

Rothwell Plumbing Services Ltd.

HEALTH AND SAFETY POLICY DOCUMENT

Last Updated May 2010

Part One

INTRODUCTION

Rothwell Plumbing Services Limited is aware of all its responsibilities regarding Health and Safety practices and procedures.

Upon receiving the Statement of Safety Policy, employees will complete and sign the tear off slip at the rear of this booklet to say they have read and understand its contents, and this information will then be retained by management for future reference.

All Rothwell Plumbing Services' employees will receive Health and Safety training on an on-going basis.

Training will be provided on the importance to undertake thorough and comprehensive 'Risk Assessments' for all potentially hazardous activities or operations.

POLICY STATEMENT

ROTHWELL PLUMBING SERVICES LIMITED

(Health and Safety at Work, etc Act 1974)

The policy of Rothwell Plumbing Services Limited is to provide a safe place of work for each of its employees, visitors and members of the public, by taking such reasonable steps as are necessary to eliminate hazards to health and eliminate causes of foreseeable accidents. To this end, the creation of a positive Health and Safety culture, which secures involvement and participation at all levels on all matters related to Health and Safety will be the main objective. This is essential in order to create a continually improving awareness of the obligations that all employees have in achieving a positive reduction in the incidence of accidents and hazards to health.

Therefore, under the provisions of the Health and Safety at Work, etc Act 1974, Rothwell Plumbing Services recognises its managerial responsibilities and, as far as is reasonably practicable, will:

1. Provide and maintain a safe and healthy workplace with due regard to statutory requirements.
2. Provide training and instruction to enable employees to perform their work safely and efficiently. Additionally, special training will be given where appropriate.
3. Provide necessary safety devices and protective equipment and supervise their use.
4. Operate a system of joint consultation to promote good practices covering Health and Safety.
5. Maintain a continuing interest in Health, Safety and Welfare matters applicable to its activities.

Under the Health and Safety at Work, etc Act 1974 employees have a corresponding duty to co-operate in the above objectives, individually and collectively, by:

- Working safely and efficiently, using the protective equipment provided, in accordance with the statutory obligations.
- Considering the safety of other employees and members of the public on ads plastic technologies premises and reporting incidents to managers or supervisors which may have led or may lead to injury or damage.
- Familiarising themselves with, and adhering to, Rothwell Plumbing Services' rules and procedures for securing a safe place of work.
- Co-operating in joint consultation exercises.
- Assisting in the investigation of accidents or incidents with the aim of introducing measures to prevent recurrence.
- RPS Ltd will carry out their legal & moral duties with regards to all Health & Safety legislation & ensure all persons involved with RPS Ltd are fully compliant.

For and on behalf of
Rothwell Plumbing Services Limited

Signed:



Graham Rothwell
Managing Director

May 2011

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Appendix 1 Risk Assessment

Refer to separate documents relating to RPS commitment to the following:

Stress Policy

Drugs/Alcohol Policy

Violence Policy

Abbreviations and Definitions

Throughout this document the following abbreviations and definitions will apply.

Company: Rothwell Plumbing Services Limited

The Principle Act: Means the Health & Safety at Work etc, Act 1974.

C.O.S.H.H.: The Control of Substances Hazardous to Health Regulations 2005.

Competent Person: A person who has undergone formal training and has attained certification to an acceptable standard of expertise for the task allocated.

Contractor: Means a Contractor or Employer of Workmen who is undertaking any of the Operations or Works to which the Construction Regulations apply.

Site: Means any place where Building Operations or Works of Engineering Construction or both such operations and such works are being carried on.

Approved: Means, approved for the time being by certificate of the Chief Inspector.

Work Equipment: Means any machinery, appliance apparatus, tool or installation for use at work (whether exclusively or not).

Electrical Apparatus: Means all apparatus, machines and fittings in which conductors Are used, or of which they form a part.

Lifting Equipment: Means work equipment for lifting or lowering loads and includes Any attachments used for anchoring, fixing or supporting it

General Statement of Intent

Rothwell Plumbing Services: Recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all its employees.

The Company will:

1. Take all steps within its power to meet there legal & moral responsibility with Regards to all relevant Health & Safety legislation.
2. Promote an awareness of health and safety throughout the company and the personal responsibilities of all concerned.
3. Provide adequate Risk Assessments to enable the company to take the measures necessary to fulfil their legal obligation under the Management of Health and Safety at Work Regulations 1999.
4. Provide the necessary training at all levels to enable each person to carry out their duties in a safety and responsible manner.
5. Provide proper and safe work equipment, plant, and materials and where necessary adequate and suitable protective clothing.
6. Provide safe systems of work, Risk Assessments and Method Statements (where required), along with a competent workforce and efficient supervision.
7. Without detracting from the primary responsibility of management for ensuring safe conditions of work, the company will provide competent technical advice on health and safety matters where this is necessary to assist management in its task. The company will also observe and act upon advice and recommendations made by the Company Safety Adviser and the Health and Safety Executive.
8. Make provision when necessary for Health and Safety consultation between management and operatives, and keep all employees informed on any changes In current and pending health and safety legislation.
9. Make all arrangements necessary to meet the requirements of this policy, and shall review the effectiveness of this policy by means of periodic consultation between all levels of management and operatives, and revise this policy as/when required.
10. Provide each employee with a copy of the company Health and Safety Policy and the employees shall be instructed in order to understand and appreciate their duties and responsibilities within this policy.

The Principle Contractor (The Construction (Design and Management) Regulations 2007))

When the company is nominated as Principle Contractor, it will be the duty of Senior Management to ensure the following are complied with:

1. Develop and implement the Construction Phase Health and Safety Plan.
2. Arrange for competent and adequately resourced contractors to carry out the work where it is being sub-contracted.
3. Ensure the co-ordination and co-operation of contractors.
4. Obtain from contractors the main findings of their Risk Assessments (required by the Management of Health and Safety at Work Regulations 1999) together with details of how they intend to carry out high-risk operations safely.
5. Make sure contractors have sufficient information about risks on site, that their workers have adequate training, and that contractors and workers comply with any site rules which have been set out in the Construction Phase Health and Safety Plan.
6. Monitor project health and safety performance.
7. Ensure there is a means for consulting and informing all workers on site.
8. Make sure only authorised people are allowed on site.
9. Display a copy of the notification of the project to the Health and Safety Executive (F10 Rev).

Administrator/Buyer

Has a responsibility to:

1. Ensure that all work equipment purchased or hired for use by employees at the companies' place of work complies with the Provision and Use of Work Equipment Regulations 1998.
2. Ensure that upon receipt into the company any work equipment is checked for suitability.
3. Liaise with senior management and with contracts managers to ensure that work equipment purchased is suitable.
4. When purchasing materials ensure that they arrive with all necessary health and safety documentation attached.
5. If it is necessary to purchase hazardous substances/materials, that every effort must be made to ensure that wherever possible the hazard in the product purchased is of the lowest possible rating, or that other hazard free substances are substituted.

6. Ensure that the health, safety and welfare of the end user are seriously considered wherever work equipment or materials are purchased.

Site Management

Have a responsibility to:

1. Understand the company Health and Safety Policy and appreciate its objectives, and to impress upon the operatives the importance of its implications and ensure adherence to it.
2. Take notice and act upon the recommendations and advice given by the Company Health and Safety Adviser.
3. Ensure that all operatives are properly trained and certificated for the work equipment they will operate.
4. Ensure that all employees are provided with appropriate information
5. Ensure that all work equipment complies with the Provision and Use of Work Equipment Regulations 1998 and The Electricity at Work Regulations 1989.
6. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks.
7. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principle Contractor.
8. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.
9. Report any defects in work equipment and ensure that such defective work equipment is not used.
10. Ensure the supply and issue of protective clothing and equipment, where required.
11. Encourage correct working practices, a high standard of housekeeping and general site tidiness.
12. Discourage horseplay, abuse of work equipment, welfare facilities and the wastage of materials.
13. Always set a good personal example by adherence to the requirements of this policy.

Other Contractors, including the Self-Employed

All Contractors have a role to play in the successful management of Health and Safety on the project. Their main duties will be to:

1. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks (i.e. the risk assessment findings required by the Management of Health and Safety at Work Regulations 1999).
2. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principal Contractor.
3. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.
4. Provide appropriate information to their employees.

Site/Service Personnel

Have a responsibility to:

1. Understand the Company Safety Policy, appreciate its objectives and observe its requirements.
2. Take notice and act upon any directive given by the Company Health and Safety Adviser.
3. Read and understand the requirements of all Health and Safety notices, documentation Risk Assessments/Method Statements and COSHH assessments.
4. Adhere to the requirements of all Health and Safety notices, documentation and COSHH sheets.
5. Always use the correct tools and equipment for the job, ensure such tools and equipment are used correctly and kept in good order.
6. Always use/wear protective clothing and equipment where provided.
7. Report any defects in plant, machinery or equipment immediately and refrain from using such defective equipment.
8. Avoid taking any unnecessary risks.
9. Keep work areas tidy and keep wastage of materials to a minimum.
10. Refrain from horseplay and abuse of plant, machinery, equipment and welfare facilities.
11. Develop a personal concern for safety, and for safety of all fellow workers, particularly newcomers and young people.

Vehicle Drivers

Have a responsibility to:

1. Understand the company safety policy, appreciate its objectives and observe its requirements.
2. Take notice and act upon any directive given by the Company Health and Safety Adviser.
3. Take full responsibility for the vehicle they are operating/driving.
4. Always ensure that the vehicle to be used is in efficient working order, good general repair and safe. Report any defects found immediately. Not to use defective vehicles.
5. Apply with the Road Traffic Act when driving a vehicle on the public highway.
6. Remember that, unless the vehicle is only required to travel on the public highway less 6 miles a week, the Vehicle (Registration and Licensing) Regulation 1971 applies.
7. Ensure that all persons travelling in vehicles are being properly seated and wearing the safety harness provided. Remember that riding on the outside or on the back of an open vehicle is strictly forbidden.
8. Ensure that any routine maintenance necessary has been carried out before using that vehicle.

See Handout of Organisation Chart

Part Three **Arrangements**

Organisation

The key personnel who are accountable to Senior Management for ensuring the detailed arrangements for Safe Working Systems are carried out are as follows:

Mr Graham Rothwell – Managing Director:

Has the overall responsibility for Health and Safety within Rothwell Plumbing Services Limited. He is also responsible for all personnel and activities within the company.

Company Directors:

To provide effective leadership with regards to all Health & Safety issues within the company. To carry out specific duties to ensure that the company carries out its legal & moral obligations. Directors report directly to the Managing Director.

Site/Service Supervisors:

Responsible to the respective Contracts Manager, and responsible for the site/service personnel within their control.

Contracts Managers:

Responsible to the Managing Director and the Health and Safety Manager, and responsible for the site or groups of sites which have been delegated to their control.

Health & Safety Manager:

Responsible to the Managing Director for all matters of Health and Safety, including the production of suitable policies and procedures and ensuring full compliance with all current and pending health and safety legislation.

Communications

A landline telephone or mobile telephone shall be provided for communication between the site staff and head office.

Training

The Company will provide appropriate training through approved training establishments to Managers, Supervisors, and Site/Service Personnel whose duties require them to undertake the following activities;

1. Work at Height (Tetra Ladder System up to level 3), Scaffolding, all access equipment etc.
2. First Aid. (Training undertaken by competent/approved training provider).
3. Gas Safe training (ACS)
4. General site safety awareness e.g. Asbestos Awareness, CSCS etc.

The Foregoing list is not intended to be comprehensive, but indicates that wherever training is required to ensure the Health and Safety of employee's or others the Company will provide the appropriate training.

Health and Safety Documentation

The Company's Administrator/Buyer will issue all Health and Safety documentation. e.g.

Report Forms, Accident Record Book, Health & Safety Law Poster, etc.

All records shall be kept on site during the life of the site and then at Head Office for reference as required by current legislation, which will then be responsible for the following:

1. Persons responsible for documents should ensure that all safety documents provided are kept in a clean and orderly manner and that they are available for inspection by the Main Contractors Safety Advisers or Enforcing Authority, upon request.
2. All Health and Safety forms, notices, documents provided to the person nominated to take charge of site, and those displayed, are legal documents and must therefore remain free from damage and defacement.
3. All documents must be made available to operatives on request. C.O.S.H.H. Assessments and Risk Assessments must be brought to the attention of all personnel, before the likelihood of their coming into contact with the assessed risk/substance.

Emergency Procedures

First Aid (The Health and Safety (First-Aid) regulations 1981)

Where required, suitable training and Certificated First Aid personnel will be appointed by the Health and Safety Manager for each site where the company conducts its business. The appointed person will be responsible for the care and supervision of First Aid on site, care and maintenance of the sites first aid kit, entry of accidents/incident details into the sites accident book and register. Reporting serious accidents/incidents to RPS H & S Manager.

Accident/Dangerous Occurrence (Site)

In the event of an accident/dangerous occurrence, the appointed person/first aide/site manager shall assess the extent of the accident/incident, and then follow the following procedure:

1. In the event of an accident, treat the injured person and dispatch that person to hospital (if required).
2. In the event of a dangerous occurrence, do not touch, change or interfere with any substance, article, plant or structure further dangers may occur at that place, e.g. fire, explosion or further collapse which may endanger any person during rescue work.
3. In the event of a major injury or dangerous occurrence notify by telephone:-
 - a) Health & Safety Executive (Tel: 0161 952 8200)
 - b) Health & Safety Manager (Tel: 0845 058 0170)
 - c) Mr G Rothwell via the head office.
 - d) Enter details into Accident Book BI 510
 - e) Complete the Company's Internal Report Form and dispatch that form to Head Office, at which the details will be transferred onto the Health and Safety Executive Notification Form F2508 (rev 96) within 10 days by a nominated person.

Accident/Dangerous Occurrence (Head Office)

In the event of a major injury or dangerous occurrence, the Head Office shall be as that of the site procedures.

The person responsible for Informing the HSE will be Health & Safety manager.

There is a copy of the Company's Accident Reporting Procedure in the Appendix to this policy.

Fire Precautions and Action (Guidance HSE Book HS(G) 168 Fire Safety in Construction Work)

Precautions:

1. All personnel must take note of and comply with any Fire Precaution Notices displayed in the Main Offices, or on Site.
2. Fire Doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.
3. Suitable and sufficient Fire Fighting Appliances will be located throughout working area.
4. Emergency Fire Exits will be marked as such and under no circumstances locked during working hours. All emergency Fire Exits will be kept clear at all times.
5. All equipment's used to produce heat (Welding Torches, Soldering Irons etc.) must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.
6. All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.
7. Flammable liquids or materials must not be stored in the proximity of any heat source, which may give rise to the production of Flammable Vapours or might provide a source of ignition.
8. The Storage of Flammable Liquids and materials should be kept to a minimum.
9. Storage areas for Flammable Liquids and Materials must be appropriately marked and meet the current Fire Regs.
10. No Smoking, designated area's are to be strictly adhered to at all times.

Remember

- Never store damp or wet dust sheets. They will gradually become hot by internal combustion and are liable to ignite.
- Never use wire brushes on steelwork near petrol tanks or in the vicinity of flammable liquids or gases; the slightest spark will ignite the smallest quantity of flammable gas or liquid.
- Never put a cigarette out on the floor of a wooden cabin or site hut.
- Never allow rubbish (oily rags, paper, etc.) to accumulate.
- Never burn rubbish on a windy day when a flying spark could travel, and always make sure the fire is well away from wooden huts.
- Never dry wet clothes too close to heat.
- Never leave heating appliances on when cabins are not in use.

- Always check your place of work for fire hazards, before leaving at night.

Would everything be safe if children broke in?

Actions To Be Taken In The Event Of Fire

1. On discovering a Fire Shout **FIRE - FIRE - FIRE** and keep shouting until assistance has been summoned.
2. Set off the nearest Fire Alarm by breaking the glass and pressing the button (if there is one).
3. Tackle the Fire if this is a feasible proposition using the nearest **Appropriate** Fire Fighting Appliance. Do not endanger yourself to save property.
4. Once assistance has arrived or if the Fire is too large to tackle, call the Fire Brigade by dialling 999, ask for the Fire Brigade, Give your Name, The address of the building and the approximate location of the Fire, e.g. Ground Floor, Second Floor, Wood Store etc.
5. Evacuate the building in an orderly manner by the nearest safety exit and report to your designated assembly point.

Blowlamps/Blowtorches

The blowlamp or blowtorch can be a highly dangerous instrument if not used in the correct way and in suitable surroundings. The main personal hazards are obviously skin burns, inhalation of toxic fumes from the blowtorch and the risk of fire and explosion. The main precautions you should take are:

1. The contracts manager or site supervisor shall inspect each work-site in order to identify any area at risk, prior to issuing a hot work permit. All operatives to comply with RPS Ltd Hot Works Guidance.
2. The inspection of any area at risk shall include the far side of any wall or partition.
3. Where physically practicable, cavities formed by walls panels or fixed woodwork must be inspected.
4. When work is to be carried out at roof level or in a loft area or on/in the top storey of a building. A specific investigation must be carried out of any fixed woodwork to identify cracks, knotholes, open joints or similar defects through which a flame or hot air may pass.
5. If any inspection cannot be carried out or defects are revealed a method of work not involving the application of heat must be used.
6. Any area at risk shall be free of all-loose combustible material and property.
7. Immovable combustible material and property shall be adequately protected by the use of suitable fire blankets or screens and combustible floors shall be protected with overlapping sheets of non-combustible materials.

Highly Flammable Liquids

Volatile liquids, which have flash points (the point where sufficient vapour is formed capable of ignition) below 32 C, must be correctly stored in securely capped cans or steel drums. Mentholated spirits, petrol and cellulose are liquids, which come into this category. They should only be kept in the smallest quantities and even then safely and securely locked away, from flammable liquids and other materials which are considered to be hazardous and particularly away from any source of ignition or heat.

Care must be taken to check for leaks in containers and to make sure the stoppers, lid or cap is securely returned after use. Spills should be avoided at all costs but if they happen, they should be immediately cleaned up.

If a liquid which gives off flammable or toxic vapours in any confined area section 14.1 of this safety policy applies.

Always ensure that there is adequate ventilation and ensure that the ventilation does not carry the vapours into an area where there is heat or the possibility of a naked light or ignition.

Remember

1. NEVER light a match or smoke in the vicinity of such liquids or gases.
2. PUT UP NO SMOKING signs and ensure that the signs are strictly obeyed.
3. NEVER store near corrosive materials.
4. THE SECRET IS. CHECK THE LABEL, STORE SAFELY, REPLACE THE STOPPER, DO NOT SMOKE, AND ENSURE THAT THERE IS PLENTY OF VENTILATION.

Liquefied Petroleum Gases

Handle With Care

1. Disconnect after use if operation is to be discontinued for any length of time.
2. Replace valve cover (if fitted) to empty cylinders or that not in use.
3. Ensure that all connections are sound and clean before use, ensure that they are tight, using the correct spanner. NOT HAND TIGHT. Remember all threads are LEFT HAND THREAD.
4. Use a regulator between the appliance and the cylinder.
5. Use the correct equipment for the gas, e.g. Propane for Propane.
6. Have a light at the burner BEFORE turning the gas on.
7. Always re-light the pilot light if the cylinder has been turned off.
8. Position cylinders about 3m from burners; protect cylinders and pipes from damage by site vehicles.
9. Make sure cylinders being used with hand tools are secured so they cannot be pulled over.
10. Make sure the cylinders are stored OUTSIDE buildings and that rigid copper or iron pipes for permanent installations take in the gas supply.
11. ALWAYS store cylinders in an upright position, away from other materials, away from basements and drains, and out of direct sunlight or heat. Keep them in the open air on a solid area where the ground is impervious to the liquid and always keep full containers separate from empty ones.

Health And Welfare Facilities The Construction (Design & Management) Regulations 2007)

It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities at sites under their management. Where the Company has this obligation the following requirements will be adhered to:-

1. The Contracts Director/Manager responsible for the site will allocate all Health and Welfare facilities required.
2. All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.

3. Toilets and Washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. They will be equipped with an adequate supply of hot/cold/warm running water for washing and adequate supply of towels for drying. Drinking water will be supplied and clearly labelled.
4. When in use, all site facilities will be maintained in a clean and tidy condition.
5. A person will be appointed to ensure that:
 - Canteen floors are swept and mopped.
 - Tabletops are washed after each use with Soapy Water.
 - Cooking equipment is cleaned after use.
 - Canteen waste is properly disposed of on a daily basis.
 - The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.

Risk Assessment (Management of Health and Safety at Work Regulations 1999)

The Management of Health and Safety at Work Regulations 1999, states that:

Every employer shall make a suitable and sufficient assessment of:

1. The risks to the health and safety of his employees to which they are exposed whilst they are at work; and
2. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

A risk assessment has three purposes:

1. The first is to identify all the things, which may cause harm to your employees and others (the hazards).
2. The second is to consider the chance of that harm actually befalling anyone in the circumstances of your particular case, and the possible consequences, which could come of it (the risks).
3. The third is to enable you to plan, introduce the monitor preventive measures to ensure that the risks are adequately controlled at all times. Without effective assessment there can seldom be effective control.

Before suggesting practical guidelines to tackle the formal procedure of assessment, a brief summary of key points in the regulations will help in gaining a better perspective.

1. Assessments must be adequate. They must be sufficient to guide employers judgements about the measures they should take to fulfil their legal obligations.

2. Assessments must cover all the risks to the health and safety of employees to which they are exposed at work.
3. Assessments must cover risks to non-employees who may be affected by what the employer does.
4. Whenever new or changed risks are encountered the employer must revise his original assessment. A regular review is advised as part of good management practice.
5. Where employers employ more than 5 or more employees the assessment must be in writing.

A specimen copy of a risk assessment form is at appendix 1 this document.

Young Persons

Where young persons (less than 18 years of age) are employed the risk assessment shall take particular account of:

1. The lack of experience, lack of awareness of risks and immaturity of young persons.
2. The fitting out and layout of the workplace and the workstation.
3. The nature, degree and duration of exposure to physical, biological and chemical agents.
4. The form, range and use of work equipment and the way in which it is handled.
5. The organisation of processes and activities.
6. The extent of the health and safety training provided or to be provided to young persons.

Where it is not possible to guarantee the safety of a young person from all the possible risks from the above that young person should not be employed.

There is also a requirement that wherever this company employs a young person then the following information is to be given to the parent of the young person:

1. The risks to his health and safety identified by the assessment.
2. The preventative and protective measures.

The Company uses a range of materials, such as fluxes, adhesives and many more. Some of these substances have a potential for causing ill health, but if handled properly and with due regard for the risks involved the chances of harm can be minimised.

Management Action Plan

1. Identify the problem.
2. Assess it, measure it, get some idea of the scale.
3. Decide on a method of solving the problem.
4. Implement the chosen method of solving the problem.
5. Check that the method is being implemented properly.
6. Check that the method works and monitor the outcome.

The aim is the protection of health, in which everyone has an interest in ensuring success. While planning the approach, the operatives shall be consulted.

The Risk

The risk is a measure of how likely the hazard is to cause actual harm:

1. A high risk would result from, spraying paint in a small room with the doors and windows closed, which you could expect to result in a lot of solvent vapour being breathed in.
2. A low risk would be brushing paint outside on a breezy day where any solvent vapour given off, as the paint dries will be blown away, and hardly any breathed in by the operative or anyone else.

Procedure

1. Appropriate COSHH Assessment sheets will be compiled for all contracts by Head Office.
2. The COSHH assessment sheets are to be obtained by the site agent, from head office.
3. COSHH Assessment Sheets will be provided as appropriate, to the Main Contractor - Site Agent - Site Supervisor -before any delivery of materials to site.

Safe Systems of Work

The Company shall ensure that Safe Systems of Work are provided and supplied to all personnel who will require the information held therein, to undergo a given task in an adequate, appropriate and correct manner in relation to Health and Safety. Specific Hazard data sheets/method statement shall be provided during all hazardous operations.

Safety Systems of work shall be provided for all potentially hazardous or dangerous operations, e.g.

- Confined Spaces
- Roof Work (Protection of leading edges)
- Ladder work/operation (Footing and Securing of Ladders)
- Transportation of flammable liquids etc.
- Applications to known hazardous substances (adhesives etc.)

Safe Places of Work

The Company shall ensure so far as reasonably practicable, that an adequate safe place of work is achieved and maintained, with correct and adequate training and supervision. The aim of the Company is to complete a given operation with a high standard of safety in compliance with existing legislation.

Method Statements

Must be provided prior to the start of any project e.g. Boiler Installation by the Construction Manager or Supervisor in charge of the particular task. This will apply to sub-Contractors who must also give notice in writing to our Company Head Office immediately on receipt of an order or instruction which they know will require a Method Statement by themselves. The Construction Manager/Site Supervisor prior to the work being carried out will approve Method Statements.

Visitors to Site

The safety and well being of visitors to the Company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger.

1. Visitors must be escorted at all times whilst on the Company's premises.
2. Protective clothing must be made available to the visitor where necessary.
3. Visitors must not be allowed to touch or operate any work equipment unless this is the specific reason for their visit.

Exclusion of the Public from Site (Guidance HSE Book HS(G) 151 Protecting the Public)

When required, a fence will be provided to enclose the site. The fence will be at least 2m high and difficult to climb. Where this is not possible, e.g. on a partly occupied housing site, special precautions, particularly in the case of children, to:-

1. Protect them from the dangers of excavations, including shallow ones filled with water, holes or openings and badly stacked materials.
2. Prevent tampering with vehicles and plant, electricity supplies, gas cylinders and hazardous chemicals.
3. Prevent access to higher levels, by removing all access ladders to scaffolding.

Manual Handling (The Manual Handling Operations Regulations 1992)

A quarter of the accidents reported each year is associated with manual handling. Employers are required to carry out a suitable and sufficient assessment of the risks from manual handling operations.

The factors to be considered in making an assessment are listed below:

1. The tasks Do they involve:
 - holding or manipulating loads at distance from trunk
 - unsatisfactory bodily movement or posture especially
 - ⇒ twisting the trunk
 - ⇒ stooping
 - ⇒ reaching upwards
 - excessive movements of loads, especially
 - ⇒ excessive lifting or lowering distances
 - ⇒ excessive carrying distances
 - excessive pushing or pulling of loads
 - risk of sudden movement of loads
 - frequent or prolonged physical effort
 - insufficient rest or recovery periods
 - a rate of work imposed by a process
2. The loads Are they:
 - heavy
 - bulky or unwieldy
 - difficult to grasp
 - unstable – or with contents likely to shift
 - sharp – hot or otherwise potentially damaging

3. The Working Environment Are there:

- space restraints preventing good posture
- uneven, slippery or unstable floors
- variations in level of floor or work surfaces
- extremes of temperature or humidity
- conditions causing ventilation problems or gusts of wind
- poor lighting conditions

4. Individual Capability Does the Job

- require unusual strength, height etc
- create a hazard to those who might reasonably be considered to have a health problem
- requires special information or training for its safe performance

5. Other factors

Is movement or posture, hindered by personal protective equipment or by clothing.

Personal Protective Equipment (PPE) (Personal Protective Equipment at Work Regulations 1992)

The use of personal protection in the form of clothing or equipment should be considered as a last resort.

The Personal Protective Equipment Regulations 1992, require all PPE to carry a 'CE' mark to indicate that it has been certified by independent inspection bodies as satisfying basic safety requirements. The company wherever necessary will purchase and supply to employees the correct type of PPE to protect them from hazards that can not be engineered out. Assistance will be sought from employees in the choosing of PPE to ensure that it meets the requirements.

Properly trained persons should examine PPE in accordance with the manufacturer's recommendations before being issued. The wearer should also inspect it before use to ensure that it is clean and not defective. Maintenance must be carried out in accordance with manufacturer's instructions and schedules, which will include where appropriate, examination, testing and record keeping.

Where equipment is used by more than one person, arrangements for cleaning and disinfecting will be made.

Suitable areas will be set aside on site for the storage of PPE when it is not in use. Training will be given on the wearing and use of PPE.

Eye Protection

Marking of eye protection is as follows:

Type/Hazard	Marking
General purpose industrial eye protection	BS EN 166-S
Impact – Grade 2	BS EN 166-F
Impact – Grade 1	BS EN 166-B
Molten metal goggles	BS EN 166-9
Chemical goggles	BS EN 166-3
Dust goggles	BS EN 166-4
Gastight goggles	BS EN 166-5
Lens filters (arc welding)	BS 679
Face and hand shields	BS 1542

BS EN 166 covers eye protection for industrial purposes. In the case of protection against impact, the degree of protection provided is also indicated. For example, a safety goggle marked BS EN 166-F (Grade 2) is impact resistant to a low energy of 45m/sec, whereas a goggle marked BS EN 166-B (Grade 1) is resistant to 120m/sec. It should be noted that the general-purpose grade, marked BS EN 166-S is not recommended for protection against impacts encountered on construction sites.

Hearing Protection (The Noise at Work Regulations 2005)

Exposure to high levels of noise over long periods can cause damage to hearing. To prevent those persons using noisy work equipment or those in the vicinity of the extreme noise should be protected.

Excessive noise is classed as over 85dB(A). As a rough guide where it is necessary to shout over a distance of 1m or less in order to be heard, then the noise level may be excessive.

To combat noise that cannot be reduced at source, it will be necessary to wear hearing protection. This comes in various types from earplugs to ear muffs, it is important to ensure that the level of protection (attenuation) afforded is sufficient for the hazard.

It is important to remember that hearing protection only works, if they are worn. All individuals should ensure that they protect their hearing by wearing the hearing protection issued to them.

Where there is doubt as to whether or not hearing protection is required, seek the assistance of the company health and safety adviser.

Foot Protection

The company will ensure that all personnel operating on their sites wear the correct foot protection, dependent on the assessed risk.

Safety footwear worn on our sites must conform to the following standards.

- BS EN 345 Specification for safety footwear
- BS EN 346 Specification for protective footwear
- BS EN 347 Specification for occupational footwear

Head Protection

The company will ensure that all personnel operating on their sites have head protection available to them and that it conforms to BS EN 812.

The company will further ensure that where there is a foreseeable risk of head injury from falling or swinging objects, or striking the head against something then head protection will be worn,

Miscellaneous PPE

Where other PPE is required for work activities, this company will ensure that it complies with the relevant EN standard.

Types of PPE that may be required are:

- Wet weather clothing
- Cold weather clothing
- Hot work clothing
- High visibility clothing
- Respiratory protective equipment
- Safety harnesses

Health Hazards

The following are hazards to health and this company will ensure by the provision of adequate welfare facilities that these hazards do not cause a health problem.

Tetanus

When breaking new ground construction workers are at risk from organisms infecting wounds. Workers are to be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their doctor.

Leptospirosis (Weils Disease)

Work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection. Workers involved in this type of work should be aware of the symptoms and carry the leptospirosis information card, available from the company safety adviser.

A.I.D.S./Hepatitis (from contact with sharps)

Where refurbishment work is carried out in high drug abuse areas there is a slight risk of infection from discarded needles or razor blades. In such cases, Site/Service Personnel are instructed not to touch them, leave the site or property and inform the Supervisor who will contact the local authority to arrange for the remove.

A needle stick injury can be a distressing and traumatic event, however in order to minimise such concerns it is important that the following procedure is followed in such incidents. This procedure has been devised to help you and fellow employees:

- Encourage bleeding from the puncture wound (**do not under any circumstances suck the wound**);
- Wash area thoroughly with soap and water;
- Cover with a waterproof dressing;
- Notify your manager/supervisor and complete a company accident report form (ACC1);
- Refer to hospital A&E unit ;
- Do take needle/syringe to hospital if possible, (*however only take it if a safe carrying container is available. Also ensure that location of the sharp is reported if not being taken to hospital.*);
- Counselling, both pre test and post test is available at the A&E unit, please don't be afraid to ask.

Vibration White Finger

Persons working with vibrating tools should be aware of the risks from this condition, and all efforts will be made to reduce vibration exposure. The responsibility to ensure that the correct type of work equipment is purchased/hired is with the Administrator/Buyer employed by the company.

Dermatitis

Is a reaction of the skin to harmful substances coming into contact with it. The prevention is simple, ensure that contact with the harmful substance is avoided by using alternative substances or protective clothing, good hygiene and barrier creams are also an effective means of prevention.

Noise (The Noise at Work Regulations 2005)

High levels of noise can cause hearing damage when the worker is subjected to it over the working day and a period of time.

The regulations lay down three action levels, all action levels are based on average noise levels to which the employee is exposed to over an 8-hour working day.

First action level is an exposure of 80 dB(A)

Second action level is an exposure of 85 dB(A)

Peak action level of 200 Pascal's (137 dB)

Where noise levels are thought to be excessive then the company will carry out an assessment to highlight where any excesses or breaches of the action levels are occurring and the necessary actions to be carried out to protect the employees.

Lead (The Control of Lead at Work Regulations 1998)

Lead can enter the body in many forms, dust fumes or vapours. Exposure to lead can cause the following:

- Headache
- Fatigue
- Constipation becoming severe
- Abdominal pain
- Anaemia
- Weakness of extremities due to damage to the peripheral nerves (wrist drop)
- Possible brain damage at high concentrations
- Lead line of the gums

The level of exposure is the deciding factor. Wherever lead is encountered in the workplace, the company will assess the possible exposure level and take the necessary precautions to protect its workers.

The lead in air standard is normally averaged over an eight-hour time weighted period. The current lead in air standards are:

Lead (except tetraethyl lead) 0.15mg/m³

Tetraethyl lead 0.10mg/m³

Exposure should be considered significant where:

1. Persons at work are exposed to levels of airborne lead which are liable to be in excess of half the lead in air standard.
2. There is significant risk of ingesting lead.
3. There is a risk of skin contact with concentrated lead alkyls.

The possibility of lead in the workplace and its risk will be assessed as part of the pre-construction phase of any project.

Asbestos (The Control of Asbestos at Work Regulations 2006)

The Company recognises that work with Asbestos and certain materials containing Asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.

A dangerous environment can be prevented if the correct precautions are carried out.

When being cut or shaped, Asbestos products and Asbestos cement products will give off considerable dust and it is in the air borne Asbestos fibres within the dust that present a health hazard.

The amount of air borne asbestos fibre is dependent on the type of material, its age, how it is handled and whether or not the work is undertaken inside or outside a building.

Many buildings more than ten year old may contain varying amounts and types of Asbestos, so it is important that during such work as refurbishment, that the following precaution will be taken.

1. Before any work is carried out where Asbestos is present, Owners or managers of premises must have an asbestos survey undertaken and a record of the location and condition of the Asbestos recorded. This information must be made available to ensure employees and contractors are not exposed to Asbestos. The survey results should be in writing and held on the premises.
2. All operatives who are to work near or in the vicinity of Asbestos or Asbestos based Materials must follow laid down procedures and to have received the necessary Information, instruction & training prior to carry out their duties safely.

Asbestos Cement

Concentrations of respirable Asbestos fibres will not be produced in excess if the following procedures are adhered to:

Asbestos cement roof sheets and wall cladding will probably be the most common product found. The risk from falling through a sheet could be greater than the risk of Asbestosis from it.

However, where the removal of Asbestos cement sheet is to take place a specialist Asbestos Removal Contractor will be used.

Vacant Properties/Voids

Before work is carried out in a vacant property a risk assessment should be carried out. Ask the client to appraise the property file to establish if any known hazards have been noted on the file on previous occasions.

Ensure that the correct personal protective equipment is worn before entering the premises. Before entering make a noise into the property, as the property may be occupied by either squatters or other persons having unauthorised access. Wait and listen for any sound of movement within the property before proceeding into the building.

Entry into the building should be made with extreme caution, to avoid sudden encounters with vagrants, trespassers, and vandals or persons under the influence of drink or drugs.

There is always a potential for contact with vermin in unoccupied premises; rats, fleas, lice and pigeons are the most likely source of injury and infection. Ensure that protective gloves, facemasks and overalls are worn in such circumstances and regularly cleaned.

Pigeons present a host of risks to health in particular bronchial infections – **wear your face mask.**

Rats urine can transmit 'Weils Disease' which can be fatal if untreated – **wear your gloves.**

Minimise the risk of needle stick injury by wearing substantial footwear with ankle protection. Always be vigilant in vacant premises and when walking through overgrown vegetation.

Occupied Properties

Before working in occupied premises a risk assessment should be carried out. Ask the client to check the property file as to problem or aggressive tenants or dangerous dogs or animals being in occupation.

If there are animals on the premises ensure that the tenant isolates them from the area in which you are going to work.

Inform the tenant of your plan of work and any hazards which may be created during the process. Ensure that they understand that they should keep away from the working area for both their and your own safety.

If any aggression is shown to an employee from either the tenant, any member of their family pet. The Company insists that you leave the premises and inform your manager/supervisor immediately.

Stress

HSE's 1995 survey estimated that 279,000 people throughout Britain believed they suffered from work-related stress/anxiety/depression. Costs were estimated at around 80 million lost days at work.

The company policy on stress is at Appendix 2.

Alcohol/Drugs

The company policy on alcohol and drugs is at Appendix 3.

Provision of Scaffolding Construction (Design & Management) Regulations 2007)

As work may be required to be done at heights which cannot be reached from the ground, means will be provided to raise the operative to a suitable working level and a work platform will be built from which the job can be completed safely. The variety of scaffold equipment available is sufficient to erect a platform to suit every kind of work that needs to be done. It is vital that all working platforms should be properly constructed, provide adequate space for operative, tools and materials.

Protection of the Public during Erection and Dismantling of Scaffolding

These guidelines are intended to establish a uniform standard of good practice. These guidelines are intended to cover the major issues relating to public safety during scaffold work but they do not specify every precaution, which should be taken. A detailed risk assessment will be carried out before work commences.

Planning and Instructions

These guidelines will be observed on site to ensure that our legal duties are fulfilled. It is important therefore that the erection and dismantling of scaffolds is competently planned and the supervisors and scaffolder receive instruction on the intended method and sequence of work (See risk assessment).

All people with responsibilities for supervision of scaffolding work should be familiar with these guidelines and the risk assessment. They should also be familiar with the British Standard "Code of Practice for Access and working scaffolds and special scaffold structures in steel " (BS5973; 1993).

Erection/Dismantling of First Lift

This work will normally be carried out outside normal working hours (as per scaffold permit conditions).

Action must be taken to exclude members of the public from the area where erection/dismantling is in progress. In most cases this will require barriers or warning tapes to be erected. If an entire footpath is to be obstructed then provision shall be made for pedestrian safety by an appropriate pedestrian diversion.

Raising/Lowering of Materials

On all town centre scaffolds, the use of a loading gantry for stacking/storage of scaffold materials will be recommended in order to minimise obstruction of the highway and reduce the risk to the public.

If there is no loading gantry the public shall be excluded from the area in which they are liable to be struck by scaffold materials falling or being handled. Wherever possible materials shall not be passed up or down by hand. Wherever possible arrange movement of materials inboard to reduce the risk of materials falling into occupied areas.

For work on second and third lifts, where materials are passed up and down rather than by a hoist, it is recommended that the work be done outside normal business hours.

Materials Falling Inboard

Where there is any significant gap between the inside face of the scaffold and the facade of the building additional protection (toe boards, gap filling etc.) shall be provided to reduce the risk of materials falling between the scaffold and the building. If for any reason this cannot be provided then the entire base lift of the scaffold shall be fully sheeted with plywood to prevent falling materials bouncing out into the pavement.

Types Of Scaffolding

Cantilever Scaffolds and Scaffold Fans

The public shall be excluded from the area below the fan or cantilever while it is being erected or dismantled. This applies equally to cantilever, trussed out or similar scaffolds erected from upper parts of buildings and during the erection of any cantilevered section of ground-based scaffolds.

Scaffold With Full Width Pavement Canopy

Even if a canopy in front of the scaffold extends the full length of the scaffold, additional protection may be needed over entrances to the building.

Scaffold With Part Pavement Width Canopy

If a walkway is provided under the scaffold and clearance between the scaffold and the pavement edge exceeds 0.5 metres, barriers shall be provided to direct pedestrians into the walkway and prevent them walking between the scaffold and the edge of the pavement. Protection may be needed over entrances. Special caution shall be exercised when working at each end of the walkway.

Scaffold Without Fans or Canopy

Where practicable (e.g. Pedestrian zones and on wide pavements) access by pedestrians to the area below the face of the scaffold shall be prevented by barriers. Protection shall be provided at entrances to building and by erecting a small fan or canopy directly in front of the entrance to protect persons entering and leaving. In some cases it may be necessary for horizontal rails to be erected to direct pedestrians into the building under the fan or canopy.

Where it is not practicable to provide protection from falling materials by means of fans, gantries or canopies, all the work of erection and dismantling shall be carried out as specified in the risk assessment.

High Level Scaffolds

Additional measures, such as multiple fans and detailed planning of work methods will be required where conventional protection measures might be ineffective due to the height of the scaffold in relation to the area protected beneath.

During dismantling work shall be planned and arranged so that individual items are only completely unfastened from its neighbouring components immediately before it is being removed. Ledgers, transoms etc. shall not be released and left resting in open couplers whilst other items are being removed. Wherever possible the removal of transoms must be done in a manner which does not involve passing them outboard beyond the outer lines of standards.

Stability Arrangements

If stability of the scaffold is to be provided by raking shores these shall be tied back to the standards of the base lift at approximately waist height. These ties shall extend outwards to a position level with the foot of the shore and shall then be interconnected with a ledger to create a barrier to stop pedestrians tripping over the shores.

Where drill in ties (Hilti anchors etc. are used) special consideration shall be given to the substrate into which they are to be installed. In all cases representative pull out tests shall be carried out.

Loads

Scaffold, including fans and canopies, shall not be overloaded with materials. A system of work is needed to prevent build up of tubes, boards etc. during erection/dismantling.

Law

The Construction (Design & Management) Regulations 2007, place clear duties upon those undertaking scaffold erections and dismantling. **These duties apply to Employers, Employees and to those who control the erection and dismantling of scaffold.**

Independent Tied Scaffolding

CHECKS TO BE MADE FROM THE GROUND BEFORE OPERATIVE USES SCAFFOLDING.

1. Base soundness; adequate spread of load, avoidance of pavement lights, overhead power cables, manhole covers, no nearby excavations, etc.
2. Line of standards and ledgers; verticality of the standards
3. Staggering of joints (vertical and horizontal).
4. Correct spacing of transoms.
5. Even support and line of boards; overhang of boards
6. The guard-rail, toe boards and barriers are all in place to prevent persons or materials falling from the platforms.
7. Longitudinal and ledger bracing
8. Means of access (is the ladder tied, access to landing stage, and is the ladder of the correct length).
9. Is the scaffolding tied to the building or does it require rakers.
10. Condition of tubes and fittings (bent or damaged in any way).
11. The operative in charge of the site will carry out a weekly inspection, and the results logged in the form provided.

Mobile Scaffolding Tower.

There are a number of different types of prefabricated towers available. The manufacturer should provide an adequate instruction manual or erection guide for his particular type. The supplier or hirer should pass this information onto the user of the tower. No attempt should be made to erect a tower without this information. The manufacturer's erection guide/instruction shall be closely followed. If information on the maximum height to least base ration is not available, assume a lower ratio of about 2 : 1. Where the scaffold is sheeted or is likely to be exposed to strong winds or where the base is too small for the height of platform needed, the tower must be rigidly connected to the structure it is serving by means of ties. Ties will also be essential if the tower is to be used for heavy drilling, water jetting or similar operation, or if it is necessary to lift materials and equipment up the outside of the tower.

Access

The platform shall be provided with a safe means of access on the narrowest side of the tower. **Do Not Climb The Frame Unless It Has Built-In Ladder Sections With Rungs No More Than 300 mm Apart And The Stiles Not More Than 480 mm Apart.** If the frame can be used, climb it from the inside. If not, use internal ladders or stairways fixed firmly to the tower.

Checks To be carried Out before Tower Is Used:-

- Swivelling castors with brakes are secured to uprights.
- Foot ties as close to wheels as practicable.
- Horizontal members fixed to uprights with load bearing couplers (except on working lift).
- All bracing connected to horizontal members with right angle couplers.
- Spacing of uprights minimum 1.2m Maximum 2.5m unless specially designed.
- Working platform; least base to height ratio external 3 : 1 internal 3.5 : 1
- Working platform : Size within base dimension
 - : Close boarded and evenly supported
 - : Guard-rails and toe boards.
- Correct fittings used.
- Ladder access properly secured clear of ground lashed with wire.
- Ballast properly positioned and secured where necessary.
- Do not overload.
- Security of stacked material - Brick guards if necessary.
- No riding on scaffold (mobile) when it is being moved.
- Board on ladder, when not in use.
- Wheels locked correctly when tower is in use.
- Plan brace at base, every alternate lift and under working platform.

Moving the Tower

Before attempting to move a mobile tower check that there are no power lines in the way or obstructions or holes in the ground. Only push the tower from the base and **Do Not Allow People Or Materials To Remain On The Platform.**

Safe Use of Ladders

Work, such as the removal of cast iron guttering, extensive high level painting, or any work which cannot be comfortably reached from a ladder shall not be undertaken from a ladder. The risk involved calls for a better method (mobile scaffold tower, **Tetra Ladder system (refer to below comments etc.)**).

Ladders are a means of access/egress not a work platform.

Always consider the hierarchy of control as stated in the 'Work at Height' regs 2005

1. The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
2. The top of the ladder shall be securely fixed to the structure, fixed to the structure so that it cannot slip. While lashings etc. are being secured the ladder shall be footed.
3. Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
 - (i) Fitted with Non-slip feet.
 - (ii) Based on a firm level surface, which is not slippery.
 - (iii) Erected at a safe angle (1:4)
4. Where it is not practicable to lash the ladder a person should foot the ladder until the user has returned to the bottom. However, Footing is not considered effective for ladders longer than 5m.
5. Different grades of ladder are available. Make sure that the ladder in use is the correct strength for the work to be carried out.

Class 1	The heaviest duty is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light, e.g. domestic use.	BS 2037

6. Before using a ladder inspects the ladder to insure it is in good condition. Do not use a damage ladder. (Cracked stiles and rungs).
7. The ladder shall be of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
8. Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
9. Never carry heavy items such a propane cylinders etc. up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (Gin wheel etc).

Stepladders

Stepladders (class1) and shall not be used for any degree of side loading. The top platform shall not be used for work (unless it is designed with special handholds).

Tetra Ladder System

RPS Ltd has implemented the use of Tetra Ladder System. The use of this system will be for short duration works only and will offer the user a safe system to work at height. All users will have to attend & receive the necessary training prior to any works progressing.

Electricity (Guidance HSE Book HS(G) 141 Electrical Safety on Construction Sites)

Unlike most other hazards, which can be seen, felt or heard there, is no advance warning of danger of electricity.

ELECTRICITY CAN KILL

- Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons.
- The Local Electricity Board or Site Generator shall supply electricity where public supply is not practicable or uneconomic.
- Written application to the Local Electricity Board shall be as soon as possible at the planning stage.
- When a Generator is used, attention shall be given to sitting in order to minimise noise and fumes.
- Private generating plant must be installed in accordance with BS 1017.

Overhead Power Lines

Generally electricity supplies above 33,000 volts are routed overhead, below this voltage they may be overhead or underground. Overhead lines are normally un-insulated and can be lethal if contact or near contact is made. Electric arcs may jump a considerable distance.

The Electricity Supply Regulations 1988 gives the minimum distances of conductors from ground level. Care shall be taken when dumping, tipping waste, regarding, or in unplanned storage areas etc., not to reduce these minimum clearance.

If work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work devised and implemented.

Portable Electric Tools

There is a constant risk of electric shock whilst on site. Therefore, 110V systems, tools, temporary lighting and other equipment should be used at all times.

Where this is not practicable, Residual Current Devices shall be provided for use with 240v main supply.

Routine inspection and preventative maintenance are essential. Inspection results should be recorded.

All tools and equipment shall be inspected by a competent person for signs of damage or deterioration and removed from service if found to be unserviceable. Any special equipment training i.e Abrasive wheels will be sourced by the Health and Safety Manager

Lone Workers

When it is necessary for unavoidable reasons to send a worker to a task alone then the following actions will be taken.

1. A specific risk assessment will be undertaken to highlight the hazards to the lone worker.
2. A level of supervision to be agreed before the job commences.
3. Suitability of the individual to the task is to be assessed.
4. Is specific training for the individual required?
5. Is specific access equipment required, can it be handled by a lone worker ?
6. Is the lone worker medically fit for the project?
7. Are women specifically at risk from lone work?
8. Are young workers specifically at risk from lone work?
9. Communication for the lone worker to be set up and checked regularly.
10. Checks should be carried out to ensure that the lone worker has returned to base on completion of task.

Office Safety

Whilst the office environment is not a high-risk workplace, there are hazards to be faced and the correct layout, access/egress, ventilation, lighting and fire-precautions can prevent accidents in the office.

The following precautions should be observed in office environments and all staff working in the office should be aware of hazards and strive to reduce all possible hazardous situations.

- Ensure you are aware of the location of the fire exit and all fire fighting appliances.
- You should be aware of the location of the first aid box and the first aider.
- Where flammable substances are used in the office they should be stored in a suitable container or locker.
- All steps, stairs and the floors of corridors and offices should be kept clear of obstruction and in good repair.
- Where full glass doors are used then they should be marked to indicate their presence.

- All electrical installations must be installed and inspected regularly by a competent person, where electrical leads show signs of wear or defect they should be reported and the electrical appliance taken out of service for repair. Electrical leads should not be left where they can form a tripping hazard.
- Lighting levels should be adequate for the work being carried out, if in doubt check with your supervisor.
- If you are a Display Screen Equipment user ensure that your workstation is adequate for your comfort and that an assessment that complies with the Display Screen Equipment Regulations 1992, has been carried out. If in doubt ask your supervisor.
- Ensure that filing cabinets can not topple over, they should only allow one draw to open at a time.

Associated Contractors, Sub-Contractors and Others

In order that the Statutory Health and Safety Commitments made in the Policy are fully met, it is a requirement of this Company that all Contractors, Sub-Contractors and others associated with any of the Company's undertakings fulfil their legal obligations regarding their own Health and Safety Responsibilities.

All Contractors, Sub-Contractors and others therefore, as well as ensuring the Health and Safety of their own employee's and the safe conditions of their own plant, machinery and equipment etc. Must identify and provide information appropriate to any likely hazard, which might affect persons on site, or in other areas including members of the public. Such information must be made freely available and brought to the attention of this Company's representatives before commencement of any work.

Mobile Phones

The Objective

To ensure as far as is reasonably practicable the health, safety and welfare of all employees who use a Mobile Phone in order to undertake their day to day activities.

GENERAL STATEMENT

The Company will, in accordance with its general statement of health and safety policy, take all reasonable steps to secure the health and safety of employees who use a Mobile Phone in order to undertake their day to day activities.

This guidance is to give Employees adequate information to ensure a proper understanding of the health and safety issues involved with the operation and use of mobile phones. The co-operation of all members of management and staff is required to ensure full implementation of this guidance.

Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with its employees:

1. Implement any control measures found to be necessary to minimize the risks identified whilst using a Mobile Phone.
2. Obtain adequate information from the manufacturer on the safe and proper use of the Mobile Phone.
3. Ensure that the Mobile Phones are suitable for the task and for the environmental conditions that they are to be used in.
4. Make employees aware of the arrangement for reporting defects to a responsible person.

Information and Training

The Company will ensure that users of Mobile Phones have been given suitable, information and instruction as issued by the manufacturer in order to minimize any risks to their health and safety whilst using the equipment.

Those responsible for the management and supervision of the user will be given appropriate information and instruction to ensure the proper use and maintenance of the equipment.

SAFE SYSTEM OF WORK

The main use of a mobile phone is to receive and send messages when away from an office situation and unable to use a landline phone. This is particularly important in the "lone worker" situation, where the value of the Mobile Phone in an emergency situation outweighs any radiation risks. The use of Mobile Phones in unauthorized areas, and in dangerous circumstances i.e. whilst driving a vehicle can create unsafe acts and situations. Following the guidelines set out below will help to avoid unsafe acts and situations:

Mobile Phones in General use

To reduce the absorption of radio waves to a minimum the following simple guidelines should be followed:

- [i] Keep calls as short as possible.
- [ii] Use landline phones for normal conversations.
- [iii] Keep fingers away from Antenna when using the phone.
- [iv] Avoid carrying phone in breast pockets whilst switched on.

Mobile Phones and Driving

It is an offence to use a Mobile Phone Whilst Driving. Drivers must have proper control of their vehicles at all times. If you drive in a careless or dangerous manner you could be prosecuted for those offences. The penalties include an unlimited fine and up to two years imprisonment.

To ensure delivery of service and in some instances employee safety, mobile phones are used to contact individual employees; it is therefore necessary to have the mobile phone active to receive any calls, either manually or via a message service.

Mobile phones and driving whilst at work

If the type of work you do does not require urgent communication then it is safer to use a message service or call diverts and pick up your messages when not driving.

If you are required to have your mobile phone available throughout all working hours, the following must be complied with :-

1. Hand held mobile phones

- [i] The driver must not use a mobile phone whilst driving a vehicle. Calls must only be made or answered by the driver when the vehicle is stationary i.e. parked safely and the engine switched **off**.
- [ii] If a received call it to be answered, the vehicle must stop, in a safe manner and the engine switched off, prior to answering the mobile phone.
- [iii] If stopping is not an option e.g. whilst driving on a motorway, the call must **not** be answered.
- [iv] If calls are missed, the message service should be used. This must be undertaken with the vehicle stationary.

2. Hands free vehicle kits used with Mobile Phones

- [i] Hands free vehicle kits for mobile phones should be considered for issue to employees who travel in vehicles and who need to be contacted on a regular basis.
- [ii] The hands free kit must be properly assembled with the mobile phone available to receive calls prior to starting the journey. The "any button" or "auto" answer should be used if available.
- [iii] Calls must only be made when the vehicle is stationary & safe to use, without Contravening any road traffic offence.
- [iv] Calls can be answered, if the driving conditions are safe, but conversations should be kept as short as possible and if necessary a return call made when the vehicle is stationary. The caller should be warned that you are driving and you might have to end abruptly.
- [v] There may be occasions, during particular circumstances, that warrant the driver not answering a call, under these circumstances if calls are missed, the message service should be used.

During driving, the driver has the legal responsibility to ensure that they are in control of the vehicle and are driving in a safe manner at all times .

NOTE: Drivers must remember to **switch off mobile phones** when on garage forecourts or at any sites or locations where highly flammable liquids or gases are stored or used.

Summary Statement

Mobile Phones are now widely used throughout the working environment and concerns are being expressed as to possible health risks associated with their use. The National Radiological Protection Board state that “all Mobile Phones presently in use in the UK comply with current exposure guidelines”. The Company will make all users of Mobile Phones aware of the findings of any studies being undertaken, when published.

They can be used safely by following these basic principles:

1. Follow the information and instruction issued by the manufacturer of the Mobile Phone.
2. Keep conversations to a minimum.
3. Keep fingers away from Antenna whilst using a Mobile Phone.
4. Do not carry Mobile Phones in breast pockets whilst switched on.
5. Do not use a Mobile Phone in a vehicle without first stopping and parking.
6. Use the call-back system when ever possible.

Risk Assessment (Management of Health and Safety at Work Regulations 1999)

Identify The Hazards (Tick the boxes that apply)

Electricity in use	<input type="checkbox"/>	Hazardous atmospheres	<input type="checkbox"/>
Work at heights	<input type="checkbox"/>	Hazardous materials	<input type="checkbox"/>
Mobile plant	<input type="checkbox"/>	Fire risk/hot work	<input type="checkbox"/>
Confined spaces	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Extreme noise	<input type="checkbox"/>	Power tools	<input type="checkbox"/>
Buried cables	<input type="checkbox"/>	Overhead cables	<input type="checkbox"/>
Chemical (see COSHH)	<input type="checkbox"/>	Dust	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	Excavations	<input type="checkbox"/>
Other	<input type="checkbox"/>	Specify _____	

Assess the risk **Number of persons exposed to the risk**

1-5 6-10 11-20 over 20

Is the risk High, Medium or Low (enter in box)

Electricity	<input type="checkbox"/>	Hazardous Atmospheres	<input type="checkbox"/>
Work at heights	<input type="checkbox"/>	Hazardous materials	<input type="checkbox"/>
Mobile plant	<input type="checkbox"/>	Fire risk/hot work	<input type="checkbox"/>
Confined spaces	<input type="checkbox"/>	Demolition	<input type="checkbox"/>
Extreme noise	<input type="checkbox"/>	Power tools	<input type="checkbox"/>
Buried cables	<input type="checkbox"/>	Overhead cables	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Dust	<input type="checkbox"/>
Fumes	<input type="checkbox"/>	Excavations	<input type="checkbox"/>
Other	<input type="checkbox"/>	Specify _____	

Notes:

If the risk is high are the control measures in place, are other control measures required.
 If the control measures are in place and the risk remains high then a reduction in those workers subjected to the risk should be considered, or another work method used.
 If the risk cannot be reduced to an acceptable level then assistance should be sought from a safety officer.

PPE (Personal Protective Equipment at Work Regulations 1992)

Does the job require PPE Yes No

If yes what equipment is required:

Safety helmet Face mask

Eye protection Ear defenders

Safety boots Overalls

Gloves Breathing apparatus

Is the equipment issued of the relevant British Standard Yes No

Manual Handling (Manual Handling Operations Regulations 1992)

What materials/Loads are to be handled.

Are mechanical handling devices available Yes No

If "No" are employees trained in manual handling Yes No

(If you have ticked the "no" box then you are required to carry out Manual Handling Training)

Personnel

Are personnel competent to carry out the tasks Yes No

Are plant operators certificates in order Yes No

Are permits to work required: Hot work Yes No
Excavation Yes No
Electrical Yes No
Permit to enter Yes No

Plant and Equipment (Provision and Use of Work Equipment Regulations 1998)

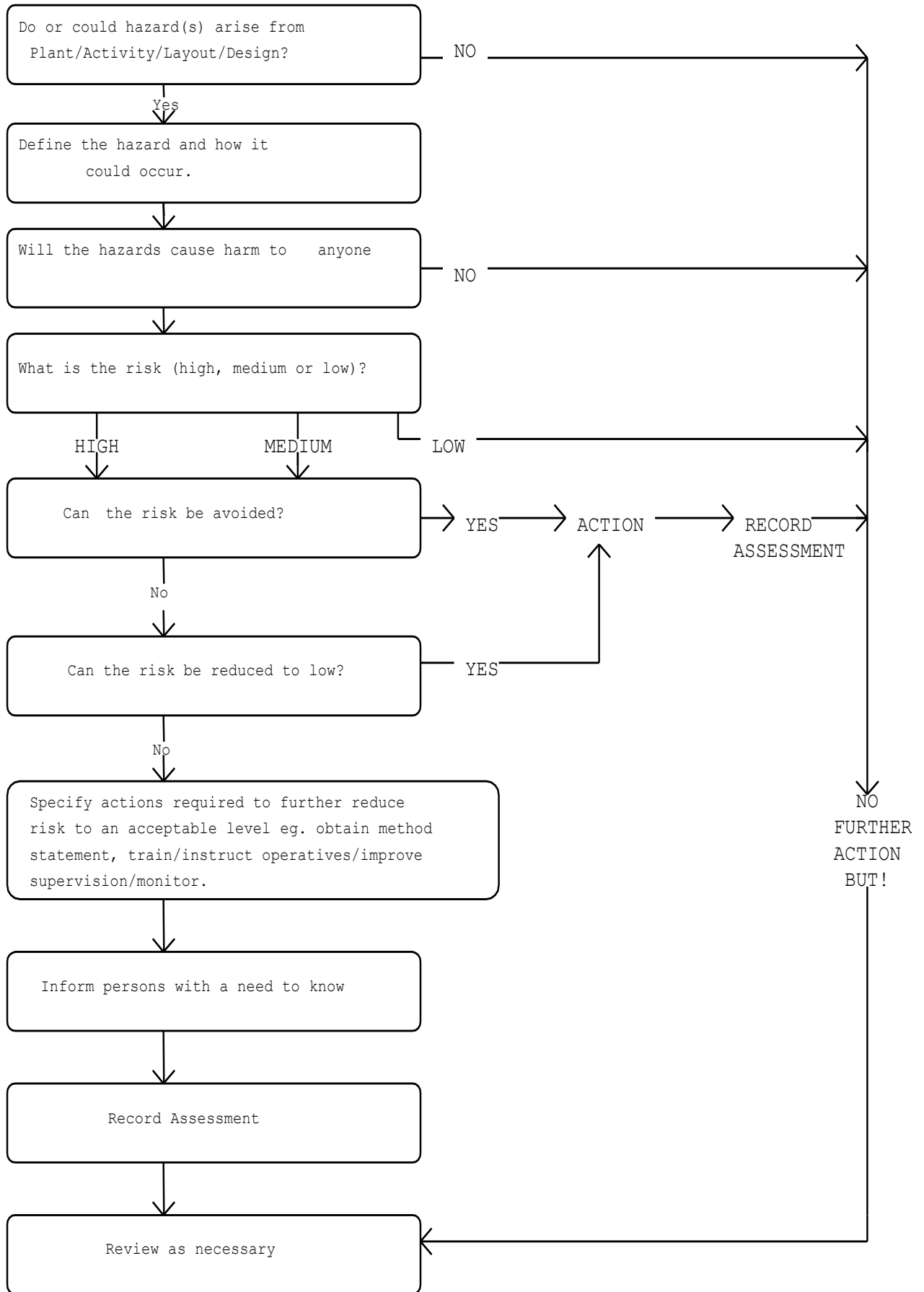
List all plant required _____

Are plant test certificates in order Yes No

This assessment has been completed by _____

Signature _____ Date _____

RISK ASSESSMENT FLOWCHART



I acknowledge receipt of:

Rothwell Plumbing Services' Health and Safety Policy Statement.

ISSUED BY:.....
(print)

POSITION:.....

RECEIVED BY:.....
(print)

POSITION:.....

Signature:.....







DATE:.....

This Health & Safety document supersedes any previous Health and Safety Document you may have received.

Upon completion this receipt should be carefully removed and returned to:

Rothwell Plumbing Services

Record of Amendments

Amendment Number	Date	Signature
1	12.4.2006	
2	1.3.2007	
3	1.3.2008	
4	1.2.2009	
5	1.5.2010	
6	11.5.2011	
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