIVE

1. The purpose of this procedure is to ensure that a effective and efficient consultation and communication is in place to achieve cooperation and agreement on health and safety issues between management and employees.

APPLICABILITY

2. These procedures are applicable to all Company employees.

PROCEDURE

3. Communication and consultation will be achieved by the used of:

   3.1 Meetings.
   3.2 Face to face training sessions (formal and/or toolbox talks etc).
   3.3 Bulletins.
   3.4 Memos.
   3.5 Guidance documents.
   3.6 Work briefings.

RECORDS

4. A record will be kept of any meetings (minutes), training sessions (see Training Procedure), bulletins, memos and guidance documents given and/or sent to employees.

Back to Procedure Contents

PROCEDURE 23 - VIBRATION

OBJECTIVE

1. To meet the requirements of the following legislation with regard to the prevention of injury and/or disease that can be sustained by operations using plant and equipment that can produce vibration:

   - The Management of Health and Safety at Work Regulations 1999
   - The Provision and Use of Work Equipment Regulations 1998
   - The Personal Protective Equipment Regulations 1992
   - The Control of Vibration at Work Regulations 2005

APPLICABILITY

2. This procedures are applicable to all Company employees' involved activities that are liable to expose the operator to vibration.

PROCEDURE

3. All work tasks, including those involving vibration, will be taken into account during a risk assessment. Various tools and operations within the construction industry that can expose personnel to hazards from vibrations include, but are not limited to, the following:

   - Road and concrete breaking
   - Concrete vibro thickeners
   - Chisels (air or electric)
   - Pneumatic drills
   - Compressor guns
   - Angle grinders
   - Cut-off wheels
   - Chainsaws
   - Woodworking machinery

4. The risk of these causing vibration-related injury depends on a number of issues, each of which will have an impact on the long-term effects, including bone and muscle damage, and includes:

   - The amount of vibration
   - How long the equipment is used and the conditions of use
   - The posture of the operative
   - The temperature at which work is carried out

5. The Control of Vibration at Work Regulations 2005.

   5.1 **Regulation 4** introduces exposure limit values and action values for hand-arm and whole of body vibration. Exposure limit values are daily exposure levels which must not be exceeded (except in certain circumstances); exposure action values are daily exposures which, if reached or exceeded, precipitate certain actions by the employer to reduce risk. Actual daily exposure (for comparison with these values) are calculated by referencing Schedule 1 and 2 of the regulations. The values are:

Vibration Type	Daily Exposure Limit Value	Daily Exposure Action Value
Hand-Arm	5 m/s^2 A(8)	2.5 m/s^2 A(8)
Whole Body	1.15 m/s^2 A(8)	0.5 m/s^2 A(8)

(Note that "A(8)" means "daily exposure to vibration" which is calculated for the reference period of 8 hours (28,800 seconds)).

5.2 **Regulation 5** requires the employer to assess the risks of vibration in the workplace and to identify the measures needed to control the risk. This risk assessment must be reviewed as necessary and recorded (including records of the control measures, etc. that are being taken). The risk assessment needs to consider:

- The magnitude, type and duration of exposure
- The effects of exposure to vibration on employees whose health is at particular risk from such exposure.
- Any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints.
- Any information provided by the manufacturers of work equipment.
- The availability of replacement equipment designed to reduce exposure to vibration.
- Any extension of exposure at the workplace to whole-body vibration beyond normal working norms, including exposure in rest facilities supervised by the employer.
- Specific working conditions such as low temperatures.
- Appropriate information obtained form health surveillance including, where possible, published information.

5.3 **Regulation 6** contains requirements for the elimination at source or, if not reasonably practicable, control of exposure. The strategy is based on the principles of prevention set out in Schedule 1 of the MHSWR, but must specifically consider:

- Other working methods which eliminate or reduce exposure to vibration.
- Choice of work equipment of appropriate ergonomic design which, taking account of the work to be done, produces the least possible vibration.
- The provision of auxiliary equipment which reduces the risk of injuries caused by vibration.
- Appropriate maintenance programmes for work equipment, the workplace and workplace systems.
- The design and layout of workplace, work stations and rest facilities.
- Suitable and sufficient information and training for employees, such that work equipment may be used correctly and safely, in order to minimise their exposure to vibration.
- Appropriate work schedules with adequate rest periods.
- The provision of clothing to protect employees from cold and damp.

5.4 Regulation 7 requires that health surveillance be conducted where appropriate (e.g. in cases where the risk assessment shows a risk of developing vibration-related conditions or employees may be exposed at or above the action levels).

5.5 Regulation 8 requires an employer to provide any necessary information, instruction and training in relation to exposure limit values and action values where there is a risk to employees. This training should cover control measures, findings of the risk assessment, detection of early signs of injury and health surveillance (including any collective results).

6. Strategy for reducing vibration. The company strategy for reducing vibration will commence with a risk assessment, during which the follow issues will be addressed:

6.1 If the job can be done without using high vibration tools. If this is not possible, whether it is feasible to reduce the vibration levels of the tools to be used.
6.2 Ensuring that any new tools have vibration controls built in.
6.3 Recognition of the symptoms incorporated in operative training of the correct use of vibrating tools, including the need to report them to their supervisor and subsequently to the HSE under RIDDOR, control measures, findings of risk assessments and health surveillance.
6.4 Arranging for operatives to stay warm by the provision of PPE and/or suitable and sufficient rest breaks.

7. Methods of Reducing Exposure. The company will utilise the following control methods to reduce risks to employees from vibration:

7.1 The elimination, if possible, of the hazard through substitution of other non-hazardous processes e.g. by automation or mechanisation of the process.
7.2 The reduction of vibration at source by modifying or redesigning the equipment or process, along with correct installation and regular maintenance.
7.3 The reduction of vibration transmission in the path between the source and the handles or other surfaces gripped by operatives' hands.
7.4 The minimisation of the amount of force required to apply and control the tools.
7.5 The reduction of exposure period of the operative through a job rotation.
7.6 Blocking the vibration path by inserting a vibration-absorbing resilient element between the source of the vibration and the operative.
7.7 Using teams of employees, so that the use of a vibrating tool can be shared between them thus reducing the time each operative is exposed to the hazard.
7.8 Where appropriate, the provision of Personal Protective Equipment specially designed to reduce the effects of vibration, however, the limitation of these are that they are not usually effective in reducing the amount of vibration reaching the operative's fingers.

RECORDS

8. Vibration risk assessment records will be kept and be made readily available to operatives of the equipment. Records will also be kept of any training given to employees and retained with their company training records.

ANNEX:

A. Example Tool Vibration Levels and Exposure Points System example.

Back to Procedure Contents

ANNEX A TO
PROCEDURE 23
VIBRATION

EXAMPLE TOOL VIBRATION LEVELS & EXPOSURE POINTS SYSTEM

Some typical vibration levels for common tools:

Tool type:	Lowest	Typical	Highest
Road breakers	5 m/s^2	12 m/s^2	20 m/s^2
Demolition hammers	8 m/s^2	15 m/s^2	25 m/s^2
Hammer drills/combi hammers	6 m/s^2	9 m/s^2	25 m/s^2
Needle scalers	5 m/s^2	-	18 m/s^2
Scrabblers (hammer type)	-	-	40 m/s^2
Angle grinders	4 m/s^2	-	8 m/s^2
Clay spades/jigger picks	-	16 m/s^2	-
Chipping hammers (metal)	-	18 m/s^2	-
Stone working hammers	10 m/s^2	-	30 m/s^2
Chainsaws	-	6 m/s^2	-
Brushcutters	2 m/s^2	4 m/s^2	-
Sanders (random orbital)	-	7-10 m/s^2	-

A vibration exposure calculator is available form the HSE website www.hse.gov.uk/vibration or alternatively you could use the simple "exposure points" system given in the table below.

Tool vibration (m/s^2)	3	4	5	6	7	10	12	15
Points per hour (approximate)	20	30	50	70	100	200	300	450
Multiply the points assigned to the tool vibration by the number of hours of daily "trigger time" for the tool(s) and then compare the total exposure action value (EAV) and exposure limit value (ELV) points.								
100 points per day = exposure action value (EAV) 400 points per day = exposure limit value (ELV)								

Back to Procedure Contents

PROCEDURE 24 - MONITORING, AUDIT AND REVIEW

OBJECTIVE

1. An employer has a legal duty to produce a statement of health and safety policy and there is a need to measure performance in health and safety to ensure that the policy is complied with. The purpose of this procedure is to ensure that this takes place by monitoring the effectiveness of health and safety management arrangements.

APPLICABILITY

2. These procedures are applicable to all Company employees involved with proactive monitoring by means such as workplace inspections, maintenance inspections, one-off equipment etc. inspections, safety inspections, safety tours, safety surveys, safety sampling and safety audits. The person carrying out the monitoring must be competent to carry out all the necessary checks and draw the correct conclusions from them in terms of deficiencies in any aspect of the workplace safety arrangements.

PROCEDURE

3. Monitoring the health and safety performance of the company is to be carried out using a checklist, examples of which are given at Annexes A and B, with any observations being noted for follow up action. The types and frequency of inspections will reflect the nature of the risks in the particular workplace and the methods used to control them. The types of inspections that may be carried out include:

   3.1 **Routine inspections** – the first level of inspections carried out as a matter or routine at all times or at very frequent intervals. They are also good practice in most situations where there is some measure of risk.

   3.2 **Maintenance inspections** – involving the examining, testing and making repairs/ adjustments to such items as fire extinguishers, portable electrical equipment, vehicles, etc.

   3.3 **One-off equipment, etc., inspections** – where there is a need to specifically inspect items of plant, machinery and equipment under certain circumstances, such as after a breakdown, accident or other incident, after a period of non-use or after resetting the equipment (e.g. changing a grinding wheel).

   3.4 **Safety inspections** – formal inspections of a whole area the workplace to check either all safety measures applicable or particular aspects of them.

   3.5 **Safety tours** – unplanned inspections by a safety officer, safety representative and/or manager to observe the workplace in operation without prior warning.

   3.6 **Safety surveys** – a narrower, more in-depth examination of specific issues or procedures following such events as the introduction of new equipment or changes in working practices.

   3.7 **Health and Safety Audit** – designed to assess the health and safety management of the Company's policy, organisation, planning, measurement and review procedures. It is carried out to ensure that appropriate management arrangements are in place, adequate risk control systems exist, are implemented, and are consistent with the hazard profile of the Company and that appropriate workplace precautions are in place.

RECORDS

4. Records in the form of a report are to be kept of all safety-monitoring activities and any other relevant external documentation appertaining to the Company's health and safety performance (e.g. HSE inspections and notices). In addition to these reports the checklists used in carrying out the monitoring activity are to be attached to and kept with the relevant report. These reports are to be reviewed at safety committee meetings in order for them to determine trends and make recommendations on any improvements that may be necessary to the health and safety arrangements and control systems already in place.

ANNEXES

A. Health and Safety Checklist - Construction Sites
B. Health and Safety Checklist - Monthly

Back to Procedure Contents

ANNEX A TO
PROCEDURE 24
MONITORING AUDIT AND REVIEW

HEALTH & SAFETY – SITE SAFETY INSPECTION SHEET

Area		Operative 3 Name	
Contract		Operative 4 Name	
Job Address		Operative 5 Name	
Supervisor Name		Vehicle Registration Number	
Operative 1 Name		Inspector Name	
Operative 2 Name		Date	

Item No	Item Description	Not Checked	Checked Ok	Nonconformance
Administration				
1	Identification Card available			
2	Work Instruction / Job Pack on site			
3	SSRA completed for site and briefed to team(s)			
4	HSEQ File/Company Manual/Method Statement/NRASWA book available			
5	Operatives hold all training certification / Client Authorisation			
6	Site operatives wearing all correct Corporate (or DNO where applicable) Work Wear			
7	Qualified first aider on site			
Site Safety				
8	Is the site tidy / good housekeeping			
9	First Aid Kit/eye wash – avail/fit for purpose/in date			
10	Fire Extinguisher – on site/in vehicle (min 2kg), gauge in green segment			
11	Welfare – hand washing/wipes and sufficient drinking water			
12	Hearing protection avail for very team member			
13	Hand protection avail for very team member			
14	Eye protection avail for very team member			
15	HI Viz worn by all team members (T/L yellow)			
16	Hard Hat worn by all team members (T/L			
17	Dust Masks available for use/worn where risk exists			
18	Safety footwear (laced) in good condition, worn by all			
19	All electrical equipment PAT tested, in date/calibration			
20	All COSHH substances identified, data sheets available			
21	All lifting equip (slings/shackles/chains)			

Signing & Guarding				
22	Does signing, lighting & guarding meet Chapter 8			
23	Have site vehicle movements been appropriately controlled			
24	Are traffic flow controls systems in place and satisfactory			
25	Has consideration been given to pedestrian safety			
26	Are courtesy boards displayed on site			
27	Is access & egress to properties safely maintained			
28	Footway boards & road plates in place, used correctly & anchored			
Excavations				
29	Permit to work on site			
30	Deep ex permit on site			
31	No smoking signs			
32	Pre-site form signed & in date			
33	Trench support system in place			
Plant, Tools, Equipment and Vehicles				
34	Correct plant, tools and equipment being used			
35	Operative trained in use of plant, tool, equipment being used, evidenced on site.			
36	Plant, tools, equipment and materials stored safely on vehicle			
37	Vehicles displaying LES (or DNO where applicable) Corporate Livery (logo's etc.)			
38	Vehicles maintained in a clean and tidy			
39	Evidence of smoking inside company vehicle			
40	All mirrors/windscreen/indicators in good condition			
41	Spoil / waste segregated and sited correctly			
42	Drains covered / protected			
43	Plant / equipment / vehicle free from leaks			
44	Spill kit – on site/fit for purpose, aware of disposal procedure			
45	Contaminated land / water controls in place			
46	Liquid containers correctly labelled and stored			
47	Is noise being adequately controlled			
48	Are dust, odours, fumes being adequately controlled			
49	Tree protection measures in place (NJUG10)			
50	Protected species			
51	Fuel storage adequate, UN approved containers, securely stored in an upright position. (Drip trays and bunding if over 220l)			

Stop Work Notice				
52	Stop work notice issue for breach of Safety requirements			
53	Stop work notice issue for breach of contractual requirements			

Item No	Nonconformance Detail	NC Closeout Date	NC Owner

GOOD PRACTICE. COMMENTS

ANNEX B TO
PROCEDURE 24
MONITORING AUDIT AND REVIEW

HEALTH AND SAFETY CHECKLIST – MONTHLY

Area / Location:	Line Manager:
Person responsible for check:	Date:

Logs, Records and Assessments	**Yes**	**No**
Are accidents being recorded and reported as necessary?		
Are employees informed about relevant health and safety information?		
Is the Fire Safety Log kept up to date?		
Are water treatment records up to date?		
Are COSHH Assessments carried out and updated?		
Are electrical equipment registers up to date?		
Are previously reported defects under effective control?		
Communication		
Are First Aiders names and locations displayed?		
Are Safety Representatives names and locations displayed?		
Are Fire Safety Wardens names and locations displayed?		
Is the H&S notice board tidy?		
Are Safety posters on show and are they changed regularly?		
Work Environment		
Are waste/scrap bins provided and emptied regularly?		
Is the standard of ventilation adequate?		
Tools and Equipment		
Are hand tools in good condition?		
Are they regularly inspected?		
Are all broken tools replaced or effectively repaired?		
Are all power tools inspected and registered?		
Are slings and lifting equipment marked with SWL?		
Are Ladders registered and inspected?		
Are operators of high-risk machinery trained and registered?		

ANNEX C TO
PROCEDURE 24
MONITORING AUDIT AND REVIEW

Personal Protective Clothing	**Yes**	**No**
Is suitable personal protective clothing and equipment provided?		
Is it used by employees?		
Is it regularly inspected and maintained in a serviceable condition?		
Fire and Emergency Procedures		
Are all personnel aware of the action to be taken in the event of fire?		
Are all personnel aware of their assembly area?		
Are Fire Alarms clearly audible?		
Are fire exits effectively marked?		

Details of monthly health and safety check must be recorded and signed by a responsible person. If any answer above is **NO, CORRECTIVE ACTION** must be taken. Details of the actions taken to correct identified faults must be recorded and the Line Manager informed.

Details of Corrective action required

Back to Audit, Monitor and Review Procedure

PROCEDURE 25 – WORKING AT HEIGHT

OBJECTIVE

1. The purpose of this procedure is to ensure that work activities involving working at height as defined in the Working at Height Regulations 2005, are prepared, planned and executed in compliance with current legislative requirements.

APPLICABILITY

2. These procedures are applicable to all Company employees involved with working at height activities, including preparation, planning and implementation of tasks that come under the Working at Height Regulations 2005.

PROCEDURE

3. The main hazards of working at height are falls from height and falling objects.

4. Preparation and Planning

4.1 Where work at height is planned the following action is to be followed:

4.1.1 Where it is reasonably practicable to do so, avoid the need to carry out work at height.
4.1.2 Where such work cannot be avoided, select the most appropriate equipment for the work to prevent falls.
4.1.3 Reduce the distance of, and potential consequences of, any fall.

4.2 Ensure that:

4.2.1 Work is risk assessed and control measures introduced to ensure, so far as reasonably practicable, that suitable and sufficient measures are implemented to carry out work at height and/or on or near fragile surfaces without risks to the health and safety of employees and other persons.
4.2.2 Wherever possible, the risk assessment should be undertaken in consultation with the employees who will undertake the work.
4.2.3 A method statement is produced, specific for the work to be undertaken, detailing the safe system of work to be implemented to ensure the health and safety of employees and other persons.
4.2.4 Once the RAMS has been produced the contents of this documentation is to be communicated to all employees to be involve in the assessed work activity.

4.3 When carry out the risk assessment:

4.3.1 Plan for the identification of fragile roofs and materials. Where people can fall from height, inspect the working level, walls and floors for weakness, voids and instability.
4.3.2 Plan to provide safe means of access/egress to the work at height location and ensure that it is maintained and in good condition and when selecting access and egress methods, the following must be considered:

4.3.2.1 The frequency of passage.
4.3.2.2 The height to be negotiated.
4.3.2.3 The duration of use.

4.3.3 Plan to provide a safe working platform that is maintained in good condition.
4.3.4 Where people could fall from a height liable to cause injury, plan to provide edge protection.
4.3.5 Plan to provide a safe working zone and prepare appropriate cones and barriers (warning tape and safety signs as required).
4.3.6 Plan fall protection methods or fall arrest measures as required.
4.3.7 Plan to carry out formal statutory inspection of scaffold, working platforms and mobile elevated working platforms.
4.3.8 Where there is no other reasonably practicable way of controlling residual risks, plan to provide appropriate personal protective equipment e.g. fall restraint harness, hard hats etc.

5. Method Statement Job Sequence

5.1 Conduct a safety induction (if applicable).
5.2 Appropriate personal protective equipment to be worn.
5.3 Check work equipment for defects and work area for unsafe conditions.
5.4 Establish a safe means of access.
5.5 Establish a working platform.
5.6 Establish edge protection.
5.7 Identify fragility of roofs, materials and working surfaces.
5.8 Conduct statutory inspections of access equipment prior to use.
5.9 Establish adequate fall protection and/or fall arrest measures.
5.10 Establish a safe working zone around and/or below the work area (if applicable).
5.11 Establish precautions to prevent falling materials.
5.12 Establish an emergency procedure should a person fall and be arrested by the protective measures.
5.13 Carry out the task.

6. The range of protective measures to control the hazards identified in the relevant Working at Height Risk Assessment are detailed in Annex A to this procedure.

RECORDS

7. Records are to be kept of the Working at Height Risk Assessments, Method Statements and Safe System of Work instructions produced and issued to the work teams.

ANNEX

a. Working at Height – Hazards and Control Measures.

Back to Procedure Contents

ANNEX A TO
PROCEDURE 25
WORKING AT HEIGHT

WORKING AT HEIGHT – HAZARDS AND CONTROL MEASURES

1. An explanation of the data appended under L x S = R column headings can be found in Procedure 10 - Risk Assessment (i.e. L = Likelihood, S = Severity and R = Risk).

Hazard	L x S=R	Control Measure	L x S=R	Level
Access to site for client /public	5 x 5=25	• Fence site off limit access to site, erect signage	3 x 5=15	MED
Adverse weather condition	5 x 5=25	• Avoid working lifting when over15 mph. • Restrict working in wet weather. • Take extra care. • Do not work close to excavation. • Use guide rope in light winds. • Avoid lifting when over 25 mph.	3 x 5=15	MED
Collapse of structure	2 x 5=10	• Hardcore site. • Erect from braced end of the building. • H/d bolts set in concrete for main pillars. • Erect as method statement.	1 x 5=5	LOW
Cutting composite sheets	5 x 4=20	• Order sheets to correct length on side. • Cut as per method statement and cut all sheets at ground level. • Wear P.P.E.	3 x 5=15	MED
Cutting employees hand on sheets/ tapping employees hand under laps	5 x 3=15	• Trained staff. • Do not get limbs between two sheets. • Wear P.P.E. (gloves) when handling sheets.	3 x 3=9	LOW
Erecting safety nets and handrails	5 x 5=25	• All roofs must be net and double handrail before roof work start used trained personnel.	3 x 5=15	MED
Fall of person from height (with safety harness)	5 x 5=25	• Gain access to the roof from the basket. • Use lanyards attached to basket.	2 x 5=10	MED
Falling of bolts, podger bar etc.	5 x 5=25	• Restrict access to lifting area. • Wear P.P.E.		
Falling of screws, guns.	5 x 5=25	• Restrict access to lifting area. • Wear P.P.E. • Magnetic tips. • Nobody working directly under area being sheeted.	4 x 5=20	HIGH

Hazard	L x S=R	Control Measure	L x S=R	Level
Hitting service	5 x 5=25	• Trained staff. • Ask client for information. • Look for cover/ manholes. • Use cat to find services.	4 x 5=20	HIGH
Holes collapsing/ falling down holes	5 x 5=25	• Train staff. • Do not leave exposed for long periods. • Cover holes. • Fill holes after inspection	2 x 5=10	LOW
Lift long rafters and beams	4 x 5=20	• Strict control. • Trained staff	4 x 4=16	MED
Lifting material, tools to the roof	5 x 5=25	• Use basket to lift flashing, eaves filler & tools.	2 x 4=8	LOW
Manual handling sheets and lifting onto roof etc. Manual handling steel purlins etc.	5 x 3=15	• Use lifting equipment to lift sheets onto roof. • Sort sheets into correct rows before lifting up. • Avoid manual handling anything over 25 kg. • Ask for help. • Order sheets in less than metre long.	4 x 3=12	MED
Overhead services		• **N/A**		
Portable electric tools	5 x 3=15	• All 110V. • Reduce number of leads on roof.	3 x 3=9	LOW
Reverse / movement of site traffic	4 x 5=20	• Agree method of movement. • Use banksmen when reversing vehicles	3 x 5=15	MED
Risk to other trade/ public	4 x 5=20	• No other trades working in the area where possible	1 x 5=5	LOW
Set bottom of sheet/ working under person at top.	4 x 5=20	• Trained safety. • Wear P.P.E.	3 x 5=15	MED
Site conditions	5 x 5=25	• Hardcore site. • Minimum 1.2 metre from boundary.	3 x 5=15	MED
Trapping limbs between piece of steel	4 x 3=12	• Trained staff. • Use podger bar to locate steelwork. • Do not get limbs between two pieces of steel. • Wear P.P.E	3 x 3=9	LOW
Using cherry picker to erect steel	4 x 5=20	• Trained safety wearing safety harness • Reasonable ground condition	3 x 5=15	MED

Hazard	L x S=R	Control Measure	L x S=R	Level
Using digger	5 x 5=25	• Trained staff. • Wear high visibility vests/jacket.	3 x 5=15	MED
Using drill	4 x 5=20	• Train staff. • Wear P.P.E.	2X 5=10	LOW
Using floor saw	5 x 5=25	• Train staff. • Wear P.P.E.	2X 5=10	LOW
Using Lifting equipment & slinging loads	4 x 5=20	• Trained slingers & operators. • Plan all lifts. • Restrict access to lifting area.	3 x 5=15	MED
Using tied ladder to erect steel	5 x 5=25	• Restrict use to low building and where access will not allow powered access • Must be tied and harness then working	3 x 5=15	MED
Recovery of a person who has fallen and been arrested by the protective measures	1 x 3	• Use Cherry Picker raised to net, then cut net and recover person into the picker • Use man basket raised to net, then cut net and recover person into the basket • Lower machine to ground level or use appropriate access equipment to recover person from end of lanyard	1 x 2	LOW

Back to Procedure Contents

PROCEDURE 26 – NOISE

OBJECTIVE

1. The purpose of this procedure is to ensure that work activities involving exposure to potentially high levels of noise that could result in ill health of employees are assessed and the necessary control measures implement to ensure compliance with current legislative requirements.

APPLICABILITY

2. These procedures are applicable to all Company managers, supervisors and employees managing, supervising or working in potentially noisy environments that come under The Control of Noise at Work Regulations 2005.

PROCEDURE

3. Where it is expected or known that the daily personal noise exposure levels in a working area are at or greater than the Lower Exposure Action value, 80dB(A) or Peak Sound Pressure of 135dB(C) the following procedure will be implemented:

3.1 A noise assessment survey will be carried out by a competent person to determine the actual level of noise employees are being exposed to.

3.2 If the noise level is determined to be at or above 80 dB(A), but less than 85 dB(A):

3.2.1 Control measures will be implemented to try to reduce the level below 80 dB(A) or to as low as level as reasonably practicable.

3.2.2 If after implementing control measures noise levels are still above 80 dB(A), but less than 85 dB(A) employees will be given hearing protection if requested and:

3.2.2.1 Hearing protection will be selected by a competent person

3.2.2.2 Hearing protection will be provided on an individual basis

3.2.2.3 Suitable storage will be provided to store hearing protection when not in use

3.2.2.4 Users will be trained on the use and maintenance of the hearing protection.

3.2.2.5 A system will be put in place for the reporting and replacement of damaged or missing hearing protection.

3.3 If the daily personal noise exposure level is determined to be at or above 85 dB(A), the Upper Exposure Action value, or 140 dB(C) peak value:

3.3.1 Engineering control measures will be implemented to reduce the level to as low as level as reasonably practicable.

3.3.2 If after implementing control measures noise levels are still above 80 dB(A), but less than 85 dB(A) the procedure in 3.2.2 above will be followed.

3.3.3 If still at or above 85 dB(A):

3.3.3.1 Hearing protection zones will be established with suitable signage.

3.3.3.2 Employees working within the hearing protection zone will be issued with hearing protection and the use of this will be enforced.

3.3.3.3 Hearing protection will be selected by a competent person

3.3.3.4 Hearing protection will be provided on an individual basis

3.3.3.5 Suitable storage will be provided to store hearing protection when not in use

3.3.3.6 Users will be trained on the use and maintenance of the hearing protection.

3.3.3.7 A system will be put in place for the reporting and replacement of damaged or missing hearing protection.

3.3.3.8 Health surveillance for employees will be implemented to monitor their health and ensure control measures are effective.

4 There is an exposure limit value that takes into account the reduction afforded by hearing protection of 85dB(A) daily or weekly exposure and peak sound pressure of 140 dB(C).

RECORDS

5. Records are to be kept of all noise risk assessments carried out, employee training regarding the use and maintenance of hearing protection, issues of hearing protection and engineering and other controls implemented to reduce noise levels.

Back to Procedure Contents

PROCEDURE 27 – CONSTRUCTION DESIGN AND MANAGEMENT

OBJECTIVE

1 When the Company is involved with work relating to a construction project it will have to be carried out in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015). When undertaking such work the Company could fulfil one of several formal appointment roles specified within CDM 2015 (Designer, Principal Designer, Principal Contractor and/or Contractor). The aim of this procedure is to ensure that the Company complies with the duties under CDM for the appointments they fulfil.

APPLICABILITY

2 These procedures are applicable to all Company employees involved with a project which is subject to CDM 2015 legislation.

PROCEDURE

3 In order to meet our responsibilities, Company employees are to ensure that the following CDM requirements are known and complied with and that the information detailed as required for the Health and Safety File is provided to the Principal Designer/Principal Contractor or Contractor where necessary:

3.1 To whom the regulations apply:

3.1.1 All construction work in Great Britain and its territorial seas.

3.1.2 Employers and self-employed without distinction.

3.2 Appointing the Right Organisations and People at the Right Time:

3.2.1 Appointing the right organisations and individuals to complete a particular project is fundamental to its success, including health and safety performance.

3.2.2 Anyone responsible for appointing designers (including principal designers) or contractors (including principal contractors) to work on a project must ensure that ensure that they have the skills, knowledge and experience to carry out the work in a way that secures health and safety. If they are an organisation, they must also have the appropriate organisation capability. Those making the appointments must establish that they have these qualities **before** making the appointment. Similarly, any designers or contractors seeking appointment as individuals must ensure they have the necessary skills, knowledge and experience.

3.3 Supervision, Instructions and Information:

3.3.1 The level of supervision, instruction and information required will depend on the health and safety risks involved in the project and the level of skills, knowledge, training and experience of the workforce.

3.3.2 Contractors (including principal contractors) must make sure supervision is effective and suitable site inductions are provided along with other information that will be needed – such as the procedures to be followed in the event of serious and imminent danger to health and safety.

3.4 Cooperating, Communicating and Coordinating:

3.4.1 Duty holders must cooperate with each other and coordinate their work effectively to ensure health and safety. They must also communicate with each other to make sure everyone understands the risks and the measures to put into place to control risks.

3.4.2 Doing this underpins compliance with most of the duties placed on particular duty holders.

3.5 Construction Phase Health and Safety Plan (CPP):

3.5.1 A CPP is required for all projects regardless whether or not the project is notifiable or is being managed by a single contractor or principal contractor.

3.5.2 When considering the information to be included in the CPP the emphasis is that it:

3.5.2.1 Is relevant to the project;

3.5.2.2 Has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but

3.5.2.3 Is still proportionate to the scale and complexity of the project and the risks involved.

3.5.3 The CPP must record the:

3.5.3.1 Health and safety arrangements for the construction phase;

3.5.3.2 Site rules; and

3.5.3.3 Where relevant, specific measures concerning work that falls within one or more of the categories listed in Schedule 3 or the regulations (see Annex D).

3.6 Notification:

3.6.1 HSE have to be notified if the construction work (including work for domestic clients):

3.6.1.1 Lasts for more than 30 days and will have more than 20 persons simultaneous on site at any time during the project; or

3.6.1.2 will involve more than 500 person days of work

3.6.2 All days, or part of, where work on the project count as a day

3.6.3 An online Form 10 (rev) is used to notify the HSE or it can be notified by letter as long as it contains the information listed in Schedule 1 of the regulations.

3.6.4 Notification is to be made by the client as soon as possible prior to the commencement of on site construction work.

3.7 Health and Safety File:

3.7.1 All projects, **except those for a domestic client with a single** contractor, are required to have a Health and Safety File which is to be given to the client at the end of the project.

3.7.2 The information to be included in the Health and Safety File depends on the nature and size of the project, but is to include as a minimum the items listed in Appendix 4 of the regulations.

3.8 Welfare Facilities to be Available on at All Sites:

3.8.1 Sanitary conveniences
3.8.2 Washing facilities
3.8.3 Drinking water
3.8.4 Changing rooms and lockers
3.8.5 Facilities for rest

4. Checklists detailing responsibilities for Designers, Principal Designers, Principal Contractors, Contractors (or Sub-Contractors) and Clients are given at Annexes A to E respectively. These are to be used to ensure that the requirements of CDM 2015 are complied with.

RECORDS

5. Records that are to be produced, dependent on the role that the Company fulfilled under CDM 2015 include:

a. F10 (rev) for the project if it is notifiable
b. Construction phase health and safety plan
c. Contractor vetting records
d. Design drawings and specifications (Designers)
e. Method Statements
f. Risk Assessments

ANNEXES

A. Designers CDM Responsibility Checklist
B. Principal Designers CDM Responsibility Checklist
C. Principal Contractors CDM Responsibility Checklist
D. Contractors (Sub-Contractors) CDM Responsibility Checklist
E. Clients CDM Responsibility List
D. Work involving particular risks

Back to Procedure Contents

DESIGNERS

CDM RESPONSIBILITY CHECKLIST

Responsibility/Duty	Yes	No	Date Action Completed	Comments
All projects:				
Is the client is aware of their duties?				
Have hazards been either eliminated or reduced during design?				
Has information been provided about remaining risks to the contractor?				
Has information been provided for the Health and Safety File?				
Have the principles of prevent been followed when preparing or modifying a design?				
Have health and safety risks that may affect those carrying out future construction work, maintenance or cleaning a structure or using a structure used as a workplace been eliminated or reduced?				
Has information been supplied to the client, other designers and contractors so they can comply with their duties?				

Back to Procedure Contents

PRINCIPAL DESIGNERS

CDM RESPONSIBILITY CHECKLIST

Responsibility/Duty	Yes	No	Date Action Completed	Comments
All projects where there is more than one Contractor				
Are you planning, managing, monitoring and coordinating the pre-construction phase?				
Are you coordinating matters relating to health and safety during the pre-construction phase?				
Have you estimated the period of time required to complete work stages?				
Have you taken into account the general principles of prevention whilst carrying out your CDM duties?				
Have you identified, eliminated or controlled foreseeable risks to health and safety of any person carrying out construction work, maintaining or cleaning the structure and or using the structure as a workplace?				
Are you ensuring all designers are complying with their duties?				
Are you ensuring all persons cooperate with the client, principal contractor or contractor?				
Have you or are you assisting thee client with the provision of the pre-construction information?				
Have you provided pre-construction information promptly in a convenient form to every designer and contractor?				
Are you liaising with the principal contractor and sharing information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety during construction?				
Are you reviewing/updating and completing the health and safety file?				
Have you passed on the completed health and safety file to the client?				

Responsibility/Duty	Yes	No	Date Action Completed	Comments
All projects where there is more than one Contractor				
If you appointment finished before the end of the project, have you handed over the health and safety file to the principal contractor.				

Back to Procedure Contents

PRINCIPAL CONTRACTORS

CDM RESPONSIBILITY CHECKLIST

Responsibility/Duty	Yes	No	Date Action Completed	Comments
Are you planning, managing, monitoring and coordinating the construction phase plan?				
Have you estimated the time required to complete the work?				
Are you taking into account the general principles of prevention?				
Are you organising cooperation between contractors?				
Are you complying with health and safety legal requirements?				
Are you ensuring the construction phase plan is followed?				
Are you providing suitable site induction?				
Are you preventing unauthorised access to the site?				
Are you providing welfare facilities?				
Are you liaising with the principal designer?				
Are you consulting and engaging with workers?				
Where the principal designers' appointment ends before project ends: • Are you reviewing/updating and completing the health & safety file? • Have you delivered the health and safety file to the client at the end of the project?				

Back to Procedure Contents

CONTRACTORS (SUB-CONTRACTORS)
CDM RESPONSIBILITY CHECKLIST

Responsibility/Duty	Yes	No	Date Action Completed	Comments
All projects:				
Have you checked that the client is aware of their duties?				
Are you planning, managing and monitoring construction work?				
For single contractor work, have you estimated the time required to complete the work and are you taking into account the general principles of prevention?				
Are you complying with the directions given by the principal designer or principal contractor?				
Comply with construction phase plan?				
Are you consulting with workers who are your employees?				
Are the appointed workers have, or who are in the process of obtaining the necessary skills, knowledge, training and experience to carry out the tasks that have been allocated?				
Are you providing supervision, as required, depending on the hazards, risks, skills, knowledge, training and experience of individuals?				
Are you providing additional information and instruction?				
Are you providing site induction (if not already provided by the principal contractor)?				
Are you preventing, where applicable, unauthorised access to the site?				
Are you providing welfare facilities for your employees who are working on the site and anyone else under your control?				

Back to Procedure Contents

ANNEX E TO PROCEDURE 26 - CDM

CLIENT

CMD RESPONSIBILITY LIST

Responsibility/Duty
Commercial Clients:
• Make arrangements to manage the project without risks to health and safety; • Ensure welfare arrangements are provided i.a.w. Schedule 2; • Allow sufficient time and resources for all stages; • Provide pre-construction information to designers and contractors as soon as possible; • Ensure, before the construction phase begins, a construction phase plan is drawn up; • If appointed, ensure the principal designer prepares a health and safety file for the project; • Take reasonable steps to ensure principal designers and principal contractors comply with their duties; • Ensure that those they appoint have the necessary skills, knowledge, training, experience and capabilities to carry out their roles.
Domestic Clients:
• These are the same as for a commercial client however: – Where there is only one contractor they will be carried out by the contractor; or – Where there is more than one contractor they will be carried out by the principal contractor. – Where the client appoints a principal designer in writing they can be carried out by the principal designer. • Where there is more than one contractor, a principal contractor and principal designer should be appointed in writing. • If the domestic client fails to appoint a principal designer then the designer in control of the preconstruction phase becomes the principal designer. • If the domestic client fails to appoint a principal contractor the contractor in charge of the construction phase becomes the principal contractor.

Back to Procedure Contents

CDM SCHEDULE 3 – WORK INVOLVING PARTICULAR RISK

1. Work which puts workers at risk of burial under earth-falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
2. Work which puts workers at risk from chemical or biological substances constituting a particular danger to the safety or health of workers or involving a legal requirement for health monitoring;
3. Work with ionizing radiation requiring the designation of controlled or supervised areas under regulation 16 of the Ionising Radiations Regulations 1999;
4. Work near high voltage power lines;
5. Work exposing workers to the risk of drowning;
6. Work on wells, underground earthworks and tunnels;
7. Work carried out by divers having a system of air supply;
8. Work carried out by workers in caissons with a compressed air atmosphere;
9. Work involving the use of explosives;
10. Work involving the assembly or dismantling of heavy prefabricated components.

Back to Procedure Contents

PROCEDURE 28 – ENVIRONMENTAL PROTECTION CONTROLS

OBJECTIVE

1 To manage the environmental aspects and impacts at construction sites and permanent locations.

APPLICABILITY

2 These controls are relevant to both employees and contractors working for J Wareing & Son (Wrea Green) Ltd.

PROCEDURE

3 **Waste**

3.1 Management of the generation, storage, handling, treatment and disposal of substances or objects which are intended to be discarded, including solid wastes and (contained) liquid wastes.

3.2 Responsibility

3.2.1 A competent person shall be appointed at each Building site/location with responsibility for the storage, transfer and disposal of waste

3.3 Housekeeping

3.3.1 Construction sites and permanent locations will be kept reasonably clean and tidy.

3.4 Waste Storage

3.4.1 Suitable dedicated storage facilities shall be provided:

3.4.1.1 Waste shall not be kept in a corroded or worn container.

3.4.1.2 The container will be secure so as to prevent accidental spillage or leakage.

3.4.1.3 Waste shall be kept in such a way as to prevent it falling or being wind blown while in storage or while it is being transported and shall be protected from scavenging by people and animals.

3.5 Waste Transfer

3.5.1 Contractors or others transporting our waste will be registered under The Control of Pollution (Amendment) Act 1989 (with the exception of charities and waste collection/disposal authorities).

3.5.2 Waste carriers licences of contractors will be obtained by Wareings prior to the removal of waste from site.

3.5.3 Where we suspect a contractor, or other party responsible for removing our waste, is not transferring the waste to the waste management centre specified, a load of waste shall be followed.

3.5.4 Waste transfer notes shall be fully completed for all wastes including spoil, liquid and road sweeper wastes (except special wastes – see below) leaving site. Waste contractors may supply their own waste transfer notes.

3.5.5 Waste Transfer Notes shall be retained for two years.

3.5.6 Consignment Notes shall be fully completed for all special wastes leaving site.

3.5.7 Consignment Notes shall be retained for three years.

3.5.8 To record waste carriage and disposal details a Waste Carriers Log and a Waste Disposal Sites Log may be used.

3.6 Waste Recovery/Disposal

3.6.1 Suitable recovery or disposal arrangements will be made for all wastes.

3.6.2 Waste shall not be burnt or buried on site.

3.6.3 Waste disposal sites and transfer stations will be licensed (holders of a waste management licence or exemption) to receive the quantity and type of our waste.

3.6.4 Waste management licences and exemption certificates and schedules will be obtained by Wareings prior to the removal of waste from site (schedules should detail the waste management licence number and the type and quantity of wastes accepted by the site).

3.7 Subcontractors' Waste

3.7.1 Subcontractors removing waste from site will provide copies of:

3.7.1.1 Waste carrier licences.

3.7.1.2 Waste transfer/consignment notes.

3.7.1.3 Waste management licences/exemptions.

4 Pollution

4.1 The avoidance of water and ground contamination resulting from our activities and response to discovering already contaminated ground.

4.2 **Water Pollution**

4.2.1 Demolition - Locate underground tanks, pipes and services prior to demolition. Empty and remove/cap to prevent spillage.

4.2.2 Drainage

4.2.2.1 Consent shall be obtained or confirmed by fax from the Environment Agency/SEPA for waste waters intended for discharge into surface water drains, watercourses or other controlled waters.

4.2.2.2 Consent shall be obtained or confirmed by fax from the local sewage undertaker for waste waters intended for discharge into foul water drains.

4.2.2.3 All discharge consent conditions shall be adhered to.

4.2.2.4 Silty water, in the absence of other contaminants may be disposed of by pumping to the foul sewer, a settlement tank or over a grassed area. Avoid ponding when pumped over grassed areas. Silty water contaminated with other pollutants (metals etc.) should be disposed of as directed by the Environment Agency/SEPA.

4.2.2.5 Concrete washout will be prevented from entering surface water drains and watercourses. Washout must take place in a designated area away from any drains and watercourses.

4.2.2.6 Water from heating systems containing toxic chemical inhibitors or cleansers must not enter a watercourse or surface water drain.

4.2.2.7 Licensed waste contractors shall be used to remove liquids via tankers from site.

4.2.2.8 Up to date drainage plans shall be maintained on site.

4.2.2.9 Drains and pipework shall be kept clear of litter.

4.2.2.10 Where pipelines pass through areas of nature conservation due to their special drainage conditions, techniques will be used to maintain, as far as practicably possible, the existing drainage conditions.

4.2.3 Water Abstraction

4.2.3.1 A licence shall be obtained from the Environment Agency/SEPA for the abstraction of water from any watercourse or underground water reserve with the exception of abstractions not exceeding $5m^3$ and abstractions not exceeding $20m^3$ that have the consent of the Environment Agency/SEPA.

4.2.3.2 All licence conditions shall be adhered to.

4.2.3.3 All abstractions will monitor the amount of water abstracted.

4.2.4 Material Storage and Re-filling

4.2.4.1 Prevent anything that has the potential to pollute from entering surface water drains, watercourses and other controlled waters.

4.2.4.2 Store chemicals and oils of more than 25 litres (and any unavoidable chemical or oil storage near to a watercourse) on an impervious base in bunded areas as far away from watercourses, drains and vehicle movements as possible.

4.2.4.3 Place drip trays under static plant where possible.

4.2.4.4 Regularly maintain and empty drip trays appropriately.

4.2.4.5 Ensure site personnel supervise fuel deliveries/re-fuelling of bowsers.

4.2.4.6 Check levels in bowsers prior to fuel deliveries to prevent overfilling.

4.2.4.7 Visually check the integrity of pipes and hoses prior to use.

4.2.4.8 Bowsers and other chemical storage shall be locked overnight/at weekends.

4.2.4.9 Tanks and containers shall be labelled with the nature and volume of their contents.

4.2.4.10 Locate plant and activities away from drains and watercourses where possible.

4.2.4.11 Maintain adequate spill kits on site.

4.2.4.12 Train staff in the use of the spill kit and incident response plan..

4.2.5 Surface Water and Other Run-Off

4.2.5.1 Prevent wash waters from entering surface water drains. There are no detergents suitable for discharge to surface water drains.

4.2.5.2 Wash and maintain vehicles in a designated controlled area.

4.2.5.3 Protect watercourses from silty run-off from disturbed ground and stockpiles.

4.2.5.4 Prevent surface water from entering excavations, provide sumps if necessary.

4.2.6 Spillage Response

4.2.6.1 At all times prevent the spillage spreading.

4.2.6.2 Never attempt to wash the spillage into the drainage system.

4.2.7 Working in, over or near Water

4.2.7.1 Obtain prior consent from the Environment Agency/SEPA for works in, over or under a watercourse.

4.2.7.2 Maintain, where possible, a 10m buffer zone from the edge of watercourses prohibiting the storage of materials and movement of plant.

4.2.7.3 Do not allow substantial amounts of cut or uprooted vegetation to enter any watercourse.

4.3 Contaminated Ground

4.3.1 Previously Identified Contaminated Ground

4.3.1.1 Obtain the risk assessment and other relevant reports and records.

4.3.1.2 Prepare and enforce a validated method statement.

4.3.1.3 Identify contaminated areas on site plans.

4.3.1.4 Identify the contaminated areas on site and prevent access as necessary.

4.3.1.5 Do not penetrate the contaminated ground or in any other way spread the contamination.

4.3.1.6 Inform staff of the contaminated ground and special provisions e.g. PPE required.

4.3.1.7 Do not stockpile contaminated soil, if unavoidable stockpile contaminated spoil on hard-standing and prevent run-off.

4.3.2 Unexpected Contaminated Ground

4.3.2.1 Stop work in the area.

4.3.2.2 Identify the contaminated areas on site and prevent access as necessary.

4.3.2.3 Report the discovery to the Site Manager.

4.3.2.4 Seek further instruction and expert advice.

5 Nuisance

5.1 Management of noise and vibration, dust and airborne emissions, traffic and site access causing nuisance to project neighbours.

5.1.1 Noise and Vibration

5.1.1.1 Work to contracted hours unless prior consent is obtained.

5.1.1.2 Obtain a (Control of Pollution Act 1974) Section 61 consent (consent specifying what plant and machinery may be used, working hours and noise levels) from the local authority where required by the client.

5.1.1.3 All arrangements for noise control specified in the consent will be adhered to.

5.1.1.4 Plan work to ensure operations emitting excessive noise and vibration remain in normal working hours.

5.1.1.5 Arrange delivery times to suit the area being worked in.

5.1.1.6 Switch off plant when not in use.

5.1.1.7 Position noisy plant away from sensitive receptors e.g. schools.

5.1.1.8 Ensure plant conforms to the relevant standards and directives on noise emissions.

5.1.1.9 Ensure plant is in good working order and that noise control features are used.

5.1.1.10 Do not use jackhammers or peckers in sensitive areas where cutting and lifting may be safely used instead.

5.1.1.11 Act courteously to project neighbours.

5.1.1.12 Pre-notify neighbours and other interested parties of any operations emitting abnormal noise and vibration.

5.1.1.13 A trained and competent individual shall conduct any noise or vibration monitoring, refer to the Noise Monitoring form, as necessary.

5.1.1.14 Monitoring records shall be retained on site.

5.1.2 Dust and Airborne Pollution

5.1.2.1 Use dust suppression methods on dusty sites.

5.1.2.2 Locate stockpiles away from sensitive areas.

5.1.2.3 Keep drop heights to a minimum e.g. when loading loose material into lorries.

5.1.2.4 Make use of enclosed chutes when dropping materials from heights.

5.1.2.5 Secure all lightweight loose materials.

5.1.2.6 Use dust suppression methods when using equipment or processes that emit fine particles (cutting, grinding, mixing concrete etc.).

5.1.2.7 Keep stockpiles to the minimum practicable height.

5.1.2.8 Ensure mobile crushers have the appropriate air pollution control authorisation from the Local Authority.

5.1.2.9 Locate crushing plant away from sensitive areas.

5.1.2.10 Waste shall not be disposed of by incineration on site.

5.1.2.11 Ensure all dust generating materials transported to and from site are covered.

5.1.3 Traffic and Access

5.1.3.1 Adhere to planning conditions for traffic management.

5.1.3.2 Provide delivery companies with directions to the site.

5.1.3.3 Organise deliveries to minimise queuing.

5.1.3.4 Designate a queuing area away from sensitive areas.

5.1.3.5 Designate haul routes away from sensitive areas.

5.1.3.6 Provide adequate signage for site traffic.

5.1.3.7 Prevent mud from being deposited on public roads.

5.1.3.8 Set and enforce site speed limits.

5.1.3.9 Control staff parking to minimise local nuisance.

5.1.3.10 Do not allow vehicles to idle on site – particularly delivery vehicles when waiting or queuing.

6 Ecology and Heritage

6.1 The protection and enhancement of wildlife, habitats, natural features and archaeological heritage. Previously Identified Protected Species, Habitats, Natural Features and Heritage or Working on or adjacent to a Designated Conservation Site.

6.2 Evaluate the presence of wildlife, habitats, natural features and heritage on or near the site prior to construction.

6.3 Obtain prior consent from the appropriate conservation/heritage body or local authority before undertaking work in a designated protected area (e.g. SSSIs).

6.4 Obtain prior consent/licence from the appropriate conservation/heritage body before disturbing protected species, habitats, natural features and heritage.

6.5 Adhere to all conditions of consents/licences.

6.6 Identify the affected areas on site and prevent access as necessary.

6.7 Inform staff of the situation.

6.8 **Unexpected Protected Species, Habitats, Natural Features and Heritage**

6.8.1 Stop work in the affected area.

6.8.2 Identify the affected areas on site and prevent access as necessary.

6.8.3 Report the discovery to the Site Manager.

6.8.4 Seek further instruction and expert advice.

6.8.5 Inform staff of the situation.

6.9 **Tree and Hedgerow Protection**

6.9.1 Do not fell or damage trees with tree protection orders or those located in conservation areas without prior consent from the local planning authority.

6.9.2 Erect temporary fencing around protected trees, at a minimum distance from the trunk equal to the tree canopy or half the height of the tree or in line with the requirements of the local planning authority's tree protection plan.

6.9.3 Do not cut or damage roots within the fenced protection area.

6.9.4 Do not store any materials, plant or equipment within 5m of the fenced protection area.

6.9.5 Do not store any oils, fuels or chemicals or conduct concrete washout within 10m of the fenced protection area.

6.9.6 Do not remove 'important' hedgerows without the permission of the Local Planning Authority.

6.10 **Wildlife Protection**

6.10.1 Do not disturb protected species on site without prior consent/licence from the appropriate conservation/heritage body.

6.11 **Invasive Species Management**

6.11.1 Do not plant or encourage the growth of Japanese Knotweed or Giant Hogweed on or off site.

6.11.2 Identify the affected areas on site and prevent access.

6.11.3 Report the discovery to the Site Manager.

6.11.4 Seek further instruction and expert advice.

6.11.5 Inform staff of the situation.

6.11.6 Dispose of Japanese Knotweed and Giant Hogweed to a licensed landfill with the appropriate waste transfer documentation.

6.12 **Storage of Topsoil**

6.12.1 Keep stockpiles of topsoil to the minimum practicable height to prevent damage to the soil structure.

6.13 **Heritage**

6.13.1 Only archaeologists with the correct licence may remove skeletons from site.

6.13.2 Report any finds of treasure to the coroner for the district within 14 days.

6.13.3 Adhere to the protection status of buildings and landforms on or adjacent to site.

7 Materials and Plant

7.1 The management of material storage and plant to protect the environment.

7.2 Material Storage

7.2.1 Construction sites and permanent locations will be kept reasonably clean and tidy.

7.2.2 Designate appropriate areas for material storage away from vehicle movements, drains and watercourses.

7.2.3 Ensure storage containers are in a good condition and appropriately labelled.

7.2.4 Regularly inspect storage areas.

7.2.5 Ensure measures are in place to prevent vandalism, accidental breakage and exposure.

7.2.6 Ensure spill response kits are available in appropriate quantities and are easily accessible where they are most likely to be required.

7.2.7 Always check the integrity of containers prior to transfer.

7.2.8 Refer to 1.3 for waste storage.

7.3 Oil and Chemical Storage

7.3.1 Store oils and chemicals of more than 25 litres on an impervious base in a bunded area away from vehicle movements, drains and watercourses.

7.3.2 Storage of oil in containers with a capacity of more than 200 litres must have secure secondary containment and be labelled with content and capacity details.

7.3.3 The secondary containment system must hold at least 110% of the volume of the container for a single container.

7.3.4 The secondary containment system must hold at least 110% of the largest container's storage volume, or at least 25% of their total volume if there is more than one container, whichever is the greater.

7.3.5 Do not let bunded areas remain filled with rainwater or slops.

7.3.6 Place temporary storage of all oils and chemicals on drip trays.

7.3.7 Follow COSHH assessment instructions and manufacturer recommendations for chemical and oil storage. Refer to Health & Safety Procedure 6 - COSHH.

7.3.8 Transfer oils and chemicals between containers only within a bunded area.

7.3.9 Designate a bunded refuelling area on an impervious base away from vehicle movements, drains and watercourses.

7.3.10 Ensure deliveries are supervised.

7.3.11 Ensure spill response kits are available in appropriate quantities and are easily accessible where they are most likely to be required.

7.3.12 Bowsers and other chemical storage shall be locked overnight/at weekends.

7.4 Plant

7.4.1 Ensure plant and equipment is in good working order.

7.4.2 Conduct plant maintenance in a suitable designated area.

7.4.3 Regularly inspect plant and equipment including pipework.

7.4.4 Place drip trays under static plant where possible.

7.4.5 Ensure spill response kits are available in appropriate quantities and are easily accessible where they are most likely to be required.

7.4.6 Ensure plant and equipment is protected from vandalism.

7.4.7 Switch off plant and equipment when not in use.

7.4.8 Ensure suppliers of new tyres take back old ones.

7.4.9 Dispose of used oils appropriately.

8 **Utilities and Energy**

8.1 Switch off electrical equipment when not required for immediate use.

8.2 Switch off lighting when not required.

8.3 Shut down compressed air systems when not in use.

8.4 Ensure boilers and generators are in good working order.

8.5 Reduce/turn off heating in unoccupied areas.

8.6 Permanent locations shall regularly monitor oil, gas and electricity consumption.

RECORDS

5. Records that may be produced are:

a. Waste Transfer Notes
b. Waste Consignment Notes
c. Environmental Risk Assessments (see Procedure 29)
d. Site inspection reports (see Monitor, Audit and Review Procedure)

Back to Procedure Contents

PROCEDURE 29 – ENVIRONMENTAL RISK ASSESSMENT

OBJECTIVE

1 The objective of this procedure is to risk assessment the environmental risks on a construction project of the planned operations that will be undertaken and to identify the controls necessary to reduce those risks.

APPLICABILITY

2 This procedure is applicable to all J Wareing & Son (Wrea Green) Ltd. employees that are involved in the management and control of environmental risks on a construction project/site.

PROCEDURE

3 If there are any project specific activities that pose an environmental risk then an environmental risk assessment should be carried out by completing the proforma given at Annex A to this procedure in accordance with the following instructions. Ensure all aspects of work are considered, including normal, abnormal and emergency situations.

4 **To complete**:

4.1 Identify the project receptors (i.e. neighbours (business', residents, schools, hospitals, care homes etc.); general public; highways & footpaths; land & watercourses; wildlife, flora & forna; archaeological / historical artefacts).

4.2 Then for each activity:

4.2.1 Assess whether it is applicable to the project and indicate in the 'Applicable' column accordingly.

4.2.2 For each applicable activity assess the 'Likelihood of it occurring' and the 'Consequence if it did occur' scores given using the Risk Rating Table opposite.

4.2.3 Amend the scores accordingly. In the event that scores are changed update the 'Total' Initial Risk Rating score.

4.2.4 Review the 'Action to be Taken' column, which details the steps to be taken to reduce the 'likelihood' or 'consequence' of the incident occurring. Amend these actions accordingly.

4.2.5 Review the date or stage by which these actions and controls must be in place, as detailed in the 'Action Date' column. Amend accordingly.

4.2.6 Taking into consideration the mitigating actions proposed assess the 'Likelihood' and 'Consequence' scores given in the 'Residual Risk Rating' column and amend accordingly. As appropriate update the 'Total' score.

4.2.7 If the 'Total Residual Risk Rating' is 5 or above, comment on the additional controls and actions to be taken to reduce, where possible, the risk of the incident.

4.2.8 Prioritise actions for the most significant risks.

4.2.9 Review the ERA monthly, taking into consideration changes in environmental legislation, the phase of the project and conditions on site.

4.2.10 As part of the Site Environmental Inspections check that the mitigating actions have been completed and are effective. If not update the ERA and the identified controls to be implemented.

5 Risk Rating Tables

5.1 Likelihood of an Environmental Incident Occurring:

Likelihood	*Description*	L Score
Likely	Occurs repeatedly / event 'only to be expected'	5
Probable	'No surprise' / will occur several times	4
Possible	Could occur sometimes	3
Remote	Unlikely, though conceivable	2
Improbable	So unlikely that probability is close to zero	1

5.2 Environmental consequences of an environmental incident occurring:

Consequence	Description of environmental impact	C Score
Catastrophic	Major damage on & off site, national reputation damaged and / or prosecution possible	5
Permanent	Considerable environmental damage and / or national reputation damage likely	4
Moderate	Moderate impact, recoverable contamination or damage and / or local reputation damage	3
Minor	Slight impact, small scale event contained on site, possible local media interest, prosecution unlikely	2
Slight	No measurable environmental consequence, no reputation damage, zero likelihood of prosecution	1

5.3 Risk rating categories:

Risk Rating	*Action to be taken*
16-25	Work can only continue if control measures reduce the risk rating to an acceptable level
5-15	Introduce control measures to reduce risk as low as reasonably practicable
1-4	Risk broadly acceptable, but situation needs to be monitored for changes and action to reduce risk

RECORDS

5. Records that may be produced are:

   a. Environmental risk assessments
   b. Waste Transfer Notes
   c. Consignment Transfer Notes
   d. Site inspection reports.

ANNEX

A. Environmental Risk Assessment

Back to Procedure Contents

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
DESIGN REVIEW											
Site compound design:		The site disrupts the public's access.	4	2	8	▪ Design the layout to minimise access disruption and provide clear signage for alternative routes.	During bid stage planning Ongoing	2	2	4	
- material / fuel / chemical storage		The miss-storage of fuels, oils, chemicals and materials can result in damage to the environment.	3	3	9	▪ Provide adequate storage facilities, with those for fuels, oils and chemicals being lockable. ▪ Position fuel, oil and chemical stores away from through traffic routes, waterways and drains to prevent pollution resulting from impact damage. ▪ Provide plant re-fuelling areas.	During bid stage planning	2	3	6	Address thoroughly during induction to help minimise the chance of an incident.
- waste management		Miss-management of waste results in excessive quantities going to landfill.	3	4	12 10	▪ Giving consideration to the quantity and types of waste, and the space available for storage, develop a Waste Management Plan (WMP). ▪ Identify waste management facilities in accordance with the WMP. ▪ Plan to register the site as a 'Producer of Hazardous Waste' – costs £18.	During bid stage planning	2	4	8 5	Monitor waste management to ensure adherence to the WMP.
- wastewater / sewage disposal		Unauthorised disposal/ leakage of wastewater or sewage to land/water causes pollution.	2	5	10	▪ Use existing facilities - connect to foul sewer with consent from sewerage provider. OR ▪ Use cabins/toilets with built-in tanks or connected to a Sess Tank and arrange for emptying by a licensed waste carrier.	During bid stage planning	1	5	5	Check the likelihood of being granted consent by the sewerage provider.
- compound layout		Compound layout disrupts Client's working area / creates visual impact.	2	2	4	▪ Agree site layout with the Client.	During bid stage planning	1	2	2	
- security provisions		Theft or vandalism results in pollution or additional waste.	2	3	6	▪ Incorporate a secure perimeter and provide lockable storage for fuel, materials and plant.	During bid stage planning	1	3	3	

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
SITE TRAFFIC & PARKING											
Movement of site traffic (Cars, vans and delivery wagons, inc. those of supply chain)		Site traffic causes a nuisance to local community and highway users.	4	2	8	▪ Identify an access route in the Site Traffic Management Plan that minimises disruption to the local community. ▪ Ensure roads/footpaths are free of mud/dust.	At bid stage Throughout procurement As work proceeds	3	2	6	Ensure the matter is addressed at Pre-Award Meeting and during induction.
Deliveries		Standing delivery vehicles cause a nuisance to local community.	4	2	8	▪ Identify the earliest time it is acceptable for deliveries to arrive at site, suitable waiting locations and the requirement to turn off engines while standing in the Site Traffic Management Plan. ▪ Communicate the Site Traffic Management Plan to the supply chain. ▪ Ensure delivery drivers adhere to the Site Traffic Management Plan. ▪ Ensure dusty loads are covered.	During bid stage planning During procurement As work proceeds On placing of order	3	2	6	Ensure the matter is addressed at Pre-Award Meeting and during induction.
Parking		Parking of site traffic causes a nuisance to local community.	4	2	8	▪ Identify suitable parking arrangements in the Site Traffic Management Plan (e.g. vacant land belonging to the LA or local businesses) that minimises disruption to the local community (i.e. maintain access to properties and keeps footpaths clear). ▪ Ensure site workers adhere to the Site Traffic Management Plan.	Bid stage planning During procurement As work proceeds	3	2	6	Ensure the matter is addressed at Pre-Award Meeting and during induction.

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
PROVISION OF WORKING ENVIRONMENT **(Applicable to Offices and Site Compounds)**											
Selection of permanent / temporary building		The production of the materials and building systems incorporated into the building result in high levels of CO2 emissions.	4	4	16	▪ Select a building that incorporates materials and building systems that, when produced, result in low levels of CO2 emissions.	Prior to rent	2	3	6	Specify a sustainable building where possible/
Heating / cooling of building		Energy required results in excessive CO2 emissions.	4	4	16	▪ Keep doors and windows shut during cold periods. ▪ Turn off air-conditioning units when not required. ▪ Ensure heating units are switched off overnight.	Ongoing	2	4	8	Occupants of the building to remain vigilant at all times.
Lighting of building		Energy required results in excessive CO2 emissions.	4	4	16	▪ Switch lights off when a room is not in use. ▪ Ensure lights are switched off overnight.	Ongoing	2	4	8	Occupants of the building to remain vigilant at all times.
Provision of water within building		Wastage of water.	4	4	16	▪ Ensure any leaks are fixed, toilet cisterns are working correctly and taps are turned off when not in use.	Ongoing	2	4	8	Occupants of the building to remain vigilant at all times.
Provision of electrical equipment within building		Electrical equipment left on when not in use consumes energy, so leading to the unnecessary production of CO2 emissions.	4	4	16	▪ Arrange for all electrical equipment to be switched OFF at the end of the day – do not leave on standby.	Ongoing	2	4	8	Occupants of the building to remain vigilant at all times.

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
Disposal of waste		Illegal disposal of waste can cause pollution of land and water, a nuisance to people and exposes GB to prosecution.	2	5	10	▪ Develop and implement an office specific Waste Management Plan. ▪ Use EA registered waste carrier to remove the waste. ▪ Ensure waste is transferred to an EA registered waste transfer station. (Note: Licenses can be verified at www2.environment-agency.gov.uk/epr/search.asp?type=register) ▪ Ensure we receive a Waste Transfer Note (WTN) for each load removed. The WTN must identify the European 6-digit Waste Code and the corresponding description of the waste. ▪ Retain the WTN for 2 years from receipt.	Prior to removal of waste Ongoing	1	5	5	Ensure we have copies of licenses and that they are validated. Periodically follow a wagon to ensure it is going to the waste transfer station specified.
SITE ESTABLISHMENT											
Establishment. of site compound		Access of members of the public is disrupted due to establish. of site, i.e. erection of perimeter fence and positioning of cabins, stores etc.	2	2	4	▪ Distribute project-specific Community Newsletter detailing the establish. of the site and the disruption that may be caused to the site neighbours. ▪ Provide alternative access routes with clear signage.	1 week prior to arrival of cabins Prior to arrival of cabins	1	2	2	
Securing the site		Vandalism resulting in pollution to land or water, or damage to material causing waste.	3	3	9	▪ Erect perimeter fence to discourage unwanted access. ▪ Secure materials and plant to prevent vandalism – use lockable containers where possible. ▪ Employ a security firm as required	Start of Site Establish. As work proceeds	1	3	3	

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
Establishment of wastewater & sewage disposal facilities		Disposal arrangements involve require a consent that is not in place.	2	5	10	▪ Obtain consent to discharge from the local sewerage provider. OR ▪ Use cabins/toilets with built-in tanks / connected to a Sess Tank as per site compound design, and have emptied by a licensed waste carrier.	On receipt of order As of site set up	1	5	5	Ensure consents are in place prior to discharge and fix any leaks immediately.
GENERAL ACTIVITIES											
General conduct		The conduct of site-associated personnel can be a nuisance to our neighbours, the general public, and detrimental to the surrounding environment.	3	2	6	▪ Encourage all site-associated personnel to be polite and courteous to our neighbours and the general public. ▪ Avoid shouting and whistling on/around site. ▪ Keep radios at a minimal volume. ▪ Switch off plant when not in use.	As part of the Site Induction Ongoing	2	2	4	Ensure the matter is addressed at Pre-Award Meeting and during induction.
Storage and use of plant		The inappropriate use and storage of plant can lead to pollution and be a nuisance to the sites neighbours.	3	2	6	▪ Specify acoustically attenuated plant where possible. ▪ Ensure all plant is calibrated on arrival and enter onto the Plant Register. ▪ Recalibrate plant as appropriate. ▪ Switch off plant when not in use. ▪ Store plant in secure lockable containers. ▪ Refuel plant in designated refuelling stations	During procurement On arrival Ongoing	2	2	4	Ensure the matter is addressed at Pre-Award Meeting and during induction.
Fuel / oil storage and refuelling		Spillage of fuels / oils leads to land and / or water pollution and poses a hazard to the wildlife.	4	5	20	▪ Ensure Spill Kit(s) are available at stores. ▪ Use lockable 110% double bunded bowsers that are labelled and securely fixed on site. ▪ Refuel in identified areas over a drip tray. ▪ Ensure lids/caps are securely replaced following refilling. ▪ Do not take containers of fuel/oil out of identified storage or refuelling areas.	Ongoing as of site establish.	2	5	10	Spill kits cost around £70 each. Include in the site induction the requirement to store fuels securely and refill in designated areas.

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
Chemical Storage & Handling		Spillage of chemicals leads to land and / or water pollution and poses a hazard to the wildlife.	3	5	15	▪ Ensure Chemical Spill Kit(s) are available. ▪ Store chemicals in lockable bunded containers. ▪ Refill in identified areas over a drip tray. ▪ Ensure lids/caps are securely replaced following refilling. ▪ Do not take containers of chemicals out of identified storage or refilling areas.	Ongoing as of site establish.	2	5	10	Spill kits cost around £70 each. Include in the site induction the requirement to store chemicals securely and refill in designated areas.
Material Storage		Poor material storage can cause unnecessary waste and litter nuisance to neighbours, general public and local environment.	3	2	6	▪ Position materials within the material stores identified in the site layout design. ▪ Store moisture sensitive materials in dry locations. ▪ Secure any lightweight materials or loose packing.	Ongoing as of site establish.	2	2	4	
Exposed Ground / Stockpiles		Exposed ground / stockpiles causing dust nuisance in dry weather to local community	2	3	6	▪ Position stockpiles away from sensitive areas. ▪ Dampen down / provide screening of exposed ground / stockpiles as necessary.	As work proceeds	1	3	3	
Storage of excavated material for later reuse / Topsoil		Prosecution resulting from failure to obtain a 'Waste Management Centre Exemption'.	3	5	15	▪ Following discussions with your Regional Environmental Representative at Bid Stage obtain a 'WMX19' from the Environment Agency as appropriate.	Prior to the storage of excavated material	1	5	5	Apply at least 35 days prior to storage. WMX19 costs £546 / year.
Storage of Topsoil		Topsoil degraded due to mixing with subsoil or being stored in piles greater than 2m high	2	2	4 15	▪ Store topsoil and subsoil separately. ▪ Keep stockpiles less than 2m high.	As work proceeds	1	2	2 10	
Disposal of silty surface water		Run-off from site causing silty water to enter live drains and / or watercourses.	3	2	6	▪ Protect surface drains / watercourses using settlement tanks, filter socks or silt barriers, or discharge water over grass and allow to drain naturally.	As work proceeds	2	2	4	

Activity	Applicable	Summary of Hazard	Initial RR		Action to be Taken	Action Date	Residual RR		Comments on Significant Residual Risks (i.e. 5 and above)
			L	C			L	C	
			Total				Total		
Dewatering of excavations		Dewatering of excavations without consent may cause pollution of land and / or water.	3	2	▪ If extracting more than 20m3 / day obtain consent from the Environmental Agency. ▪ Obtain consent to discharge into a live drain or onto land/into a watercourse from the sewerage undertaker or EA.	Prior to dewatering Prior to dewatering	2	2	
			6				4		
Out of hours working e.g. power floating		Out of hour's activities causing nuisance to our neighbours, the general public and the environment.	5	2	▪ Use the Community Newsletter to forewarn our neighbours of the out of hours working. ▪ Screen off noisy activities.	1 week prior to activity start During activity	3	2	Liaise with immediate neighbours to establish appropriate time for most disruptive activities.
			10				6		
Storage of non-hazardous waste		Waste not stored correctly results in pollution.	3	5	▪ Develop a Waste Management Plan (WMP). ▪ Store the waste as per the WMP, ensuring any lightweight waste is secured down.	End of Site Establish.	2	5	Ensure project Waste Management Plan is included in the site induction.
			15				10		
Storage of Hazardous Waste		Waste not stored of correctly results in pollution.	3	5	▪ Obtain a site 'Premises Code' by registering the site as a producer of hazardous waste with the Environment Agency at http://www.environment-agency.gov.uk/subjects/waste/1019330/1217981/1218079/ ▪ Store hazardous waste in secure lockable containers.	Ongoing From End of Site Establish.	1	5	Ensure project Waste Management Plan is included in the site induction.
			15				5		
Disposal of waste-water and sewage		Disposal without consent may lead to pollution and / or prosecution.	2	5	▪ Ensure any consents required are in place. ▪ Dispose of waste as per arrangements set out in the site compound design. ▪ Fix any leaks ASAP.	Ongoing From End of Site Establish.	1	5	Stick to the planned arrangements and monitor for leaks
			10				5		

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
Disposal of non-hazardous waste		Waste not disposed of correctly results in illegal disposal and / or pollution.	3	5	15	▪ Use EA registered waste carrier. ▪ Ensure it is transferred to an EA registered waste transfer station. (Note: Licenses can be verified at www2.environment-agency.gov.uk/epr/search.asp?type=register) ▪ Ensure we receive a Waste Transfer Note (WTN) for each load removed. The WTN must identify the European 6-digit Waste Code and the corresponding description of the waste. ▪ Retain the WTN for 2 years from receipt.	Ongoing From End of Site Establish.	2	5	10	Ensure project Waste Management Plan is included in the site induction.
Disposal of Hazardous Waste		Waste not disposed of correctly results in illegal disposal and / or pollution.	3	5	15	▪ Use EA registered waste carrier. ▪ Ensure it is transferred to an EA registered waste transfer station. (Note: Licenses can be verified at www2.environment-agency.gov.uk/epr/search.asp?type=register) ▪ Ensure we receive a Consignment Note from the carrier for each load removed. The Consignment Note must identify the site's 'Premises Code', the European 6-digit Waste Code and corresponding description of waste. ▪ Retain the Consignment Note for 3 years from receipt.	Ongoing From End of Site Establish.	2	5	10	Ensure project Waste Management Plan is included in the site induction.
Working in an area with possible contact with wildlife		General construction activities will impact on wildlife.	2	2	4	▪ Do not harm, injure or handle. ▪ Avoid unnecessary disturbance. ▪ Let them leave the area on own accord where possible.	Ongoing	1	2	2	
Working in an area of Archaeological and/or Cultural Heritage		Damage of listed monuments and/or archaeological sensitive area.	2	2	4	▪ Consult with Client and Planning Authority. ▪ Fence off area, monitor and stop work if required.	Prior to start Ongoing	1	2	2	

Activity	Applicable	Summary of Hazard	Initial RR L	Initial RR C	Initial RR Total	Action to be Taken	Action Date	Residual RR L	Residual RR C	Residual RR Total	Comments on Significant Residual Risks (i.e. 5 and above)
Working within an environmentally sensitive area (SSSI, AONB, CA, etc.)		General construction activities will impact on environmentally sensitive areas.	2	5	10	▪ Consult with Client and Planning Authority. ▪ Obtain consents as required. ▪ Keep stockpiles and lighting to a minimum.	Prior to start Ongoing	1	5	5	Ensure any consents required are obtained.
Working in the vicinity, or requiring the removal, of trees and/or hedgerows.		General construction activities will impact on, or require the removal of, trees and/or hedgerows.	2	5	10	▪ Protect* trees / hedgerows to be retained. ▪ Consult with Client and Planning Authority. ▪ Obtains consents as required. ▪ Work to NJUG 10 when installing utility services trenches near trees	Prior to start Ongoing	1	5	5	Ensure any consents required are obtained. * Protection in accordance with BS 5837 is expensive.
Working within an area with protected species present.		General construction activities will impact on protected species present.	2	5	10	▪ Consult with Client and Planning Authority. ▪ Obtain consents as required. ▪ Carry out mitigating actions, monitor and stop work if required.	Prior to start Ongoing	1	5	5	Ensure any consents required are obtained.
Working in an area with Invasive Plants		Invasive plants may have a detrimental affect on the structure	2	2	4	▪ Consult with Client & others, ▪ Undertake any mitigating actions. ▪ Ensure waste disposed of correctly	Prior to start Ongoing	1	2	2	
SITE REMEDIATION											
Demolition of existing structures		The demolition process results in noise, dust and vibration nuisance for neighbours and wildlife.	3	2	6 10	▪ Dampen down and/or screen off dusty buildings to be demolished. ▪ Use cutting and lifting methods where possible instead of jackhammers and peckers. ▪ Only work during hours agreed.	During work	2	2	4 5	
PROJECT SPECIFICS											
						▪					

Back to Procedure Contents

PROCEDURE 30 - COMPANY INDUCTION PROCEDURE

OBJECTIVE

1 The objective of this procedure is to ensure that all new members of staff, whether full time, part-time or agency, are made aware of the hazards they may potentially be exposed to whilst working for the Company and those measures that are to be implemented in order to reduce this risks from them.

APPLICABILITY

2 This procedure is applicable to all new Company employees (full-time, part-time and temporary) and those members of staff responsible for ensuring new starters are inducted into the Company.

PROCEDURE

3 Managers and supervisors are to induct any new starters into the Company using the proforma provided at Annex A to this procedure. The manager or supervisor is to:

3.1 Ensure that the new starter either completes the activity listed or is briefed on the particular topic given on the proforma.

3.2 Ensure that once the induction topic has been completed to their satisfaction that the new starter and they both initial the proforma in the relevant box provided.

3.3 Ensure that once all proforma topics have been satisfactorily completed that the new starter and thy both date and sign the bottom of the proforma.

RECORDS

4 A copy of the completed induction proforma give at Annex A is to be retained with the employees' personal file and is to be kept for a minimum of 3-years after the employee ceases to work for the Company.

ANNEX

A. Company new starter induction proforma.

ANNEX A TO PROCEDURE 30
NEW STARTER PROECUDURE

COMPANY NEW-STARTER INDUCTION PROFORMA

Once the new-starter has successfully completed or received an induction brief on the topic listed in the table below, they are to initial the box provided which is then to be verified by the appropriate manager or supervisor, if necessary by questioning the new-starter on the topic, who is then to append their own initials in the box provided for this purpose. Any topics that are not relevant to the new starter are to be annotated "N/A" in new-starter box and initialled by the manger/supervisor in the box provided.

Serial	Topic	New-Starters Initials	Manager/ Supervisors Initials
1	Fire and emergency evacuation procedure (to include location of fire assembly point, use of fire fighting equipment, fire drills, alarm testing, position of emergency exits, use of IN/OUT boards etc.)		
2	First aid arrangements (e.g. first aiders and first aid equipment) and use of phones for emergency calls.		
3	Actions to be taken in the event of an accident or incident, including appropriate record keeping		
4	Contents of Company Health and Safety Policy and the general and specific employee duties		
5	Car parking, site regulations and general office layout		
6	Working area avoidance of trip hazards, cleanliness and tidiness		
7	Use of kitchen facilities		
8	Company policy regarding drugs, alcohol and smoking		
9	Display screen equipment risk assessment for appropriate workstation		
10	Avoidance of hazardous manual handling wherever possible and requirements for a risk assessment if it cannot be avoided		
11	Procedures to be followed regarding visitors to the Company premises		
12	Contents of the Asbestos Containing Materials (ACM) register for the Company premises, the hazards and required controls		
13	Requirements regarding Personal Protective Equipment (PPE) both on Company premises and when visiting any other sites		
14	General and specific training requirements for the post to be filled and how the Company will progress any deficiencies.		
15	Steps to be taken with regard to any potential lone working situations		
16	Control measures to be implemented when driving for work purposes (i.e. Company Driving for Work Risk Assessment)		

Certificate of successful completion of new-starter induction process

All employees and temporary staff are to sign below to indicate that the relevant topics above have been presented and fully understood. Compliance is a mandatory requirement.

New-starters name: _____ Signature: _____ Date: _____

Manager/supervisors name: _____ Signature: _____ Date: _____