



# HEALTH & SAFETY POLICY & PROCEDURES MANUAL

## RECORD OF AMENDMENTS

Date	Issue	Amended By	Comments/Details
16 <sup>th</sup> March 2009	001	Safety Services Direct Ltd	First Issue
2 <sup>nd</sup> July 2010	002	Safety Services Direct Ltd	General Update
4 <sup>th</sup> March 2011	003	Safety Services Direct Ltd	General Update
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21 <sup>st</sup> October 2016	009	Safety Services Direct Ltd	General Update
14 <sup>th</sup> December 2017	010	Marj Rees TCi Ltd	General Update
30 <sup>th</sup> May 2018	011	Marj Rees TCi Ltd	General Update

Employees are encouraged to bring to the attention of their manager, any aspect of this policy which in their opinion is inadequate or unworkable. All such comments will be considered and evaluation prior to the policy being updated. The Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

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## **General Statement of Health & Safety Policy**



## General Statement of Health & Safety Policy

TCi (GB) Ltd is a professional and safety conscious organization which values the effective management of health and safety and welfare throughout all stages of a project. The clear objective is to minimize harm to persons and property by adopting a proactive approach to effective risk and safety management.

All work will be carried out in accordance with best practice to the relevant statutory provisions with all reasonably practicable measures taken to avoid risk to employees or others who might be affected.

Management and supervisory staff have the responsibility for implementing the policy throughout the company and must ensure that health and safety considerations are always given priority in planning and day to day supervision of the work.

TCi (GB) Ltd will fully comply with the duties placed upon it within the requirements of legislation whilst at all times complying with as a matter of best practice the requirements and duties set out within Approved Codes of Practice and Guidance issued by the Health and Safety Executive.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy whilst ensuring that their own works so far as is reasonably practicable are carried out without risks to themselves, others affected by the work or the environment.

This includes co-operating with management on any health, safety or environment related matter.

TCi (GB) will take all practicable steps to ensure that potential hazards and risks are identified and that suitable, effective and preventative control measures are implemented. The correct PPE as identified by risk assessment will be issued and replaced as needed. Furthermore the necessary resources will be made available by the company in order for TCi (GB) Ltd to comply with the duties and requirements of this policy.

All employees will be provided with the necessary instruction and training in safe methods of work and the safe and efficient operation and maintenance of tools and equipment.

The Managing Director has overall responsibility for all health safety and welfare related matter sand all environmental impact on the environment by the business.

The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure they remain current and applicable to the Company's activities.

Signed: 

Date: December 2017

### Managing Director

This policy will be reviewed in 12 months

## **Organisation & Responsibilities**

## Organisation

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the whole company and that those employed by the company are kept fully informed of its content.

Contracts Managers will ensure that this policy is adopted by all employees, sub- contractors and visitors to any specific site.

Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day.

To assist the company in fulfilling its duties and obligations, an in-house competent person/or external safety consultancy will be appointed to provide health and safety advice and assistance to the management and employees of TCi (GB) Ltd. The contact details for this person will be clearly displayed on the company notice board.

## IMPLEMENTATION OF THE POLICY

Overall responsibility for the implementation of the Health and Safety Policy is vested with the Company Directors.

To clarify the roles and responsibilities for health and safety, the following duties have been allocated to nominated employees and must be carried out.

Induction Training	- Lauryn Deacon, Marj Rees (Office) Site Management for site
Training Needs Assessor	- Jemma Willoughby
CoSHH Assessments	- Marj Rees
Risk Assessments	- Marj Rees
DSE Assessments	- Marj Rees
Portable Appliance Testing	- Marj Rees
Manual Handling Assessments	- Marj Rees
Fire Warden	- Paul Horabin
Responsible Person – Fire	- Marj Rees
First Aid Appointed Person	- Jim Capron, Jemma Willoughby, Mark Membury, Marj Rees
PPE Inspections	- Emily Bailey and Site Managers for Site based employees
Workplace Inspections	- Adrian Sealey and all Senior Management
Work Equipment Inspections	- Site Managers and nominated staff for office based equipment
Subcontractor Assessments	- Marj Rees, Jim Capron and Alex Perkis

All individuals are however expected to:

- take reasonable care for the health, safety and welfare of themselves, fellow personnel and anyone else who may be affected by their acts or omissions
- co-operate with others in the discharge of their duties
- work in accordance with all safety procedures

At the planning stage, full account is to be taken of those factors that help to eliminate injury, damage and waste, and decisions about other priorities (e.g. programme and profit) are to take proper account of health and safety requirements.

Specific and precise arrangements will be developed and implemented, as the case may be, to enable the Policy and Procedures to be implemented. Safe systems of work, incorporating where applicable, safety reviews and hazard identification/risk assessments, are to be established, implemented and monitored so as to ensure appropriate standards of safety at all times.

High standards are to be applied in complying legislation regarding the health and safety of members of staff and others affected by our acts and omissions, proper attention will also be paid to environmental issues.

High standards of cleanliness, hygiene and housekeeping are to be maintained at all times, while safe, adequate and clear means of access and egress to places of work will be provided and maintained.

All members of staff will be provided with appropriate and suitable personal protective clothing and equipment, appropriate to the work which is to be undertaken. Full training and instruction in the use, maintenance and storage of such equipment will be provided to members of all staff.

All accidents, no matter how minor, are to be reported and recorded in the company's accident book. Significant accidents will be promptly investigated to ensure that the appropriate preventative measures are implemented to prevent a recurrence as appropriate.

The **Accident Book** and **First Aid Kit** are located in the following locations:

**Upstairs in Head Office, in each vehicle and on site, each project has a box and where required an eye wash supply.**

All **accidents and incidents** should be **reported to:**

**Jemma Willoughby for accident and incident monitoring purposes and Marj Rees where RIDDOR required**

Safety training programs are to be promoted with the object of achieving personal awareness of risks and hazards, and knowledge of personal responsibility.

Responsibility and accountability in relation to the prevention of accidents, ill health, injuries and damage is to be specified clearly and in writing to all employees.

Facilities for joint consultation on matters of safety, health and welfare will be available through the Company. At present this is supported via the monthly health and safety committee meetings and also by the safety management meetings. The agreements reached through these consultations will be taken into account, when the policy is reviewed, periodically as required. Arrangements for the implementation of the Policy are the responsibility of the Directors.

The Policy is to be explained to all new staff as part of their induction training, before they start work and a copy of the policy will be made available for reference by any member of staff.

An annual review of the Health and Safety Policy and Procedures Manual will be carried out to ensure that the procedures and controls remain valid and relevant to our work activities. Further reviews may be carried out as and when required. All updates and amendments to the documentation will be circulated to all of the Company's Personnel.

## **RESPONSIBILITIES Directors including Project Director**



The responsibilities of Director's include:

- The overall implementation of the company's Health and Safety policy for to prevent injury, ill health, damage and wastage.
- Ensuring that adequate financial provisions are made available for the implementation of the policy.
- Agreeing targets for the reduction of accidents.
- Ensuring senior management are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this policy throughout the entire company.
- Ensuring that safety directives (new legislation, etc.) are conveyed through all management levels down to and including site work.
- Knowing, understanding and implementing the appropriate statutory requirements affecting the company's operations.
- Knowing and promoting the company's policy for Health and Safety and ensuring that it is brought to the notice of all employees.
- Ensuring that appropriate training is given to all staff as necessary.
- Insisting that best working practices are adopted throughout the company as laid down within Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.
- Ensuring that tenders are adequate and allow for sufficient welfare facilities, safe working methods and equipment to avoid injury, damage and wastage.
- Promoting the liaison on health and safety matters between the company and others including the Principal Designer, Principal Contractor, Designers and other Contractors.
- Setting a personal example when visiting sites by wearing the appropriate protective clothing and equipment, whilst complying with all site rules and ensuring that the site management teams are made aware of any potentially unsafe conditions or practices which she/he may come across.
- Arranging for regular meetings with the appropriate personnel to discuss company accident prevention, internal performance, contractor performance and future possible improvements etc.
- Project Director will act as Behaviour Safety Champion

## **Head of Operations/Construction**

- Lead, direct and manage service and business operations across the organisation.
- Production and implementation of operational work plans and budgets
- Recruit and manage service staff and resources to achieve required service response, quality and cost performance indicators
- Manage and monitor service budgets including analysis, reporting and action on variance
- Development and oversight of staff appraisal and supervision systems and in line with required competencies
- Resolving performance issues among staff
- Ensure that all jobs are dealt with in a cost effective and timely manner in alignment with specifications and quality requirements
- Perform quality controls and monitor KPI's
- Progress the health and safety plan of continuous improvement and check scheduled actions are completed on time and validated within areas of control
- Assist in the implementation and monitoring of the effectiveness of the company's Health and Safety Policy against the safety performance of the company initiating any changes, developments and amendments to the policy as and when necessary

- Ensuring that the Directors, Managers and employees are aware of their responsibilities and that each administers the requirements of this policy
- Providing written instructions in unusual situations not covered by company policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted

## **Office Manager**

- Liaise and co-ordinate all work for both construction and furniture activities
- Actively implement our Health and Safety Policy and Health and Safety Management System within areas under their control
- Supervise their staff to ensure that they work safely, providing increased supervision for new and young workers
- Develop and implement safe systems of work
- Complete risk assessments and record and regularly review all processes and activities where a risk to health and safety exists. Bring to the attention of all affected the significant findings of the assessments
- Progress the health and safety plan of continuous improvement and check scheduled actions are completed on time and validated within areas of control
- Investigate accidents, ill health and near miss incidents at work are record and report such matters as required
- Communicate and consult with staff on health and safety issues
- Encourage staff to report hazards and raise health and safety concern
- Identify safety training for staff and ensure it is undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Thoroughly investigate any issues concerning safety raised by anyone and when necessary, implemented and communicate further effective controls to staff
- Ensure premises, plant and work equipment are maintained in a safe condition.
- Ensure statutory examinations are planned, completed and recorded
- Refer to a senior manager for action any safety issues that cannot be dealt with
- Health and safety rules are followed by all
- Complete all monitoring and checking activities required by this system
- Personal Protective Equipment is readily available and maintained, and relevant staff are aware of the correct use of PPE and the procedures for replacement.

## **Contracts Managers, Supervisors, Operational Support and Commercial Managers**

- Lead, direct and manage service and business operations across the organisation
- Develop and oversee staff appraisal and supervision systems in line with required competencies
- Resolve performance issues among staff
- Complete risk assessments and record and regularly review all processes and activities where a risk to health and safety exists. The significant findings of these assessments to be brought to the attention of staff who may be affected
- Knowing the requirements of the Construction and Management Regulations and other relevant legislation and ensure that they are observed on site
- Organising sites so that work is carried out to the required standard with minimum risk to employees, other subcontractors, the public, equipment or materials

- Ensuring that registers, records and reports are up-to-date and properly completed and ensure that they are kept in a safe place. Ensure that copies of regulations are available and statutory notices are prominently displayed
- Ensure the health and safety plan of continuous improvement is progressed and that scheduled actions are completed on time and validated within areas of control
- Accidents, ill health and near miss incidents at work are investigated, recorded and reported
- Communicate and consult with staff on health and safety issues
- Encourage staff to report hazards and raise health and safety concern
- Identify safety training needs for staff and ensure they are undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- Thoroughly investigate issues concerning safety raised by anyone and when necessary implement further effective controls
- Ensure premises, plant and work equipment are maintained in a safe condition
- Ensure statutory examinations are planned, completed and recorded
- Refer to a senior manager any safety issues that cannot be dealt with
- Health and safety rules are followed by all
- Ensure the monitoring and checking activities required by this system are completed
- Personal Protective Equipment is readily available and maintained, and relevant staff are aware of the correct use of PPE and the procedures for replacement.

#### In regard to site based works

- Planning and maintaining a tidy site. "A safe site is a tidy site".
- Arranging for the delivery and safe stacking of materials to avoid double handling and ensuring that off-loading and stacking is carried out in a safe manner.
- Implementing arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare.
- Ensuring that all information available relating to underground and covered services on the site are obtained and available on site, and that such services are located, marked and plotted accurately before work starts.
- Protecting all overhead services in accordance with the service authorities recommendations and company policy before work starts
- Satisfying yourself that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected. Request proof of competence where necessary
- Ensuring that sub-contractors are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks. Stop any work if you consider that there is an imminent risk of serious injury to any person
- Ensuring all electrical equipment has been tested for safe working, tagged and a register kept, by a competent person. No electrical equipment will be brought on to site, by anyone, including sub-contractors, without the appropriate proof of regular testing
- Ensuring all plant and equipment is tested at the statutory intervals and will not be brought onto site by anyone, including sub-contractors, without the appropriate certified proof of regular testing
- Checking that all machinery and equipment on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts
- Ensuring that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Ensure that it is issued when required and keep a register of PPE issue. Monthly checks will be undertaken to ensure it remains effective in use

- Setting a personal example by wearing the appropriate protective clothing on site
- Ensuring that first-aiders or appointed persons and adequate first-aid facilities are on site and that all persons on site are aware of their location and procedure for receiving treatment for injuries
- Ensure that any accident on site which results in an injury to any person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy
- Ensuring that adequate fire precautions are provided for site offices and welfare facilities and that any flammable liquids or liquefied petroleum gases are stored and used safely
- Where applicable cooperate with the company's Health and Safety Manager and ask for advice before commencing new methods of work or potentially hazardous operations.

## Health and Safety Manager

- Keep management advised of relevant changes in health and safety legislation, codes of practice and industry standards
- Co-ordinate risk assessment requirements and implement any action to control or reduce the risk is monitored
- Review risk assessments regularly and notably when there is reason to suspect the assessment may no longer be valid as well as periodically and following any accident or incident
- Include health and safety as part of the agenda of meetings
- Act as the first line of advice for all Management and Directors
- Draw up policies and procedures for all aspects of safety management within the company
- Draw up and review risk assessments for all activities
- Monitors and reviews all controls at offices and on site to ensure best practice is being maintained
- In association with other managers ensure that all employees and sub-contractors are appropriately trained or competent for their roles
- Ensure all statutory inspections for gas, electric etc. are made with records held
- Ensure first aid provision is maintained and boxes are regularly checked and topped up as required
- Investigate all accidents, incidents and near misses reporting including any notifiable issues through RIDDOR
- In conjunction with other Managers, review any accidents and incidents to prevent a repeat including a review and update of a risk assessment and or additional training as required
- Ensure all staff receives lifting and handling training where this has been identified as part of their role
- Monitor all Site Management Inspection Sheets, ensuring any observations are closed out and identify any trends
- Contribute on all new tender documentation where relevant for all health and safety matters.
- Manage TCi Toolbox Talk programme and the development of toolbox talks.
- Advise TCi staff on all aspects of Health and Safety
- Implement practical and effective methods, both preventative and remedial, of promoting health and safety and safe working practices in the workplace
- Conduct and carryout internal and compliance audits of all TCi sites; report on findings and manage issue log through to completion
- Co-ordinate and manage first aid and fire safety representatives for all TCi sites

- To recommend and implement control measures and advise on the standard of PPE issued to employees
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.

## Employees

- It shall be the duty of every employee, whilst at work, to take reasonable care of the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions at work
- As regards to any duty or requirement imposed on his/her employer or any other person by or under any of the relevant statutory provisions, to co-operate with the employer so far as it is necessary to enable that duty or requirement to be performed or complied with
- No employee shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare in pursuance of any of the relevant statutory provisions

Employees are reminded here that a breach of safety procedures could possibly result in disciplinary action being taken by the company and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive. In simple terms this means employees shall:

- Read and sign to confirm they understand the company Health and Safety Policy and carry out their work in accordance with its requirements
- Use the correct tools and equipment for the job
- Keep tools equipment in good condition
- Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, respirators, etc.
- Work in a safe manner at all times. Employees must not take unnecessary risks which could endanger themselves or others. If possible site hazards should be removed by the employee e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.
- Warn other employees, particularly new employees and young people, of particular known hazards
- Not use plant or equipment for work for which it was not intended, or if you are not trained or experienced to use it
- Report to your supervisor any damage to plant or equipment
- Not play dangerous practical jokes or “horseplay” on site
- Report to your supervisor any person seen abusing welfare facilities provided
- Report any injury to yourself which results from an accident at work, even if the injury does not stop you working
- Suggest safer methods of working

## Sub-Contractors

- All sub-contractors will be expected to comply with the companies Health and Safety Policy and submit their own Health and Safety Policy and procedures to TCi for verification
- Sub-contractors will receive a copy of TCi’s Safety Rules and Requirements and sub-contractors operatives will be expected to be fully aware of what is required of them whilst working on the companies sites
- All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site including the general public.
- All sub-contractors employees must comply with any safety instruction given to them

- All plant, equipment and tools brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, and with any necessary certificates available for checking.
- All such equipment will need proof that it has been checked and inspected as per the manufacturer's instructions
- All operatives must be adequately trained in the use of such plant and equipment and where appropriate, provide proof of their competence.
- Employees of sub-contractors are not permitted to alter any scaffold provided for their use, or use, or interfere with any plant or equipment on the site
- Where sub-contractors are required to hire or erect scaffolding (or other working platforms) they shall ensure that it is inspected at weekly intervals by a suitably trained and competent person and the appropriate inspection report is completed
- No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site.
- All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use and in good condition. All such equipment must be regularly tested for safe working and suitably tagged in accordance with the requirements of this policy
- Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Management
- Sub-contractors informed of any hazards or defects noted on the site will be expected to take immediate remedial action.
- Sub-contractors will provide Management with the name of the Responsible Person they have appointed to manage and control their works.
- Suitable welfare facilities and first-aid arrangements will be provided by the PC for use by subcontractors and their employees.
- Subcontractors will be required to provide at least one suitably trained first-aider as part of their workforce unless it has been agreed that the PC will make that provision.
- Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations, and that information must be provided to site Management and any other person who may be affected on or off the site so that appropriate arrangements can be made.
- Sub-contractors are expected to keep workplaces tidy and clear of all debris with waste materials etc. cleared as work progresses.
- It is TCi policy that all sub-contractors will wear safety helmets and protective footwear at all times other than in areas specifically designated "no risk" areas identified by Management or Principal Contractor. Sub-contractors will be required to provide and wear and/or use any appropriate items of protective clothing and equipment required for the process in which they are engaged.

TCi (GB) Ltd will only appoint competent contractors; an assessment of each contractor engaged by the company will be carried out before such contractors are employed for the first time and at regular intervals thereafter. All risk assessments and method statement must be submitted for acceptance prior to any works commencing.

## **Safety Committee & Employee Consultation**

In accordance with the Health and Safety (Consultation with Employees) Regulations 1996, an internal Safety Committee will be established. The committee will regularly meet and involve

personnel at all levels throughout the company to discuss the legal requirements and the steps necessary to carry out the company's responsibilities in a safe and effective manner.

The purpose of the committee will be to:

- Monitor and review the effectiveness of the Safety Policy and Procedures
- Discuss any accidents or incidents that have occurred since the last meeting,
- Investigate any commonality and instigate procedures for future prevention
- Consider amendments in the light of changing methods, requirements and legislation
- Receive and consider any reasonable request, recommendation or report on matters of health and safety from any employee and advise on any decision made
- Report and communicate on safety matters with all personnel
- Discuss any breaches of Regulations and take steps to prevent re-occurrence
- Provide an open forum for the development of best practice

The composition of the Safety Committee will be as follows:

- A Director
- Senior Manager
- Health and Safety Manager
- Representatives from the staff

Health and safety information will be communicated to staff in a number of ways, including safety signs/posters, information displayed on the company's safety notice board; through site safety briefings/toolbox talks and through the issue of memos and procedures to each employee.

There is in addition to the health and safety committee a health and safety management meeting which is held monthly. Minutes from both of these meetings will be circulated to staff.

Wherever necessary, all staff shall be consulted on changes in health and safety arrangements and given the opportunity to discuss any proposals or changes that may be required.

## **Communication of Health and Safety Information**

The effective communication of our health and safety arrangements is essential to maintaining good health and safety standards at all of our work sites. TCi fully appreciate that construction processes, culture, legislation and materials may differ between countries and therefore migrant workers or those with a poor understanding of the English language may not comprehend the job specific requirements. TCi will undertake all such actions deemed required to ensure that all workers are aware of the safety issues on the site and the relevant controls.

Good communication is essential in any job, it is even more important in construction where health and safety is a major issue that needs to be managed effectively.

Consideration will therefore be given by managers and supervisors when delegating work to those with a poor understanding of the English Language or whose first language is not English. It is important to ensure that all workers are clear about what is expected of them and that they are aware of any specific safety rules and requirements etc.

Clear communication is particularly important in the following situations:

- At job interviews-check candidates have the appropriate construction skills. This also provides an opportunity to assess their level of understanding of the English language
- During site inductions-again looking to ensure the message is fully understood
- At health and safety briefings-these are undertaken regularly and so will perhaps be the most obvious time that employees understanding can be questioned
- When giving instructions about work
- When explaining risk assessments and method statements etc.

In such situations it is important to ensure that all persons fully appreciate and understand what is required of them. To further assist in ensuring that the safety requirements are understood, use will be made of universal safety signs with standard pictograms; these will help to ensure that the key risks, hazards and precautions are made aware to all persons at all times. Further to this, TCi will where necessary, adopt the use of translators and/or buddy systems to help ensure effective communication is achieved.

## **Procedures for the Cooperation/Coordination of Contractors on Site**

We realise that good co-operation and co-ordination of work between all of the parties involved in a project is essential if risks are to be identified early on and therefore properly controlled. When appointed as the Principal Contractor TCi shall take the lead and actively encourage co-operation and co-ordination between contractors from an early stage.

A team approach involving the client, designers, PC and contractors and even manufacturers who work closely together will often produce the best results.

Even on projects where it is not practical to formally establish an integrated team, the client, designer, PC and contractors and others involved in the project still need to work together and TCi will therefore liaise and co-operate with all such parties as and when necessary.

If there are other projects on the same or neighbouring sites then the co-operation and co-ordination will extend to those involved with such projects. If this need can be identified early on, the risks that one project may cause for the other can also be identified and addressed in the early stages of project planning.

Where potential problems are not identified until the actual work has started they can often be much more difficult and costly for all concerned to manage. Monitoring sites as they progress and good, timely communication is therefore essential to co-operation and co-ordination of activities.

Information about risks and precautions will be shared sensibly (i.e. relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight the significant hazards or unusual work sequences identified by designers with advice on where to find more information.

This will typically be achieved through pre-start meetings, regular informal weekly/daily co-ordination meetings between the respective works supervisors and through the exchange of information such as risk assessments, through point of work assessments, set to work briefs, toolbox talks etc. where this is deemed necessary.

All contractors working on TCi sites will also be required to complete our site safety induction and have a competent works supervisor on site at all times with whom TCi management can liaise over



any health and safety general site related issues. TCi Contract Managers will be responsible for the overall day to day management of the works and for liaising with other contractors both formally and informally.

# **General Arrangements and Requirements**

## **GENERAL ARRANGEMENTS & PROCEDURES**

This section details the arrangements and procedures that TCi will use to help implement the Health and Safety Policy and ensure compliance with current Health and Safety Legislation.

### **ACCIDENT/INCIDENT REPORTING, INVESTIGATION AND ANALYSIS**

In recognition of our duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), TCi has instituted a system for recording and investigating accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance TCi Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment.

All injuries resulting from accidents on site or in other workplaces however minor will be reported to the Health and Safety Manager, on the Accident Report Form and sent to the office. This applies to injuries received by members of the public, visitors, etc. as well as company employees.

Reportable incidents should be recorded and details sent to the Health and Safety Manager who will notify the Health and Safety Executive within 15 days via the HSE RIDDOR Website. Deaths will be reported as soon as possible by telephone to the HSE.

An accident book will be available and maintained at each site office to ensure any injured employee can record details of his/her accident. It is important that all accidents, no matter how minor are reported and recorded within the accident book.

All fatalities, specified injuries, dangerous occurrences and other notifiable accidents will be recorded in a register. These records will be kept by TCi in a safe place for at least 3 years beyond the date of the incident unless the incident relates to a person under the age of 18 years in which case the information will be kept for 3 years beyond their 18th birthday.

All reportable accidents will be investigated and a copy of the Investigation Report, together with any photographs, statements or other relevant material forwarded to the company insurers or legal advisers. This Investigation Report is privileged information and will not be issued to any other person without permission of the company insurers or legal advisers.

All accidents and incidents (including near misses) and incidents that result in damage to premises or plant and machinery will need to be notified to the health and safety manager for investigation. The purpose of the investigation will be to establish the root cause of the incident with a view to amending or developing procedures to help prevent a recurrence in the future.

First aid facilities will be provided in all offices including site offices and vehicles. The contents will be checked at least monthly in the offices and in vehicles the check will be part of the daily pre-use check.

It is the responsibility of all employees to provide complete and accurate information in the event of all accidents or incidents to enable management to find out what went wrong, learn lessons and take action to prevent or reduce such accidents/incidents in the future.

## **ALCOHOL AND DRUG ABUSE**

TCi (GB) Ltd are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substances and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

Controlled substances often possess side effects that could not only adversely affect employees health and performance but that of their colleagues at work. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and so should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behavior
- Confusion
- Irritability
- Fluctuations in mood and energy
- Impairment of performance and
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to the Managing Director but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

With regards to alcohol, TCi (GB) Ltd do not permit the consumption of alcohol during the working day and employees are required to ensure that they are neither intoxicated, or under the influence of alcohol at any time whilst at work. Employees are reminded that heavy drinking the night before attending work, may result in excessive levels of alcohol within the blood which can affect your abilities to carry out your work safely without endangering yourself or others. Such situations will not be tolerated and the instigation of disciplinary proceeding may be considered.

## **ASBESTOS**

In accordance with the Control of Asbestos Regulations 2012, TCi (GB) Ltd will ensure that an Asbestos Management Plan is development and maintained for its premises with any plan updated on a regular basis. The contents will provided to any person who may be required to undertake intrusive works on the premises

Exposure to asbestos represents one of the greatest health risks to face today's construction workers. This is primarily due to the widespread use of the material during the construction and refurbishment of buildings during the 1940-80's, though asbestos was also used both before and after these dates. Asbestos may be present in a wide variety of products including: ceiling/wall boards; suspended ceiling tiles; floor tiles; soffit boards; roof panels; fire insulation; pipe lagging; boiler lagging; bitumen adhesives; door panels etc.

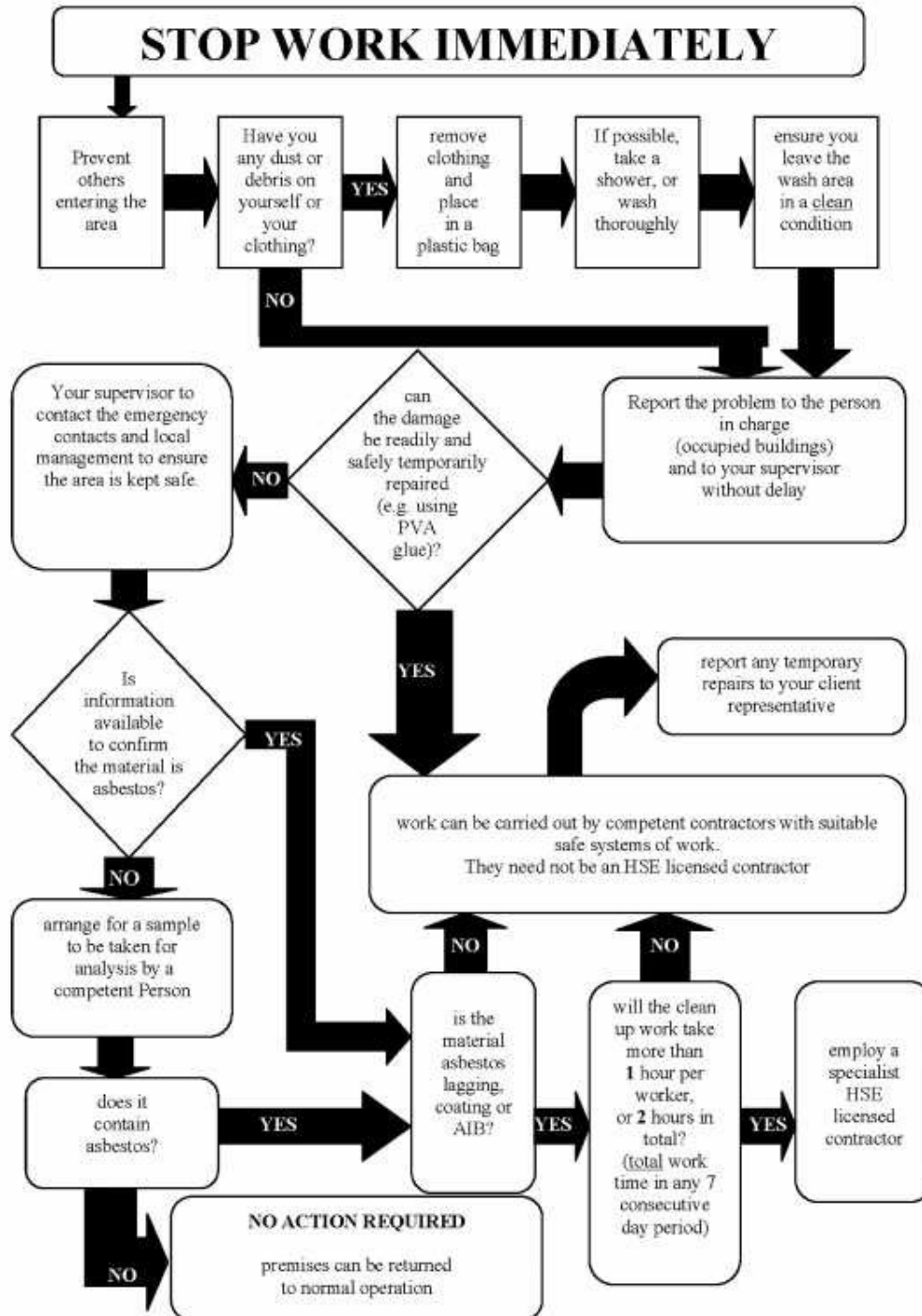
If any worker suspects that a material he is working on or is about to work on may contain asbestos, then he should stop work immediately and inform his supervisor so that further investigations may be carried out.

All work involving asbestos is covered by the Control of Asbestos Regulations and work involving asbestos should only be carried out by persons who have received the proper training and who have the necessary protective equipment and respirators. Under the Control of Asbestos Regulations 2012, all persons involved with building; construction; installation of services and pipework etc.; maintenance; refurbishment; repair of existing structure where asbestos may be present, must be provided with compulsory Asbestos Awareness Training. **Before starting work on any site, the asbestos management plan/asbestos register must be reviewed (where applicable) to determine if any known asbestos is present within the working area.**

The actions to be taken in the event of encountering or disturbing previously unidentified asbestos containing materials are outlined below:

## ASBESTOS EMERGENCY ACTION

Action to be taken should asbestos or other suspect or unknown material be encountered or disturbed.



### Competency for Tasks

The Management recognises its responsibility to ensure that persons employed or contractors tendering for work are competent to carry out their duties.

In order to be satisfied that health and safety standards are being maintained, managers will carry out periodic inspections of work in progress and record their findings and will fully check all documentation submitted by contractors prior to appointing them for works.

Employees will be observed by their manager/supervisor carrying out the full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own health and safety, the health and safety of their colleagues or of anyone else who may be affected by what they do.

Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence. TCI will provide good quality training and repeat training to meet the changing needs of the Home.

Where contractors details are found to be lacking then they will not be appointed or they will be asked for more information to determine competency.

## **Consultation with Employees**

The Company recognises that consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. Health and Safety management meetings will be held monthly with safety committee meetings held quarterly. In addition use is made of point of work risk assessments, toolbox talks and set to work briefs.

Notice boards are used to further provide information. The Employee Handbook provides additional information for all employees.

Consultation not only involves employers giving information to employees but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their manager/supervisor or direct to Management. These views will be taken into consideration and discussed at safety meetings and committee meetings before any health and safety decisions are reached.

## **Control of Substances Hazardous To Health (COSHH)**

Regulations which cover the control and the safe use of all materials, chemicals and substances are covered by the Control of Substances Hazardous to Health Regulations 2002.

Specific reference will be made to the HSE ACOP L5 and to EH40 as part of all assessments.

All work will be planned to take the assessment and any specific guidance in MSDS into account.

TCi will provide written assessments for all those products that have been identified as hazardous to health. Before work starts the Site Manager will ensure that any special protective clothing or equipment required is made available for use on site, together with a copy of the completed assessment.

The site manager will ensure that before operatives are set to work, they are instructed in the safe use of any product they are using or generating in accordance with the written assessment and manufacturer's instructions. He/she will take into account the circumstances and conditions in

which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

Managing hazardous substances and complying with the COSHH Regulations requires TCi to take the following steps to comply with the regulations:

- Identify the hazard
- Assess it, measure it and establish the likely risks
- Decide on the method of reducing the risk (alternative product, method of working or personal protective equipment)
- Implement the chosen method of reducing the risk ensuring that all necessary equipment is present and precautions are implemented.
- Check and control the works to ensure that the method is being implemented properly.
- Monitor the outcome to ensure compliance with the requirements and objectives.

Staff will be made aware of the hazards of any materials they will be asked to use with material safety data sheets issued for each product and control methods will be devised.

The company will keep records of all assessments, data sheets and medical surveillance as required in the Regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

The company will review the situation at regular intervals to ensure that the systems are working and that they remain adequate.

## **CDM**

Much of the work undertaken by TCi whilst on site falls under the control of the CDM Regulations. As such the company may well operate as a Principal Contractor and or Principal Designer as well as a general contractor. Different roles have different responsibilities and these are explained in fuller detail in this policy.

## **CDM NOTIFIABLE PROJECTS**

TCi (GB) Ltd will ensure that the client is fully aware of his duties under the Construction (Design and Management) Regulations 2015 (CDM). Where necessary the site manager will provide the client with further information in this respect.

TCi (GB) Ltd will on all notifiable CDM projects not commence the construction phase of the project until a satisfactory Construction Phase Health and Safety Plan has been prepared. Furthermore no site works will be permitted to start until satisfactory welfare provisions have been provided for those working on the site; a Principal Designer has been appointed by the client and a Principal Contractor has been appointed. In addition to this, where the company fulfills the role of the Principal Contractor, a copy of the signed F10 will be clearly displayed on site.

A detailed demolition survey will also be required irrespective of any management survey to ensure that site operatives are not put at risk by exposure to asbestos.

## **Company Vehicles and Mobile Phones**

All company vehicles will be maintained in a good roadworthy condition and regularly inspected and serviced in accordance with manufacturer's recommendations. All employees are to drive vehicles in full accordance with current road safety legislation.



Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones unless using a proprietary hands free kit. **TCi have adopted a glove policy as part of the FORS arrangements to prevent the temptation of drivers to take a call or text whilst driving. If any employee needs to make a call** whilst on company business, they should pull off the road and park the vehicle in a safe and secure location where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when answering a call or checking for messages.

## **Contractors/Sub-Contractors**

Prior to the award of any contract or package of works to any sub-contractor, TCi (GB) Ltd will first carry out a full competence and resources assessment to ensure that each organisation appointed has the necessary skills and resources required to successfully carry out the required works.

A competence and resources questionnaire will therefore be issued to all such organisations, the contents of which will be reviewed by the Office Manager and the Head of Operations. From time to time checks will be made to ensure that the assessment remains valid.

All sub-contractors shall be issued with a copy of the Company Health and Safety Policy Statement and a list of Safety Rules and Requirements. The following paragraph will be inserted in all contracts to sub-contractors.

*"Please refer to the enclosed copy of our Company Health and Safety Policy Statement and list of Site Safety Rules and Requirements. Your acceptance of this contract will be deemed to include acceptance of the requirements of our company policy and those of both our Clients and the Principal Contractor. Please contact the Health and Safety Manager should you require further information on any matter in connection with health, safety or welfare"*

Contractors will be expected to: -

- Have their own health and safety policy and provide this if requested (if they employ more than 5 persons it will be a legal requirement to have a policy)
- Produce evidence when requested showing that appropriate Employers and Public Liability Insurance is in place
- Comply with the requirements of this health and safety policy and co-operate with the management of TCi in providing a safe place of work and a safe system of operation and must provide and use personal protective equipment and clothing as necessary for the safe execution of their work
- Only use competent and suitable persons to undertake the contracted work. If work is sub-contracted then agreements will need to be reached regarding sub-contractor competency checks
- Ensure that their managers, supervisors and employees are aware of the obligations placed upon them with regards to health and safety.

Furthermore no contractor or sub-contractor will be permitted to commence their works until a 'Contractors (Health, Safety and Welfare) Start-up Form' has been completed and returned together with any other required documentation such as risk assessments and method statements.

## **Disabled Persons**

TCi will give full and proper consideration to the needs of disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Members of staff that develop any condition that falls under the Equality Act will have their work assessed and reassessed and where required suitable adjustments will be made to the work or work premises.

Managers are required to include disabled people in training programmes and make reasonable adjustment to maintain the services of an employee who becomes disabled (or classified as disabled) by for example the provision of special equipment or reduced working hours etc.

People who have any form of disability which they feel might have particular relevance to their health and safety whilst working at or for TCi should contact their manager in order that systems of work and precautionary measures may be discussed and implemented as required.

Fire marshals will be instructed as to any additional duties they may have where their area of responsibility includes areas which may be occupied by a disabled person.

Reasonable adjustments will be made to the premises and/or the employment arrangements to ensure that disabled people have access to goods, provisions and services provided by the Company.

## **Display Screen Equipment**

The risk posed to office staff using DSE shall be assessed and controlled in accordance with the Health and Safety (DSE) Regulations 1992 and the Management of Health & Safety at Work Regulations 1999. The aim of such assessments is to prevent work related upper limb disorders (WRULD), lower back problems, eyestrain and stress.

All workstations will be subject to a DSE assessment which should be carried out by a competent person and the findings of the assessment shall be communicated to those affected.

All workstations will be assessed for the benefit of employees to evaluate their risks and all operators shall be made aware of the findings. Appropriate action shall then follow.

Ergonomic issues will be addressed in connection with all workstations, e.g. the provision of footstools, wrist rests, screen diffusers etc. In addition, if requested, management will offer all users periodic eyesight tests at the Company's expense and if needed corrective appliances will be provided (subject to cost limitations).

The findings of DSE assessments will be the subject to regular review in order to identify potential problems relating to the transfer of personnel to new or different workstations, or to cater for employees with special needs.

## **Documentation**

The Head of Operations/Construction through the Office Manager will ensure that a complete copy of, or where appropriate, relevant extracts from the company Health and Safety policy are made available at the site/workplace for reference. A copy of the current Employer's Liability Insurance Certificate and Principal Contractor's site rules should also be issued for display.

All necessary statutory notices, regulations and registers and accident report forms will be issued to and maintained on site.

Management must ensure that all registers, site inspection reports and other documentation relating to health and safety are returned to Head Office for safe keeping upon completion of the contract and that the Managing Director is responsible for ensuring this documentation is maintained in a safe place for a minimum of three years.

## Electricity

In accordance with the Electricity at Work Regulations 1989 electrical risks will be assessed and controlled by the use of:

- Statutory inspections and testing of portable electrical appliances by a competent person whether used on sites or within the company's premises.
- Statutory inspection and testing of fixed installations, the company having a duty to ensure that the landlord of the premises or the provider of any modular unit complies with his duty regarding this matter in order to protect the safety of employees.
- Any power tools used, including drills etc. are to be of low voltage type and must be stringently inspected and maintained.
- Prohibition of any employee to live electrical installations.

## Visual Inspections By The User

All users must look critically at the electrical equipment they use. This needs to be daily in the case of hand held and hand operated appliances to check that the equipment is in sound condition (remember to unplug and switch off first!!). **Checks must be made for:**

- damage, e.g. cuts, abrasion (apart from light scuffing) to the cable covering
- damage to plug, e.g. the casing is cracked or the pins are bent
- non-standard joints including taped joints in the cable
- the outer covering (sheath) of the cable not being gripped where it enters the plug or the equipment. (Look to see if the coloured insulation of the internal wires is showing);
- equipment that has been used in conditions where it is not suitable, e.g. a wet or dusty workplace
- damage to the outer cover of the equipment or obvious loose parts or screws;
- signs of overheating (burn marks or staining).

The checks also apply to extension leads, associated plugs and sockets. Any faults must be reported to the site management and the equipment taken out of use immediately and labelled as faulty (and why). It must not be used again until repaired.

Note: Equipment which exhibits intermittent faults e.g. sometimes it works, next time it doesn't, must be taken out of service and not used again until thoroughly checked out by a competent person and the source of the fault identified and rectified.

## Testing Of Portable Electrical Equipment

Electrical testing of portable electrical equipment for earth/insulation integrity using a portable appliance tester will be carried out by a competent person in addition to the user visual inspection.

- whenever there is a reason to suppose the equipment may be defective, (but this cannot be confirmed by visual inspection)
- after any repair, modification or similar work;
- at regular intervals.

Combined inspection and testing will be carried out by someone with a wider degree of competence than that required for visual inspection alone. This is because the results of the tests may require interpretation and appropriate electrical knowledge. TCI have a number of trained staff able to undertake testing in company and there is also a tester with which to undertake the tests.

## Frequency of Inspection

The initial frequency for inspection/testing suggested by the Health and Safety Executive follows. This frequency can be shortened or lengthened in the light of practical experience i.e. number of faults which appear.

For some sites where TCI staff work there will be a contractual requirement to have at least annual checks but for low risk environments this may be extended to up to 3 years depending on the location, potential for damage and previous adverse results.

**Offices and Other Low-Risk Environments**

<b>Equipment/Environment</b>	<b>User checks</b>	<b>Formal visual inspection</b>	<b>Combined inspection &amp; testing</b>
Battery-operated: (less	No	No	No
Extra low voltage: (less than 50 volts AC) e.g. telephone equipment	No	No	No
Information technology: e.g. desktop	No	Yes, 2-4 years	No if double insulated, otherwise up to 5
Double insulated equipment: NOT hand-held. Moved	No	Yes, 2-4 years	No
Double insulated equipment: HAND-HELD e.g. some floor cleaners	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1) e.g. electric kettles, some floor	Yes	Yes, 6 months - 1 year	Yes, 1-2 years
(a) Cables (leads) and plugs connected to the above equipment and (b) Extension leads mains	Yes	Yes, 6 months - 4 years depending on the type of	Yes, 1-5 Years depending on the type of

**Higher Risk Environments**

In higher risk environments such as construction sites, the HSE suggests that formal visual inspections need to be carried out every 3 months and combined inspection and electrical tests every 6-12 months. This will be scheduled and undertaken on a planned basis.

**Enforcement**

Whilst every effort is made to comply with legislation, an occasion could arise where there is a perceived breach and in that instance the LA or HSE may provide guidance and advice on how to address the matter or they may consider the issue of a notice. For breach of legislation, that does not seem likely in the opinion of the inspector, to present a serious risk of imminent risk to health then the inspector may issue an Improvement Notice. The recipient will have up to 21 days to appeal or to address the matters raised.

If a prohibition notice is received then in the opinion of the inspector the work involving equipment, premises, processes or activities must stop. An appeal can still be lodged but the appeal does not suspend the notice.

The issues of concern will have been raised and discussed during a visit and so there is an opportunity to address the perceived failings which may prevent the notice being issued.

Any HSE issued notices will be listed on the HSE Public Record of Enforcement notices and will be free to view to the public. This register will highlight to prospective clients that the company is not in the opinion of the inspector addressing health and safety in a satisfactory manner and could preclude the company from tendering for future work with some companies.

## **Environmental Matters**

TCi GB have been assessed and accredited under ISO 14001. It is the Company policy that wherever possible there will be in place the hierarchy of waste. This will aim at keeping orders to limits that will avoid surplus, reduce the amount of product taken to site or purchased for the office, to use bio-degradable products where possible, to reuse any packaging for future deliveries and to recycle any remaining materials where possible.

Environmental controls also extend to the use of vehicles with shared journeys undertaken whenever possible. Journeys are planned to avoid excess mileage.

Recent development of a log and booking service also reduces the waste of time and fuel for contracted companies.

Where plant is used a means will be available to contain and clean up any spillage that may occur in general use or as a result of defect or damage.

## **Environment-Internal**

Effective and suitable provision is made for ventilation, temperature and lighting within the premises so far as is reasonably practicable.

TCi is committed to ensuring the health, safety and welfare of its employees and others who may be affected by the waste materials which result from our work.

The waste disposal arrangements are regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

## **Fire Prevention And Fire Emergencies**

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005, the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Management of Health and Safety at Work Regulations 1999.

A fire risk assessment will be completed for each of the company's premises, including any temporary site offices. The fire risk assessment will be regularly reviewed to ensure that it remains valid and that the specified control measures are effective and are being implemented.

Fire extinguishers will be provided and located at strategic points throughout the fixed or temporary workplaces. Staff will be instructed in the use of office extinguishers in order that they may use them safely and effectively to ensure a means of escape.

The company have a contract to service and inspect all portable extinguishers and will ensure that those deployed to site are also checked and monitored.

The names, locations and actions to take in the event of an emergency will be posted at strategic positions throughout the workplace.

## **Fire Safe System of Work - Site**

The Site Managers or Supervisors will undertake the specific duties outlined earlier in this policy. In summary these include:

- To instigate a procedure for the safe evacuation of all buildings on site in the event of emergency which will be site specific
- Ensure this procedure is made known to all staff as part of the site induction and is executed in such an event
- Testing of the procedures by drills will remind staff of the actions to take and verify the efficacy of the plans
- Summoning the emergency services when an incident is reported
- When conditions require them, to have fire extinguishers of a suitable type available on site and adjacent to any high risk activity which may lead to the outbreak of fire
- Instruct site staff in the action to take in case of fire
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer. Should be checked as part of daily walk around checks.

In general, employees should seek to ensure good standards of housekeeping at all times; a clean and tidy workplace is less likely to be a source of fire.

Any condition, which it is believed may constitute a fire risk, should be immediately notified to the manager or supervisor who will take the appropriate action.

Emergency lighting and fire alarm points will be fitted as appropriate and will be tested with details recorded in the log.

The fire alarm is tested at 2 weekly intervals in the office by activating a call point in rotation so as to test every alarm point over a set period of time.

## **First Aid At Work**

The Management recognise its' responsibilities towards its' employees to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to preserve life and to minimise the consequences of illness or injury until medical or nursing help is available.

TCi recognise that standards of first aid provision are to be based on a needs assessment. This will be site specific, depend on the numbers of persons on site, the hazards and risks to which they are exposed, the distance to obtain additional support in the event of an injury, the knowledge and skills available to assist operators and any sub- contractors who might be injured.

Suitably stocked first aid boxes are provided and maintained and there are adequate numbers of first aid trained employees available to cover all working times. All sites will have at least one fully stocked box and vehicles are also equipped. Monthly checks are made and any deficiencies addressed.

In the event of a major accident all employees have access to the office telephone and must dial **999** to obtain assistance from the ambulance service.

## **Fitness to Work**

All employees are expected to arrive for work in a fit state in which to undertake that work. Persons under the influence of alcohol or drugs either prescribed or otherwise will be potentially putting themselves and others at risk.

TCi and the client reserve the right to undertaken random alcohol and drug testing of the workforce or partners. Persons found under the influence will be removed and may be subject to disciplinary procedures.

## **Harassment and Bullying**

All employees are entitled to a working environment which respects their personal dignity and which is free from such objectionable conduct. Harassment is a disciplinary offence and it will normally be treated as gross misconduct.

Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Anyone who believes that he or she may have been the victim of harassment or bullying should raise the matter through the Company's grievance procedure.

## **Health Hazards**

There are a number of health hazards associated with work across the company. These include but are not limited to:-

- Musculoskeletal injuries-from poor handling technique, lack of training, undertaking work beyond capacity, failure of handling equipment
- Noise induced hearing loss, temporary/permanent threshold shift, tinnitus, deafness-failure to adequately assess the risk of hearing damage and to put appropriate controls in place
- Vibration-caused by use of tools that impart vibration into the user resulting in both circulatory and neurological damage which may be temporary or permanent
- COSHH-exposure to dusts or chemicals that could lead to irritation , respiratory sensitisation and could result in silicosis
- Asbestos-exposure to asbestos containing materials-mesothelioma, asbestosis and cancer. Pleural plaques though not fatal can also occur.



- Stress and fatigue-working long hours without appropriate rest periods and work related stress associated with a lack of control of how and when the work is undertaken.

In all cases (and the above list is not exclusive) the employer will eliminate, prevent or control risks to avoid adverse impact on employees.

## Housekeeping

Management recognise that hazards can be created by poor housekeeping. It is essential that:

- Passageways, exits and access to all firefighting equipment are kept clear
- Fire doors are kept closed at all times and are not propped open
- All spillages however minor are cleaned up immediately

Care will be taken when stacking materials and objects that might create hazards for fellow employees to prevent falling objects and lifting injuries so all stored goods will be away from edges and appropriately wrapped.

Stored goods will be kept off the floors where possible to allow access to goods stored on shelves.

Employees will ensure that any slip, trip or fall is minimised by reporting any rucked carpet, loose flooring or damaged tiles for repair and or attention.

Managers/supervisors will be responsible for achieving and maintaining high standards of housekeeping in the areas over which they have control.

Formal housekeeping inspections are undertaken at regular intervals to ensure that the above standards are being maintained.

## Inspections

In order to ensure that health and safety standards are being maintained, regular inspections of the workplace and the working practices will be carried out.

The inspection records and findings will be submitted with management notified in the case of any failings. All records will be maintained and all deficiencies will be addressed and findings included in company statistics.

Inspections will be undertaken in the first instance by the site manager with the details recorded and the form sent back to the office. Inspections are also undertaken by the Head of Operations and the Project Director together with the Site Support and Health and Safety Manager.

Any issues identified will be closed out as soon as is practicable and in any event within 2 days unless there is a need to arrange repairs etc. in which case the area will be made safe pending rectification.

## Lone Working

Lone working should be avoided so far as is reasonably practicable. In some low risk environments there will be occasions when lone working may occur and if so appropriate controls will still be needed.

Lone working will only be permitted when all appropriate control measures are in place and have been validated as effective.

Working alone can create risks which heighten the dangers of any job so the key precaution is to be aware of this and take sensible personal measures.

In addition, employees are required to take some formal steps to protect themselves i.e.

- When working alone in an isolated area of a building for example with all doors closed they will make certain that someone is aware of their presence
- Check that the work being done has been subject to a risk assessment and check the assessment before undertaking the work – some work may have already been identified as requiring the assistance of a second person
- If possible and if it has been arranged beforehand, employees must keep in regular contact with someone else for example by using a mobile telephone to call in to the office indicating any changes in movements every couple of hours

Employees must not put themselves at risk - if you do not feel safe, discuss the situation with your manager.

Registering an ICE (in case of emergency) number will assist in notification of any adverse event.

## Management Meetings

The health and safety of our employees and of others affected by our activities is of paramount importance and the subject will therefore be on the agenda for discussion at every Management meeting.

Health and Safety Management meetings will be held at least quarterly but more often as the work dictates. Minutes from the meeting are circulated and displayed on notice boards.

## Manual Handling of Loads

It is TCi (GB) Ltd.'s policy that all potentially hazardous manual handling operations shall be avoided where practical and that mechanized assistance is provided.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains, etc.

The current regulations require the following steps:

- Avoid hazardous manual handling operations where reasonably practicable.
- Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically for example by forklift truck or with some form of crane
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way a task is carried out, for example the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record is required.

The general guidance will include some guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

A good assessment will not only show whether there is a problem, but will also point to where the problem lies.

Site Management will ensure that all operatives have been instructed in the correct handling and lifting of loads, as required, he will also ensure that a supply of suitable gloves or equipment is available for use, as required, for the handling of materials which could cause injuries.

The company will ensure that all persons on site wear safety footwear and the site management will caution any person found wearing unsuitable footwear. They will be required to cease work immediately and only recommence work with the appropriate safety footwear.

The company does not require any operative, particularly a young person, to lift without assistance, a load that is likely to cause injury.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

The company shall assess the risks posed by assessing relevant risk factors. Elements affecting the risk of injury include:

- Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.
- Individual factors such as health, level of training, mobility and pre-existing injuries.

As part of the Company's risk assessment process all operations involving manual handling are identified and the significant risks assessed. Significant findings which include the hazards, risks, controls and any actions required will be made known to the employee.

Where reasonably practical, manual handling operations can be eliminated by mechanisation but, where this is not reasonably practicable people whose duties include the manual handling of loads will receive such training as is appropriate to protect their health and safety.

It is the responsibility of TCi Management to ensure the safety of employees during manual handling operations. Managers and supervisors are responsible for organising work routines and ensuring that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and to make full and proper use of any mechanical handling equipment provided.

Employees should be mindful of their own capabilities and should not lift anything that they believe to be too heavy, awkward or otherwise unstable.

## **Monitoring Policy**

Employees are encouraged to bring to the attention of their immediate supervisor areas in which, in their opinion, this policy appears inadequate. All such comments will be passed to the safety committee for their consideration and review.

This policy and arrangements will be reviewed on at least an annual basis by the Directors and will incorporate input and feedback from our employees and others.

Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes, or following any identified deficiency in our procedures/arrangements.

The Company will conduct a review of Health and Safety performance during site meetings with, where appropriate, the client, principal contractor, principal designer and/or others. Any corrective actions advised or suggested will be investigated and appropriate actions implemented as soon as practically possible.

The Head of Operations is also responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site. TCi Health and Safety Manager will carry out periodic Site Safety Audits which will be reported to the Directors.

The Head of Operations and Project Director through the site Contract Managers will monitor and investigate any accidents or incidents and will compile the supporting documentation for the enforcing authorities and for our own internal use.

When there are reportable accidents that require notifying to the HSE in accordance with RIDDOR these will be reviewed by our Health and Safety Manager to see what corrective or preventive action if any, is required to help prevent a similar accident occurring again.

If there are any corrective or preventive actions required, these will be undertaken promptly to protect the health and safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project.

## **New and Expectant Mothers**

All female employees shall be advised on recruitment that they are required to advise their manager in writing as soon as possible should they become either pregnant or are a 'new' mother, (that is a woman who has given birth within the last six months and who is breast-feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the manager shall review the risk assessments relevant to that person's work in accordance with the Management of Health and Safety at Work Regulations.

TCi will ensure that any employee notifying her pregnancy will undergo initial assessment, a recheck at 16 weeks a further check at 24 weeks. The employee will be actively involved with the pregnancy assessment process to determine what work they can manage and that which they cannot.

The pregnant employee will not be involved in any lifting and handling and she will avoid lifting goods from over shoulder height.

For any risks to which the pregnant or new mother is potentially exposed and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the woman's medical advisors (GP or antenatal / post-natal team).

Following action to reduce the risks they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as less significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid leave until either she ceases to be a pregnant or new mother or suitable alternative work may be found.

TCi will provide and maintain a suitable, smoke-free area where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

## **Noise**

Noise is covered by the Noise at Work Regulations 2005 and also the Health and Safety at Work etc. Act.

British Standard Code of Practice — British Standard 5228 : 1984 Code of Practice for Noise Control on construction and demolition sites gives advice on methods of reducing noise nuisance on construction sites and also contains some advice on the protection of workers from the health risks of noise.

The HSE Guidance IND (G) 127 - Noise in Construction and the CITB Construction Site Safety Notes (GE700 Module 8) - Control of Noise both provide useful sources of information on the control and assessment of noise in construction.

All tasks and work activities will be planned and arranged to take the above standards into account.

The Head of Operations must ensure that information on the noise level of any plant, which it is intended to hire or purchase, is obtained and taken into account before hiring or purchase takes place.

He will, in conjunction with any relevant sub-contractor required to use or work near such plant, ensure that any static plant to be installed on site, is placed in a position which takes account of the effects of noise on workers, the general public and/or the end users of the facility.

Where personnel are required to work in situations where high levels of noise are likely to be encountered, the Head of Operations will ensure that full information is obtained on the levels and frequencies of noise.

Regular monitoring of noise levels and frequencies will be planned and undertaken as required.

Instruction and training will be provided to supervisors and operatives required to work in premises, or with plant, which is likely to result in exposure to high noise levels.

The site management teams will ensure that supplies of ear defenders, or other hearing protection, are made available for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when an operative is exposed to noise.

The safe system of work to be adopted whenever noise is a potential problem i.e. above the first or second action levels is:

- Carry out a written noise assessment to establish levels and frequencies of noise for individual items of plant and machinery
- Consider if works can be re-programmed when the noise problem will no longer be present
- Consider alternative methods of working
- Provide suitable noise control mechanisms such as sound dampening and noise attenuation devices
- Reduce the time that operatives are exposed to the noise
- Provide suitable personal protective equipment
- Ensure suitable warning notices are clearly displayed around the affected area
- Regularly monitor noise levels and frequencies
- Give advice on noise control measures

The policy in place is that steps will be taken to reduce noise and as a final defense suitable and sufficient ear protection will be provided, free of charge, to the workers.

If there is any doubt, a competent person will be employed to assess the noise levels.

#### **ACTION LEVELS:**

**First Level: 80 decibels** or peak sound pressure of 130 d (B) C inform employees of risks and offer ear protection on request.

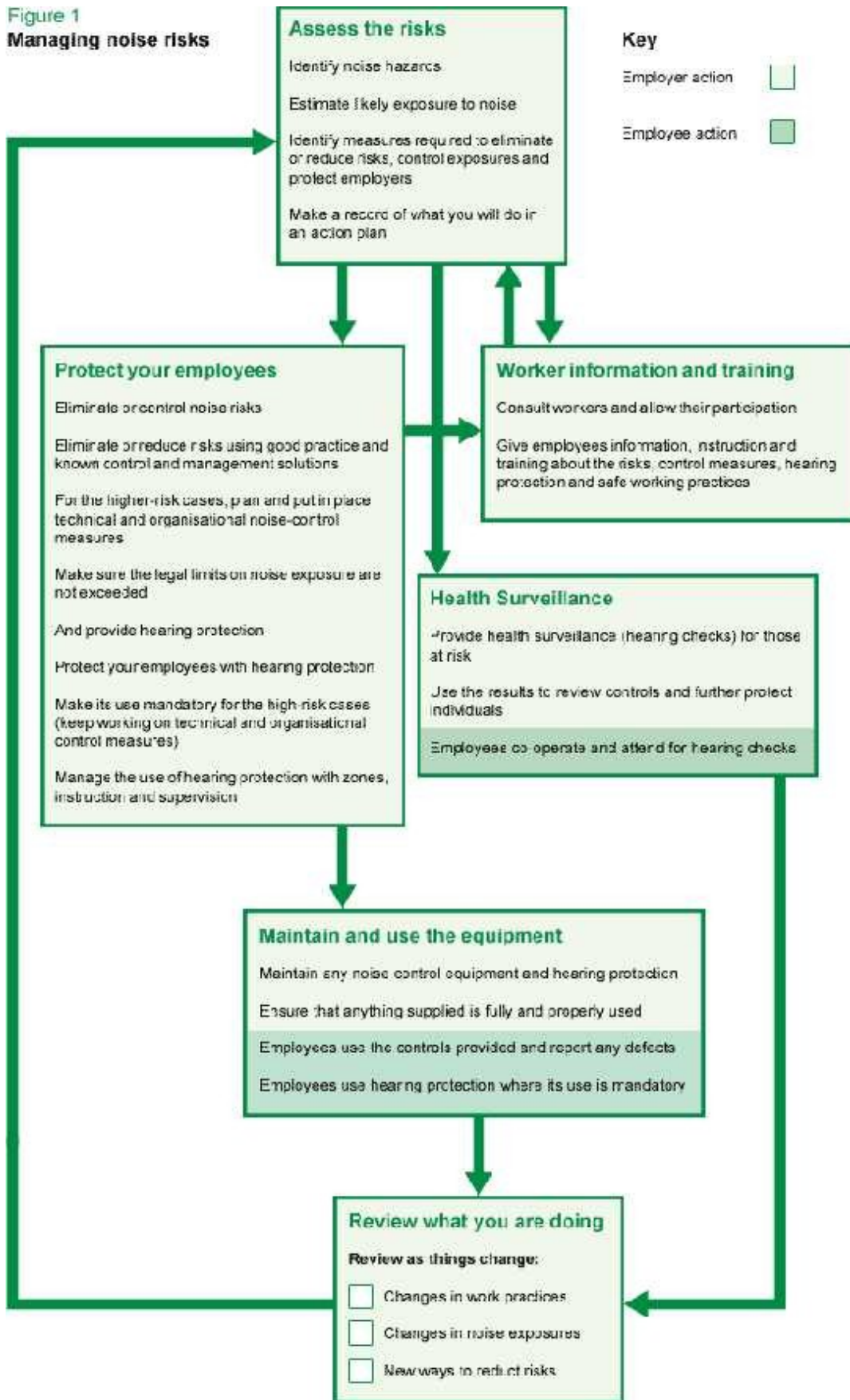
**Second Level: 85 decibels** –or a peak sound pressure of 137 d (B) C set up protection zones and enforce wearing of hearing protection

**Maximum week or daily exposure Level=87 dB (A) or peak sound pressure of 140 d(B) C**

Where personnel will be required to work in situations where high levels of noise are likely to be encountered the works supervisor will ensure that full information is obtained before work commences on the levels and frequencies of noise.

**dB (A) is the weighting applied to that similar to the human ear**  
**dB (C) is the linear sound and this is measured as the peak level.**

**Figure 1**  
**Managing noise risks**



## Offices

All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

In particular: -

- All offices will be maintained at a minimum temperature of 16°C.
- All workplaces will be effectively and suitably ventilated with sufficient fresh air, or purified air if natural ventilation is not available.
- Suitable and sufficient lighting will be provided and, where possible, this will be natural light. In situations where the failure of artificial lighting creates a danger, suitable and sufficient emergency lighting will be provided.
- Sufficient space will be provided in the workplace taking into account furniture, fittings, equipment and machinery.
- Suitable workstations will be provided for each employee according to the nature of the work involved.
- Floors and traffic routes will be kept free from obstructions at all times.
- Effective measures will be taken to prevent persons being struck by falling objects etc.
- Wherever possible regularly used and heavy files, boxes etc., will not be stored at high level.
- All windows and transparent areas in doors, gates, walls and partitions will be made of safety material and be suitably protected.

Fire precautions shall be provided and maintained in accordance with the requirements of Regulatory Reform (Fire Safety) Order 2005 and any recommendations given by the Fire Service.

The Office Manager, (or a nominated person), will ensure that a procedure is drawn up to be followed in the event of fire and that key personnel are given training in the procedures and use of fire-fighting equipment.

Fire drills will be organised at annual intervals, date of drill and comments to be recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and will be serviced and maintained at regular intervals, as recommended by manufacturer.

All fire alarms will be checked monthly and the test recorded.

All fire exits will be checked at the start of each day by the nominated responsible person.

The nominated person will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations. All staff required to use office machinery will be given training and instruction in its use.

Office layouts will be planned to avoid trailing cables on floors to office equipment. All accesses, stairways, fire exits, etc. will be kept clear of materials and well lit.

## Personal Protective Equipment

Before work starts, heads of departments will ensure that adequate supplies of all necessary protective clothing, or equipment is available on site for issue, as required, and that when issued



to employees a record is kept. He will also ensure that satisfactory facilities are provided for the storage and where appropriate, the drying of all protective clothing and equipment.

The Head of Operations will ensure that it is a condition of the Sub-Contractors Agreement that all contractors will provide all necessary PPE to all of their employees, and that they are instructed in the requirements of TCI's company policy.

Site Management will ensure that when sub-contractors employees are set to work they have been provided with any necessary protective clothing and equipment.

Any person on site observed carrying out any process which requires the use of protective clothing, or equipment, will be informed of statutory and/or company policy requirements and instructed not to continue working until protective clothing and/or equipment is obtained.

Those persons issuing protective clothing, or equipment, will ensure that it is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example by wearing safety helmets, protective footwear etc., and will use all protective clothing and equipment where required.

All staff are required to wear suitable footwear while at work or visiting company sites, typically this requires footwear to be fitted with steel toe cap and protected mid sole, though in certain circumstances chemically resistant soles may be required.

All persons issued with protective clothing, or equipment are responsible for maintaining it in a satisfactory condition and must immediately report to their Supervisor any loss or defect in the equipment.

The Personal Protective Equipment at Work (PPE) Regulations requires the provision and use of head protection on sites where there is a risk of head injuries. Employers must provide safety helmets, issue instructions on the wearing of helmets and take action if helmets are not worn as required.

Personnel issued with safety helmets must wear the helmets as instructed by the employer. Turban wearing Sikhs are exempt from these Regulations.

Safety helmets provided must be to BS EN 397 and replaced whenever damaged or in accordance with the manufacturers recommendations. Additional helmets will be provided for visitors to sites. Signs warning that safety helmets to be worn will be displayed at access point to working areas.

All work will be negotiated in accordance with the above standards.

The Head of Operations will ensure that Works Supervisors and sub-contractors are aware of company policy and the requirements on the wearing of safety helmets before the commencement of each new site.

Site Management will ensure that signs and helmets for visitors are available and that sub-contractors are aware of company policy. They will ensure that other company staff visiting sites will wear a safety helmet at all times on site.

Site Management will report any disregard of this policy by sub-contractors employees to the contractor concerned. The contractor will be obliged to remove from site any employee who continually fails to comply with this requirement.

Safety helmets which are damaged, have received a heavy blow, have parts missing, have been weakened by drilling holes or painting, or have been in use for more than three years must be replaced.

Safety helmets will be worn by all staff, sub-contractors, employees, visitors, etc. at all times and in all designated areas of the site. However, helmets need not be worn in the following areas if construction operations are not taking place in these areas:

- Site office and welfare facilities
- Areas where premises are occupied
- Inside buildings after second fix complete

All persons working in such “exempt areas” will, however, be required to always have their safety helmets with them so that they can wear them immediately they exit such areas.

Management recognise their responsibility to protect the health and safety of their employees by providing safe systems of work and suitable and safe work equipment.

The provision of PPE is viewed as a last resort. Any PPE purchased by the Company will comply with the appropriate Standard.

Prior to the issue of PPE, users will be given instruction on its correct use, instructed as to where and when required the PPE will be used, how to look after it properly and the arrangements for replacing worn or damaged equipment.

Employees will be required to sign for the initial issue of any non-disposable equipment and to confirm that they have received information and training as to its correct use. Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times in the designated areas.

## **Plant and Work Equipment**

Employees of TCi have the responsibility to use any plant or work equipment provided in the correct manner. In order to fulfil this responsibility, employees should observe the following procedures:

- Employees must not operate machinery that they are not trained and authorised to use
- Employees should switch off machinery before carrying out any adjustments
- All defects and damage to plant and machinery must be reported, including safety equipment to the line manager or supervisor.

Plant and equipment will be subject to service and maintenance arrangements in accordance with statutory requirements or manufacturers recommendations. Records of all such maintenance and service will be maintained.

## Policies

The policies set the strategic aims of how safety will be managed within the Company. The arrangements for the implementation of those policies are contained within this safety manual and also as controls forming part of the risk assessments.

Company policies form part of this document but there are a number of Policies set as part of the ISO 9001 and ISO 14001. New employees are advised of the existence of the policies by virtue of the induction process. Copies of the policies are also taken to site and include Health and Safety, Environmental and Quality all of which are displayed for information.

All Policies are reviewed at least annually.

## Protection of The Public

All necessary measures required for the protection of the public will be allowed for and planned at the planning stage of every contract. All risk assessments will need to take account of the effects of the work and make provision for all including any vulnerable persons that might be nearby.

All working areas should be protected with suitable barriers, fencing or screens to reduce the risk of injury and prevent unauthorised access into the working area by the general public or unaccompanied visitors.

## Purchasing Policy

TCi (GB) Ltd has a Purchasing Policy which not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria. E.g.

- **Substances used at work:** Least hazardous to employees and the environment but performs the task to an acceptable standard.
- **Office furniture / equipment:** Ergonomics, fire rating, sustainable resources.
- **Work Equipment, Tools and Machinery:** Noise, vibration, usability, ergonomics, and suitability for the task, adequate guarding and ease of maintenance.
- **P.P.E.:** Suitable for the individual, adequate protection, compatible with other PPE, complies with standards.

The above is just an outline of considerations, and is not meant to be exhaustive

## Risk Assessments

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all work activities posing hazards relating to work activities, work equipment and processes that carry a risk at the workplace in order that the Company's obligations are met under the Management of Health and Safety at Work Regulations.

The following definitions are applicable:

- Hazard is a condition or situation with the potential to cause harm (injury or damage)

- Risk is the chance of something adverse (injury or damage) arising from the hazard
- Likelihood is the chance realisation of the risk at some point in time over a defined period
- Control measures are measures tailored to a particular set of risks intended to restrict and/or control the risk within tolerable limits proportionate to cost
- The assessment represents the potential severity of a hazard, combined with the likelihood of the hazard achieving its potential to do harm, after taking any control measures into consideration

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level so far as is reasonably practical.

Management through the Health and safety Manager will review the risk assessment controls at least annually and also when there is reason to believe the controls are no longer effective. Any changes will be brought to the attention of employees.

## **Safety Information**

Safety information is provided in the form of induction and ongoing training as appropriate and by safety signs and notices posted around the premises. It is further added to during set to work briefings, toolbox talks, risk assessment reviews and meetings and appraisals.

## **Safety Signs**

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain safety signs where there is significant risk to health and safety that has not been avoided or controlled by other means (e.g. safe systems of work) provided that the use of a sign can help reduce the risk. They also require, where necessary, the use of road traffic signs in workplaces to regulate road traffic and pipework markings where pipework contains dangerous substances.

## **Site Emergency Procedures**

On all sites emergency plans will be drawn up. These will include a means of warning in case of fire. Hand bells, whistles, klaxons or manually operated sounders may be practical so long as they are clearly audible above background noises in all areas and can be readily identified as being a fire alarm

All sites will be provided with a qualified first aider and a fully stocked first aid box. These will be kept topped up as required during the contract. The details of the nearest hospital A&E will be displayed and included as part of the induction.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all persons on site. The names, locations and actions to take in the event of an emergency will be displayed at appropriate areas on the site.

Clear access to the site and buildings must be maintained at all times.

Clear signs must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of dry riser inlets and fire extinguishers.

Identified personnel, must be briefed to unlock gates, doors, etc. in the event of an alarm.

## **Slips, Trips And Falls**

Slips, trips and falls are responsible for a number of injuries on sites and in the offices environment. Issues relating to slips and falls are managed so far as is reasonably practicable and include: -

- Keeping floor coverings in good condition
- Managing cables so they do not present a trip hazard
- Keeping floors dry and displaying notices when it is wet or has been cleaned
- Advising staff to wear appropriate footwear
- Keeping work areas well illuminated
- Maintaining good housekeeping standards to ensure floor areas are kept clear
- Not carrying goods up and down stairs-need to maintain three points of contact

The above list is not exhaustive; all actions needed to keep floor areas clear must be practised.

## **Stress**

TCi accepts that some work activities have the potential to cause stress. Care is taken to ensure each employee's workload is reasonable.

Managers performing risk assessments on the work activities will pay special attention to potential risks from stress and signs of stress at work will be noted.

Managers will reduce stress by looking at the cause of the stress and if work-related seek to alter the structure and working arrangements of the job.

Following action to reduce the risks such remaining risks shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

If it is not possible to reassign the worker to work which the employee concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with both the Company's policy on such matters and employment law.

## **Tendering & Planning**

At the planning stage the requirements of this safety policy and any client specific safety management requirements must be taken into account.

Any aspects of work not covered by this policy must be identified and clear written procedures defined. Pre-contract meetings will be held and specific safety matters discussed in accordance with best practice.

Where a Health and Safety File or Health and Safety Plan exists, its contents shall be reviewed and any pertinent information extracted and communicated to those planning the works.

Written method statements will be prepared taking into account health and safety requirements and defining procedures as necessary.

## Training

All staff shall receive appropriate training in their responsibilities as defined in this policy.

Refresher training will be provided at regular intervals and whenever changes in legislation or working methods require.

Sub-contractors are required to demonstrate that their employees have undergone similar appropriate training and are competent to undertake the specific work.

Whilst appropriate qualifications are required by the company before employment begins, it is not accepted that training will cease for that employee. This policy requires all employees to continue training during the course of their employment.

The company will provide such staff training as is appropriate and necessary for the requirements of each persons. All training will be mandatory with records of any training being kept.

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

Induction training will include all aspects of employment and health and safety including: -

- Fire precautions and fire drill
- Company health and safety policy
- Tour of the premises
- First aid arrangements
- Accident prevention measures
- Safety rules to be followed
- Fire and security arrangements
- Who to contact if in doubt

Ongoing health and safety training will include but not limited to:-

- Health and Safety including COSHH
- Lifting and Handling
- Fire Safety
- First Aid
- IOSH Safety Courses
- PASMA and IPAF training
- CSCS and CPCS courses

## Vehicles

All Company vehicles will be subject to periodic servicing and maintenance. Those using the vehicles will undertake a pre-use check daily and report any failings. As part of the Company FORS accreditation all staff that will drive on company business are required to undertake and pass online driver awareness.

All vehicles are subject to MOT and adequate insurance is in place. All those required to operate company vehicles will have their licences checked at least annually.

Each vehicle carries a first aid box and fire extinguisher as well as high visibility vest and details of the breakdown cover in an emergency.

## Vibration at Work

TCi (GB) Ltd will comply it's with duties under the Control of Vibration at Work Regulations 2005, as part of its risk assessment procedures. All activities which may place operatives at risk of exposure to vibration will be thoroughly assessed by a competent person and alternative methods of work will always be considered.

There are 2 main forms of vibration hazard which can affect those working in the construction industry, they are:

**Hand-arm Vibration (HAV)** – Hand transmitted vibration from tools, equipment and certain processes that produce vibration.

**Whole Body Vibration (WBV)** – Vibration that is transmitted to the body through the seat of the plant or the feet of the operative.

Use will be made of HAVS meters to monitor exposure (where required) and where known, details of the equipment will be noted and times of exposure will be monitored to reduce exposure to the lowest level reasonably practicable.

Affected staff will be provided with appropriate information on the health effects of exposure to harmful vibration and the actions needed to reduce that exposure. These actions include:-

## Controlling the risk

The risk of permanent damage depends on a number of factors including for hand arm vibration:

- How high the vibration levels are
- How long the equipment is used for
- How awkward the equipment is to use
- How tightly the equipment is gripped
- How cold or wet the operative gets using the equipment

For Whole Body Vibration consideration should also be given to:

- Operative's posture.
- The design of the controls.
- The driver visibility.
- Handling and lifting operations associated with machine's operation.
- Personal factors i.e. level of fitness, etc.

The risk assessment should consider the following hierarchy:

**Elimination**-Seeking alternative ways of carrying out the task without using high vibration tools i.e. hand scabbling of concrete construction joints can be eliminated by using concrete retarders sprayed or painted onto the joint. Once the concrete has cured, jet washing can then expose the top surface of the joint.

**Reduction** – several methods should be employed, including:

- Making sure that all new tools have vibration control built in
- Use of the right tools for the job
- Modifying existing tools to reduce vibration levels or the grip force needed
- Limiting the usage time to those recommended by the manufacturer or supplier
- Keeping all tools and machines in good working order
- Not using more force than necessary when using tools and machines
- Personal factors like cutting down on smoking (smoking affects blood flow)
- Exercising hands and fingers to improve blood flow.

**Isolation** – Job rotation.

**Control** – methods include:

- Information, instruction and training in the correct use of tools and equipment
- Method statement and safe systems of work briefings
- Recognition of early symptoms of injury
- Arranging advice and routine health checks if the use of high vibration tools is unavoidable
- Assessing exposure levels; keeping warm and dry; use of anti-vibration PPE.

It is the purchasing policy of TCi (GB) Ltd to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. TCi (GB) Ltd will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping hammering and drilling. In the first instance mechanical methods will be used not requiring the exposure of the operative, but should the operative be exposed the task will be allocated to a number of individuals to ensure job rotation and a reduction in the exposure time.

**To ensure that operatives are aware of the effects of hand arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.**



Below are examples of maximum usage for tools in order to prevent injury and ill health.

Vibration values in m/s <sup>2</sup>	Exposure time required to reach action level 2.8m/s <sup>2</sup> A (8)	
	In minutes	In hours
2.8	480	8.00
3.0	418	6.97
3.5	307	5.12
4.0	235	3.92
4.5	186	3.10
5.0	151	2.51
5.5	124	2.07
6.0	105	1.74
6.5	89	1.48
7.0	77	1.28
7.5	67	1.12
8.0	59	0.98
8.5	52	0.87
9.0	46	0.77
9.5	42	0.69
10.0	38	0.63
10.5	34	0.57
11.0	31	0.52
11.5	28	0.47

(Please note these values are indicative only, the following graph is to be used for reference.)

## Violence and Harassment

By the nature of the business, employees are required to work in a range of different environments, some of which may pose a risk of verbal abuse and in extreme cases, physical assault. The company is aware of its obligations under the HSWA 1974 to ensure both the mental and physical health of employees as affected by systems of work. The risk of such instances are to be controlled by arrangements including:

- Constant supervision by site representatives in high risk areas of sites such as prisons, remand centres or sites occupied by persons suffering from mental ill health.
- Employees being instructed to diffuse potential hostile attacks by remaining calm, summoning assistance and/or leaving the area when safe to do so.
- Incentives to violent attacks should be reduced by avoiding exposure of valuable items (mobile phones, equipment etc.) in public areas as far as possible.

Any hostile act towards employees, whether verbal or physical, shall be taken seriously and immediately reported to the Directors and recorded as an incident in the accident/incident book. These occurrences shall be monitored by the Directors. Physical assaults shall be notified to the HSE as a 'dangerous occurrence' under RIDDOR.

Any employee suffering emotional distress due to acts of violence should report this to the management who shall offer counselling and assistance as is necessary.

## Visitors on Company Premises

All persons not directly employed by the Company who visit the premises will report to the office and sign the visitor's book.

Visitors are the responsibility of the known member of staff with whom they have an appointment and in the case of an emergency it is the responsibility of that person to lead the visitor out of the building to the assembly point.

Visitors may be provided with and will be expected to wear any necessary PPE.

On leaving the premises, the visitor(s) will be escorted back to the office where they will sign out.

## Welfare Facilities

Adequate welfare facilities will be provided by the Company. Suitable and sufficient sanitary conveniences and washing facilities will be maintained in a serviceable condition, cleaned at regular intervals and be equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels or other suitable means of cleaning and drying will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

## Work at Height

TCi (GB) Ltd will comply with its duties under the Work at Height Regulations 2005 (WAHR), as part of its risk assessment procedures. Wherever it is considered practical to do so, work at height will be avoided.

All work at height will be thoroughly assessed by a competent person and alternatives to working at height will always be considered. The use of ladders for any work at height will only be approved where other more suitable work equipment is not considered to be appropriate.

The hierarchy of control measures listed in the Work at Height Regulations are:

- Avoid work at height
- Prevent any person from falling
- Use an existing place of work which complies with Schedule 1 of the Regulations
- Mitigate falls by using work equipment to minimise the distance and consequences of a fall
- Where work equipment does none of the above, provide additional training and instruction or other suitable measures

The above hierarchy will be considered during the preparation of risk assessments and method statements to ensure that safe systems of work which comply with the WAHR are established and implemented. Other factors such as the location and duration of the work; the weather conditions; the task to be carried out and the experience and competence of the individual should also be taken into consideration.

This policy and its arrangements cover the use of all types of ladder, for example those used for gaining access to positions above or below ground. In this policy a ladder / step ladder (ladder) should be referred to as a temporary measure which may be used as a working platform for no more than 30 minutes.

Remember to allow adequate clearance when equipment is used, particularly near overhead power lines and around nearby structures when mobile equipment is being used.

Ensure that only properly CE marked Category III approved Personal Protection Equipment is used for working at height. Domestic grade ladders and step ladders should NOT be used,

All ladders used must be of the correct type for the specific task and should be inspected before use, subject to regular checks and maintenance and meet appropriate legislative and equipment standards.

All work will be planned to take the above standards into account.

Training provided to employees will include the hazards and precautions relating to ladders and their use, as well as the hazards of working at height in general.

Ladders must be checked before use to ensure that there are no defects, and will be checked at least weekly while in use. Where a defect is noted, or a ladder is damaged, it will be taken out of use immediately. The company will ensure that proper storage is provided for ladders, under cover where possible, and with the ladder properly supported throughout its length.

Employees will check that ladders in use are secured, have a solid, level base and are being used correctly. Ladders will not be used to provide access, or a working position, if the type of work cannot be carried out safely from a ladder, (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rungs to form working platform, or ramp etc.

Any person using a ladder is especially at risk, when working on the ladder, when ascending or descending, or when positioning or removing it. Other persons working near to, or passing by, a person working on a ladder could be in danger from tools, equipment or the person falling from a height.

Training provided to employees will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

## Work Equipment

The Provision of Work Equipment Regulations 1998 specifically covers the use of work equipment. These Regulations cover the use of all kinds of work equipment from a hand tool, such as a screwdriver or pliers, to a complete manufacturing plant. The use will include starting, stopping, repairing, modifying, and installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

Further information is contained in the appropriate Approved Code of Practice. The specific requirements of this legislation cover the following:

- The guarding of dangerous parts of machinery.
- Protection against specific hazards, i.e. falling or ejected articles and substances, rupture or disintegration of work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.
- These requirements also cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting, maintenance operations and warnings and markings.

TCi will make sure that all equipment is suitable for its intended use whilst taking into account the local environment, working conditions and hazards in the workplace.

Adequate information, instruction and training for the use of all work equipment will be provided.

TCi will ensure that equipment is used only for operations for which, and under conditions for which, it is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in a good state of repair.

All work equipment must be selected and maintained so that it is suitable for the purpose (fit for purpose) for which it is to be used. It must be designed for the task required and used within any operating constrictions defined by the manufacturer or competent person. It must be sourced from a reputable supplier with a clear and understandable operating instructions and provided with physical evidence of conformity to EC Directives on machinery safety.

There must be assessment and control of the risks from specific hazards such as hazardous substances, ejected articles/substances, fire, and electrical safety.

All equipment should be visually checked before use. Where a defect is identified, for example; broken blade, missing guard, loose plug, frayed cable, the machinery should be taken out of service and reported to ensure that nobody else uses it and the problem is rectified.

Hired equipment should always be acquired from hire companies who supply properly maintained equipment that is safe to use and suitable for the job. The company should provide information on the safe use and operation of the equipment. Upon receipt the equipment must be checked to see that it has not been damaged in transit.

TCi (GB) Ltd staff should not borrow equipment from other contractors or lend equipment to other contractors unless there has been a formal documented agreement.

Privately owned equipment used for work is legally regarded as work equipment and must conform to the same rules. You must get your manager's permission before using private equipment for work as it may not be suitable. TCI (GB) Ltd accept that embedded self-employed contractors will supply and use their own equipment for work although if that is damaged by the work the MD has agreed a replacement policy.

To aid safety secure vaults will be provided on each site and in each vehicle (company owned) and sub-contractors advised to arrange adequate insurance for their tools.

Photographs will be taken and records of serial numbers etc. obtained and recorded for insurance and replacement as required.

Arrangements need to be in place for the operation of plant and work equipment. This applies to plant and work equipment which TCI (GB) Ltd owns and/or uses, including hired equipment.

## **Operating plant and equipment**

- Plant and equipment must only be operated by competent persons working to a safe system of work
- If the equipment belongs to TCI (GB) Ltd then it can only be operated by trained and competent staff or by third parties who have satisfied the company of their competence

Arrangements need to be in place for the maintenance and testing of plant and work equipment. This applies to plant and work equipment which the company owns and/or uses, including hired equipment.

## **Maintaining plant and equipment**

- Equipment must be maintained in a safe condition and tested/certificated in accordance with legislation and manufactures recommendations with suitable records kept, including its associated attachments.
- Anyone maintaining equipment must be competent to carry out the required work.
- Equipment must be left in a safe operational state following maintenance, if the maintenance is left unfinished, the equipment must be clearly labelled and left in a condition where it would put anyone at risk.
- Equipment should have a planned maintenance schedule, otherwise known as preventative maintenance.

## **Testing plant and equipment**

Current tests and thorough examinations (aka statutory inspections) will need to have been carried out which show that equipment is safe to use before being put into service for the first time and after major alteration or repair.

Responsibility for ensuring that all equipment is maintained and tested rests with the Head of Operations through the Office Manager.

## Inspections and examinations

Arrangements need to be in place for the inspection and examination of plant and work equipment. This applies to plant and work equipment which TCi (GB) Ltd owns and/or uses, including hired equipment.

- A visual inspection should be conducted by the operator prior to use. In most instances the inspection should be recorded, for example, the weekly / monthly / annual inspections. Examples of this include Equipment Inspection Registers, PAT labels on electrical equipment and ladder tags on ladders.
- Any hired equipment must come with evidence of current thorough examinations (aka statutory inspections), and routine inspections where appropriate.

For routine inspections, the competent persons do not have to be external, but the inspectors must have the knowledge, experience, independence and authority to carry out their function effectively. Experienced, in-house employees that know what needs to be inspected, such as the Manager or Supervisor.

- Competent persons for thorough examinations must have appropriate practical and theoretical knowledge and experience of the equipment such that they can detect defects or weaknesses and assess their importance in relation to the safety and continued use of the equipment.
- Competent persons must be sufficiently independent and impartial to allow objective decisions to be made. If 'in-house' examiners are used, they must ensure that the examiners have genuine authority and independence to ensure that examinations are properly carried out and that the necessary recommendations arising from them are made without fear or favour. In most cases though the competent person for thorough examinations would be supplied by an engineering insurance company.

Responsibility for ensuring that all inspections and examinations are completed rests with the Head of Operations.

## Young Persons

It has been recognised that young people may be more at risk to their health and safety at work due to lack of experience, lack of awareness of existing risk or immaturity.

All young persons will be assessed and the parents or guardians will be advised of the findings of any assessment.

No young person will be exposed to any work or any substance which may harm their health and safety and which by reason of their immaturity or under-development will cause or give rise to injury.

The 'Health and Safety at Work etc. Act 1974' requires employers to secure the health and safety of all employees at work and anyone else who may be adversely affected by the employer's undertaking, so far as is reasonably practicable.

The 'Management of Health and Safety at Work Regulations 1999' require employers to assess work-related risk of all their employees, and require a specific assessment of risks to young persons.

Usually the measures taken to protect the workforce as a whole should be sufficient to protect young persons. However where this is not the case additional measures should be determined and implemented before the young person's commences work. In extreme cases this may mean prohibiting young persons from certain work activities.

The young person has the right to expect that the employer has undertaken a suitable risk assessment. Employers must also provide the young person or the parents or guardians of children in employment with comprehensive and relevant healthy and safety information on the risk assessment and associated preventative and protective measures.

Under the Health and Safety at Work etc. Act 1974 employees have a responsibility for their own health and safety. This needs to be significantly emphasised to young persons as they are potentially more likely to 'mess about' or play practical jokes, etc. without being aware of the possible consequences.

The "Management" Regulations require employers to take the following factors into account when undertaking a young person's risk assessment:-

- their inexperience and immaturity
- their lack of awareness of risks to their health and safety
- the fitting out and layout of their workstation and workplace
- the nature, degree and duration of any exposure to biological, chemical or physical agents
- the form, range, use and handling of work equipment
- the way in which processes and activities are organised
- any health and safety training given or intended to be given
- risks associated with certain specified agents, processes and work activities

# Safety Procedures



## List of Current Safety Procedures

1. Site Tidiness
2. Demolition
3. Scaffolding
4. Step-Ladders, Trestles & Staging
5. Ladders
6. Lifting Operations
7. Lifting Gear
8. Roof Work
9. Electrical Power Tools
10. Electricity
11. Compressed Air Power Tools
12. Abrasive Wheels
13. Entry into Confined Spaces
14. Highly Flammable Liquids (HFL's)
15. Liquefied Petroleum Gas (LPG)
16. General Welding & Cutting Operations
  - Electric Arc Welding
  - Gas Welding
17. Mobile Access Equipment
18. Cartridge Operated Fixing Tools

Further procedures will be developed and added to this list as and when a requirement for such a procedure is identified.

## Site Tidiness

TCi (GB) Ltd strongly adhere to the belief that a **'Safe Site is a Tidy Site'**. In this respect every effort shall be taken to keep sites clean and tidy at all times. Waste materials and rubbish will be cleared from the working area and placed in designated areas for disposal off-site.

A number of Regulations deal with the need for workplaces and access to and from to be kept clean and clear of debris and other materials, some examples are:

- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design and Management) Regulations 2015
- Management of Health and Safety at Work Regulations 1999
- Electricity at Work Regulations 1989
- The Health and Safety at Work etc. Act 1974

In addition to the statutory requirements, some of which are outlined above, a tidy site and workplace results in increased efficiency and better public relations, therefore tidiness is to receive priority on the company sites.

The Head of Operations will ensure that, before the site commences, access routes are planned, deliveries are programmed and materials are not stored on site unless necessary for the operation of the site, storage areas are defined, compounds are planned and sub-contractors are made aware of the company requirements with regard to storage, clearing up, tidiness etc.

Site Management will ensure that all sub-contractors and operatives are made aware of the need to maintain the site in a tidy condition throughout the contract.

Every operative has a duty to ensure that his workspace and that of those around him are kept in a clean and tidy state.

Particular emphasis is to be placed on instructions to all employees and sub-contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to site. Similar requirements will be placed on cables, ropes and other materials that have the potential to cause trip hazards and become entangled around plant, materials or even site operatives.

Site Management will ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site.

Site Management will ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site will be stored safely, ensuring that accesses are not obstructed.

All openings in floors must be clearly marked and securely covered/barricaded to show that there is an opening below. The covering material must be secured to prevent movement and be robust enough to hold a person's weight

Debris and materials must not be thrown or dropped from scaffolds or buildings. Ideally a chute should be provided or other suitable safe method used.

Site Management will arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc. to be carried out in accordance with these standard.

## Demolition

All Regulations which apply to construction work also apply to demolition work.

All demolition work will be completed in accordance with current legislation whilst complying with the requirements of the British Standard Code of Practice BS6187 "Code of Practice for Demolition", which gives guidance on the planning and execution of demolition work and will be complied with on any site where all or part of any building or structure are to be demolished. Whilst all demolition works are covered by CDM, the notification threshold is more than 30 working days with more than 20 persons on site at any one time or 500 person days.

All work will be planned to take the above standards into account.

All preliminary procedures required by the Code of Practice and Guidance Note GS 29/1 will be carried out by the Head of Operations in conjunction with a specialist contractor, who if used, will draw up a Method Statement and a Programme of Works detailing the methods to be used, proposed plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of work etc. This Method Statement and Programme will be issued to the Supervisor responsible for the work on site as reference material.

Site Management (or another suitably qualified person) will be responsible for ensuring that the work is carried out in accordance with these standards and will be responsible for carrying out any inspections of safety which may apply on site.

The Head of Operations will ensure that an appointed competent supervisor shall remain on site at all times that demolition works are being carried out. The person appointed shall be experienced in the work and will receive full training to enable him to carry out any of the responsibilities required by this policy.

The Head of Operations will ensure that protective measures for the safety of the public or visitors on site shall be provided and maintained. These measures must take into account the prevention of accidents.

All operatives on demolition sites will be required to wear safety helmets and protective footwear.

All plant used on demolition sites will be suitable for demolition work and will be provided with any necessary safeguards to protect the operator.

The location and disconnection of any services into the site-the confirmation of disconnection in writing must be obtained from the appropriate service authority before work commences.

The existence of any hazardous substances, e.g. asbestos, lead painted steelwork etc. on site must be determined from the documents provided and from a physical survey of the site, carrying out any sampling required.

Where the building or structure to be demolished contains unusual, or possibly hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire damaged building, cantilevered balcony etc., then advice must be obtained from a qualified structural engineer.

On all sites where demolition work of any kind is to be carried out, a Method Statement must be prepared in advance.

## Scaffolding

All scaffold erected on company sites, or used by employees, will be erected in accordance with the Construction (Design and Management) Regulations 2015, SG4:10, the Work at Height Regulations 2005 and BS EN 12811.

All work involving the erection and use of scaffolding will be planned to take the above standards into account and erected using competent trained scaffolders.

The Head of Operations or specific site managers will arrange for full details of the required usage and loading of the scaffold to be provided to the scaffolding contractor.

As with the erection of the scaffolding, alterations and dismantling will only be undertaken by a competent trained person.

Before accepting a scaffold erected by a specialist scaffolding contractor for use by the company's employees, the site management will ensure that the scaffold is thoroughly inspected and a signed handing-over certificate obtained from the scaffolding contractor. No scaffolding shall be used until such a certificate has been received.

Site management will ensure that all scaffolds are erected in accordance with the above standards and will ensure that the scaffold is inspected by a competent person least every 7 days and also after any event that may have affected stability. All noted defects must be made good.

A written report of each inspection will be retained on the scaff tag and also in the office.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a competent scaffolder. All materials will be properly stored and maintained on site.

No person, other than a competent scaffolder, will be permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on company sites or for use by company employees.

Site Management will ensure that all scaffolds are erected on ground or surfaces that have been prepared, leveled and consolidated.

All scaffolders erecting scaffolds on company sites must hold a current CITB, CSCS or equivalent card.

All scaffolds must be suitably tied and/or braced in accordance with the Code of Practice requirements. Where the provision of ties is impracticable, then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected, altered or dismantled, or otherwise not suitable for use, must have a notice erected warning that it is incomplete and not suitable for use.

All scaffolds must be checked at the end of each working day to ensure that access onto the scaffold by unauthorised persons has been prevented.

TCi will arrange for regular inspection of the scaffold where it is a TG20 or HAKI system. There are at least 4 site Managers currently authorised to undertake these checks.

## **Ladders, Step-Ladders, Trestles and Staging**

All step-ladders, trestles and stagings will be provided and used in accordance with the Construction (Design and Management) Regulations 2015 and the Work at Height Regulations 2005. Only British/European Standard approved and equipment design for the required usage will be used.

Where trestles and stagings are to be used, they must be fully boarded out and provided with secure rigid handrails and toe boards in accordance with the Work at Height Regulations 2005. Wherever practicable, other more suitable working platforms should be provided, such as podium steps, mobile tower scaffolds and proprietary low level working platforms complete with handrails etc.

Where step ladders are to be used, these must be used in strict accordance with the Work at Height Regulations 2005 and 3 points of contact (i.e. 2 feet and 1 hand) must be maintained with the ladder at all times. Step ladders should only be used for short duration, non-repetitive works.

The preferred means of access should be a set of podium steps for low level works and a mobile tower scaffold or Mobile Elevated Working Platform (MEWP) for works at higher levels.

The information and recommendations in Health and Safety Executive Publication INDG402 "Safe Use of Ladders and Step-ladders" will be applied to the work on site.

All ladders, trestles and stagings are classed as 'work equipment' for the purposes of the Provision and Use of Work Equipment Regulations 1998. Where necessary a risk assessment should be carried out in accordance with the requirements of the Management of Health and Safety at Work Regulations 1999.

All work will be planned to take the above standards into account.

Training provided to site management and operatives will include the hazards and precautions relating to this equipment, its use and working at height in general.

All equipment will be checked by a competent person before use to ensure that there are no defects and will then be checked, at least weekly, while on site.

Where a defect is noted or the equipment is damaged, it will be taken out of use immediately and replaced or where possible repaired by a competent person.

Site Management will check that the equipment is being used correctly and is not being used where a safer or more practical method should instead be provided.

Site Management will ensure that proper storage is provided for step-ladders, trestles or stages, undercover where possible.

The main hazards associated with step-ladders, trestles and stagings are:

- Unsuitable base, e.g. unlevelled, packing pieces, loose material etc.
- Unsafe use of equipment (i.e.: placed onto on scaffold platforms, roofs etc., where special precautions are not taken)
- Overloading
- Use of equipment where safer method should be provided
- Overhanging of boards or staging at support (“Trap Ends”)
- Using defective equipment
- Excessive span of scaffold boards when used with trestles (must not exceed 1.5m where 38mm board used)
- The minimum width of all working platforms should be 600mm

The main hazards associated with ladders are:

- Unsafe use of ladder (over-reaching, sliding down, etc.)
- Not securing the ladder properly
- Using a ladder where alternative working method should have been adopted
- Using a ladder with defects
- Unsuitable base to ladder
- Insufficient handhold at top of ladder, or at stepping off position
- Insufficient foothold at each rung
- Using ladder near overhead electrical cables, crane contacts etc.
- Ladder at unsuitable angle, swaying, springing etc. (recommended angle one in four or 70°)
- Insufficient overlap of extension ladders

Ladders will be removed to storage, or made inaccessible by some means, at the end of each working day, to ensure that unauthorised access to scaffolds etc. by others, particularly children, is prevented.

## **Lifting Operations and Lifting Gear**

All lifting operations will be planned and carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Manual Handling Operations Regulations 1992 (MHOR)

The information and recommendations of British Standard BS7121 - Code of Practice for Safe Use of Cranes will be adhered to where applicable.

All work involving lifting operations will be planned to take the above standards into account.

The relevant head of department will ensure that a suitably qualified and experienced ‘Appointed Person’, as required under LOLER, coordinates and plans all lifting operations, taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of loads to be handled etc. Suppliers will be asked to provide information on weights, lifting points, safe sling procedures, etc. of materials or articles supplied.

Any height, weight, overhead service or other restrictions on or adjacent to the site will be considered before work starts, especially taking into account the safety of the public.

Servicing and maintenance of all lifting appliances must be planned before being taken into use on site. Training will be provided for operators of lifting appliances and banksmen, slingers and riggers.

Site Management will ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the above standards and that copies of certificates, register entries, etc. are available on site. Any unapproved or uncertified equipment will not be used to carry out lifting operations.

Site Management if they have the skills and competence will check that lifting appliances, such as gin wheels, pulley blocks, etc. are correctly erected and used.

Only authorised competent operatives will be permitted to operate lifting appliances, sling loads, or give signals. The authorised persons must be over the age of eighteen and be competently trained to carry out the duties. Where there is any doubt of the competency of the authorised operatives, the relevant Manager must be informed immediately.

Any defect noted in any lifting appliance machine, gear or tackle, must be reported immediately and the equipment taken out of use if the defect could affect its safe use.

Where adverse weather conditions could affect the safety of lifting operations, the site management will stop operations until conditions improve.

Site Management will ensure that all lifting appliances are inspected weekly and a record of the inspection made in the Site Register.

The main hazards associated with lifting operations are:

- Overloading of lifting appliance
- Overloading or incorrect use of lifting gear
- Incorrect positioning of lifting appliance
- Insecure attachment of load
- Contact with overhead electricity cables (see separate section)
- Improper use of equipment
- Failure of equipment due to lack of maintenance
- Incorrect signals

All personnel working with, or near, lifting appliances must wear safety helmets.

All lifting appliances must be secured and left in safe condition at the end of each working period.

Areas where lifting operations are to be carried out, must be cleared and loads must not be carried over personnel.

Loose items must be secured or covered when being handled by a lifting appliance.

If any lift, hoist, crane or excavator collapses or overturns on site or any load bearing part fails, the supply company must be contacted immediately and the procedures detailed for dangerous occurrences in this policy must be carried out.

Training must be provided for operators, slingers and supervisors.

Site Management will ensure that all lifting gear provided for use on site is in good order, has a test certificate and has been thoroughly examined within the previous six months.

Site Management will arrange for proper storage of all lifting gear and accessories. Only authorised slingers, over eighteen years of age, are permitted to use lifting gear. Where defects are noted or reported, the equipment must be taken out of use immediately and reported to the site management.

The main hazards associated with lifting gear are:

- Overloading
- Incorrect use (i.e.: too wide an angle between legs of sling, use of eyebolt at an angle etc.)
- Abuse (i.e.: use of sling as towing rope etc.)
- Use of defective equipment
- Damage to slings, i.e. lack of packing to load
- Incorrect slinging method

All personnel working with or near lifting appliances must wear safety helmets and where necessary protective gloves.

Repairs to lifting gear must not be carried out on site. A test certificate must be obtained for any repaired item of lifting gear.

Slings and other lifting gear must not be used for operations for which they were not intended and must not be altered or adapted by unsafe methods, i.e. knots, bolt through links, etc.

Sufficient materials for packing between sling and load must be provided.

## **Roof Work**

Before undertaking any work on roofs, or at heights, a risk assessment of the required work needs to be completed in accordance with the Management of Health and Safety at Work Regulations 1999 and the Work at Height Regulations 2005. Other relevant legislation includes:

- The Personal protective Equipment at Work Regulations 1992
- The Construction (Design and Management) Regulations 2015
- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Provision and Use of Work Equipment Regulations 1998

Relevant Health and Safety Executive Guidance Notes include:

- GS28 Safe Erection of Structures
- HSG 33 Health and Safety in Roof work
- HSG 150 Health and Safety in Construction

All work will be planned to take the above standards into account, a specific risk assessment will also be required for all works at height.

The heads of departments in conjunction with the contractor will plan the following arrangements:

- Edge protection barriers in the form of a full access scaffold to prevent falls
- Protection of the public or other operatives who may be at risk
- Safe means of access to the roof



- Where necessary, roof ladders, staging etc. to provide safe access to roof, taking into account pitch of roof, surface conditions etc.

Short duration work will also be carefully planned to identify hazards and arrange equipment as necessary. Training will be provided for supervisors and operatives required to work on roofs.

Site Management will not permit work to commence on a roof until the planned safety precautions have been provided. Work on roofs must not be permitted when high winds or gusting is experienced. The roof surface must be checked at the commencement of work after rain, frost or snow and when in any doubt the work must be suspended.

Materials must not be dropped or thrown down from roofs. A chute or other safe method must be used.

The main hazards associated with work on tiled/slanted roofs are:

- Falls from the edge of the roof
- Falls between rafters/trusses of roofs before tiles/slates fixed
- Materials or tools falling from roofs
- Contact with overhead electric cables (see separate section)
- Falls through roof lights or other fragile material
- Manual Handling

Timber battens must not be used as a foothold for access on a roof if they are fixed to rafters, or trusses, more than 400mm apart, or are not of the quality specified in Guidance Note GS 10.

Only properly constructed roof ladders are to be used which do not rely for anchorage on the ridge capping or ridge tile. All personnel required to work near or below roof tiling/slating operations must wear safety helmets.

Access to the roof must be prevented to unauthorised persons, particularly children, after working hours.

All roof work, no matter how small, e.g. small areas of flat roof on porches etc., will be carried out to the above standards.

## **Electrical Power Tools**

The following Regulations apply to the use of electrical power tools on site or other workplace:

The Electricity at Work Regulations 1989  
The Construction (Design and Management) Regulations 2015  
Personal Protective Equipment at Work Regulations 1992  
The Provision and Use of Work Equipment Regulations 1998  
The Control of Vibration at Work Regulations 2005

Guidance on the safe use of electricity on construction sites is found in the following Health and Safety Executive Guidance Notes:

- PM 29 Electrical Hazards from Steam/Water Pressure Cleaners
- PM 32 The Safe Use of Portable Electrical Apparatus
- HS(G) 107 Maintaining portable and transportable electrical equipment

All work will be planned to take the above standards into account and all electrical equipment on company sites, or other workplaces, will be supplied, installed, maintained and used in accordance with the above standards.

All portable electrical equipment used on site must be tested for safe working and tagged in accordance with the 1989 Regulations.

The heads of departments must ensure that all power tools provided for use on site, or other workplace, are in accordance with the relevant British Standards.

No power tools or electrical equipment of greater voltage than 110 volt shall be used on sites, unless special arrangements are made and discussed with the Health and Safety Executive. Lower voltage tools, lighting etc. may be required in damp or confined situations.

Site Management will ensure that the temporary electrical supply is installed and tested as planned, while also ensuring that all sub-contractors equipment is in good condition and tested.

Site Management must ensure that any portable generator, or other electrical equipment fitted with an earth rod, has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defect noted in electrical equipment must be reported to the Supervisor so that immediate steps can be taken to have defects remedied by an electrical or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting, all bulb sockets are live so steps are therefore required to protect open sockets when a bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazard, it must be remembered that the protruding filament wires are still live.

Power tools must be maintained in good condition, with casing intact and a label fitted showing voltage and other information. Regular inspections of all electrical equipment on site will be carried out by a competent electrician.

## **Electricity**

In addition to the general duty of care every employer has to employees and members of the public outlined in Sections 2 and 3 of the Health and Safety at Work etc. Act 1974, specific responsibilities for electrical safety are covered by the Electricity at Work Regulations 1989. The Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 are also applicable to work involving electricity.

Further information is available from the following HSE Guidance Notes:

- HS(G)85 Electricity at Work: Safe Working Practices
- OS 38 Electrical test equipment for use by electricians
- HS(R)25 Memorandum of guidance on Electricity at Work Regulations 1989

All work will be planned to take the above standards into account and will be planned and carried out by qualified competent electricians.

The Head of Operations will ensure that only bona-fide electrical contractors will be employed to install, construct and maintain electrical supplies. Proof of competence is required.

The Head of Operations in conjunction with site management and the electrical contractor, will plan any temporary electricity supply and distribution on site in accordance with the above standards.

When cutting-off, shutting down or decommissioning an electrical supply, the appropriate permit to work or certificate will be obtained.

No unqualified operative will undertake any installation, maintenance or alteration work to any electricity supply line.

All electrical supplies to tools and equipment used on site will be taken from an 110V source. 240V supplies will not be used.

Should an operative encounter mains electricity cables during the process of work he will notify the Site Manager immediately.

## **Compressed Air Power Tools**

The following regulations apply to the use of compressed air equipment on site:

- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Control of Vibration at Work Regulations 2005

Health and Safety Executive Guidance Note PM 17, Pneumatic Nailing and Stapling Tools, give advice on precautions required with this equipment.

All work will be planned to take the above standards into account.

The site manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on site, are used in accordance with the above standards and are selected in accordance with the company policy on noise.

Site Management will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices, (jockey wheel, brake, engine cover stays, etc.) and noise control measures; and that instructions have been given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

Site Management will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided and used as required.

Site Management will ensure that any defects in the compressor, hoses or tools are reported immediately to the Head of Operations or hire company.

The site management will ensure that all operatives wear suitable protective footwear when using compressed air equipment, breakers, rammers etc.

Compressed air will not be used to blow down clothing etc.

When moving compressors on site care must be taken to ensure that the jockey wheel, or towing arm stand, are not damaged.

When changing tools connected to compressed air lines not fitted with automatic cut off valves, air must be turned off at source (lines must not just be folded and held or tied).

## **Abrasive Wheels**

The following regulations cover the provision and use of abrasive wheels or portable tools:

- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Control of Vibration at Work Regulations 2005

Health and Safety at Work Booklet No 4 – Safety in the Use of Abrasive Wheels and Guidance Notes from the Health and Safety Executive No PM 22, Training Advice on the Mounting of Abrasive Wheels gives advice on the precautions required. HSG17 Safety in the use of Abrasive Wheels.

British Standard 2092 Industrial Eye Protection gives advice on the correct type and grade of eye protection required.

All work will be planned to take the above standards into account.

The head of departments will ensure that any abrasive wheel machine, hired or used by any operative, will be provided and maintained in accordance with the regulations.

All operatives will be trained in the mounting of abrasive wheels and discs and the type of machine to be used. The names of all trained persons will be held on site. Only certificated operatives will be employed to mount abrasive wheels or discs.

Site Management will ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations. Site Management will ensure that the required statutory notices are prominently displayed.

Site Management will ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantities of suitable eye protection, and other protective equipment, is available and issued when required.

Any person required to use an abrasive wheel machine or tool, must be suitably trained to the standards of the above regulations.

Supervisory staff will ensure that any abrasive wheel machine, or tools being used with any defect, which could give rise to injury, are taken out of use immediately.

The main hazards associated with abrasive wheels are:

- Bursting of the wheel or disc
- Injuries from flying particles
- Cuts to hands, legs etc.
- Dusts inhaled from certain types of materials
- Loose clothing tangled in disc
- Electric shock

- Noise, fire and explosion

When there is any doubt as to the precautions required, or where unusual circumstances are to be encountered, advice must be sought.

## Entry Into Confined Spaces

The Confined Spaces Regulations 1997, applies to work in excavations, pits, tunnels and other enclosed or confined spaces and requires that ventilation be provided to ensure a safe and healthy atmosphere. Testing of the atmosphere must take place before entry into any confined space and suitable respiratory and rescue equipment must be available.

Other applicable legislation includes:

- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment at Work Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015
- The Control of Substances Hazardous to Health Regulations 2002

Health and Safety Executive ACOP L101 Work in Confined Spaces provides information on the hazards involved, precautions and procedures required.

All work will be planned to take the above standards into account.

Before work commences, the Head of Operations must establish if work in confined spaces is to be carried out and, if so, must arrange for any necessary equipment, working procedures, training etc. to have been provided, taking into account the hazards likely to be encountered.

All personnel required to carry out testing and monitoring of atmospheres must have been suitably trained in the use of gas monitoring equipment. All personnel required to use breathing apparatus, reviving apparatus and rescue equipment shall also have received the appropriate training and instruction. All persons shall be trained in the use and application of the entry permit procedures etc.

Method Statements must be prepared before any work in confined spaces can commence, and all such work must be carried out with a valid permit to work.

Site Management will ensure that all operatives have the necessary equipment available on site, in accordance with the planned procedures, including the permit to work system, and that only authorised persons are permitted to enter the confined space.

Site Management will ensure that operatives follows the planned procedures and permit to work system, and that only authorised persons are permitted to enter the confined space.

All changes in working methods or conditions, which were not included in the Planning Procedure must be referred to the Contracts Manager before work recommences.

All safety equipment must be regularly checked, calibrated and maintained. Any defects in equipment must be attended to immediately.

The main hazards associated with confined spaces are:

- Asphyxiation due to oxygen depletion

- Poisoning by toxic substance or fumes
- Explosions due to vapours, gases, fumes or dusts
- Fire due to flammable liquids, oxygen enrichment etc.
- Electrocution from unsuitable equipment
- Difficulties of rescuing injured personnel
- Drowning
- Fumes for plant or processes entering confined spaces
- Infection (i.e.: Leptospirosis)

When conditions make it necessary, advice should be sought on carrying out sampling and air monitoring, preparing safe systems or work, permit to work systems etc., information provided on ventilation equipment, breathing apparatus, reviving apparatus, ropes, harnesses, monitoring equipment etc. as requested.

## **Highly Flammable Liquids (Hfl's)**

Highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 and must be stored and used in accordance with those regulations. This section also applies to the storage of petrol and products containing petroleum on site or other premises.

The Petroleum (Consolidation) Act 1928 and the Petroleum Mixtures Order applies to the storage of petrol and products containing petroleum on site or other premises.

Health and Safety Executive Note CS 2, The Storage of Highly Flammable Liquids in Containers, gives advice on the requirements necessary to comply with the regulations and will be complied with on the company sites.

All work will be planned to take the above standards into account.

The head of department will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards, and will arrange for a license for the storage of petroleum or petroleum mixtures where applicable.

The head of department will ensure that suitable storage facilities are provided for liquids which are not defined as highly flammable, but which could be a fire hazard and will arrange for any necessary fire-fighting equipment or materials to be available before work starts.

The head of department will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids are kept in storage facilities until required for use.

Site Management will ensure that HFL's are contained within suitable fire resistant structures and that absorbent spill kits are available to soak up any spillage of highly flammable liquids and that this material is immediately disposed of safely after use.

Site Management will ensure that any fire-fighting equipment, storage facilities, signs, notices, containers etc., are checked at weekly intervals and that any action is taken to rectify defects are noted.

Advice will be sought when there is any doubt about precautions required, or where highly flammable liquids are used in large quantities or in unusual situations.

## Liquified Petroleum Gas (Lpg)

The Dangerous Substances and Explosive Atmospheres Regulations give the main storage and use requirements for LPG.

A number of official publications deal with the precautions to be adopted in the storage and use of LPG and other compressed gases, in particular HSE Guidance Notes:

- DS 4 “The Keeping of LPG in Cylinders and Similar Containers”
- CS 5 “The Storage of LPG at Fixed Installations”
- CS 5 “The Storage and Use of LPG on Construction Sites”
- Leaflet HSE 8 Fires and Explosions due to the Misuse of Oxygen

A number of British Standards cover the colours used for compressed gas cylinders, the construction and materials of fittings, cylinders, hoses etc. to be used with LPG and other compressed gases. The LPG Industry Technical Association Public Codes of Practice and advisory literature on the use of cylinders and appliances. Various other advice is published for specialist applications by bodies such as National Joint Council for the Felt Roofing Contracting Industry and so on.

All work requiring the use of LPG and other compressed gases will be planned to take the above standards into account.

The Head of department will ensure that the provision, installation of equipment and storage facilities for LPG, and any other compressed gases that will be used on site/workplace by sub-contractors, are planned in accordance with the above standards and that, where necessary, liaison takes place with the local Fire Brigade to establish the safe storage and siting facilities.

The Head of department will ensure that any necessary training in the Safe Working Practices, or Emergency Procedures, associated with LPG or compressed gases, is arranged and carried out before work starts.

Site Management will ensure that the planned storage facilities are erected and maintained in accordance with the above standards.

Site Management will check all storage facilities, appliances, hoses, fittings, connections, fire-fighting equipment etc., at weekly intervals and ensure that action is taken to rectify any defects noted.

Appropriate action must be taken against any person who disregards any instructions given for the safe use and storage of LPG or compressed gases or who misuses equipment provided.

Advice will be sought where large quantities of LPG or compressed gases are to be used or stored, or where LPG or compressed gases are to be used in confined spaces or unusual situations.

## General Welding & Cutting Operations

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work etc. Act 1974: Section 2

- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Site management must carry out a risk assessment and ensure that all necessary protective clothing, ventilation equipment, respirators, fire resistant sheets, fire extinguishers, screens etc. are provided before any such works are permitted to commence.

Welders and any person assisting them must be provided with eye protection to BS 679 or BS 1542. Suitable screens must be used to prevent injury to other persons working or passing near welding or cutting operations. Any Permit to Work, or Hot Work Permits must be complied with in full, together with the provision and rules on fire prevention, detection and fighting.

Only trained and experienced operatives are permitted to carry out welding or other cutting operations. All welding/cutting equipment must be checked daily, prior to commencement of work by a competent person and any defective parts repaired or replaced before use.

## **Electric welding arc**

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Health and Safety at Work etc. Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Electricity at Work Regulations 1989
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further information:

- HSE Guidance Notes
- OS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials
- HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- PM 64 Electrical Safety in Arc Welding
- EH55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

All work will be planned to take the above standards into account.

Site Management shall ensure that all electric arc welding operations are properly planned and executed

The company will ensure that suitable maintenance systems are operated so as to ensure that all equipment issued for use is in good condition at the time of issue. In the event that electric arc



welding has to be carried out in a flammable atmosphere, then a permit to work will be introduced and rigidly enforced.

Site management will pay special attention to the adequacy of the ventilation facilities in areas where electric arc welding is in progress.

Site Management will check to ensure the equipment being used, the electricity supply and earthing arrangements are to the standards required.

Site Management will ensure that operatives using electric welding equipment have undergone suitable training.

Any doubt concerning ventilation of work areas must be brought to the immediate attention of a supervisor.

Only properly trained personnel will be allowed to use electric arc welding equipment and such persons will bring to the attention of their supervisors any defects they may discover in the equipment. Operatives will check the adequacy of the electrical supply and earthing arrangements prior to starting work.

All necessary protective clothing will be provided and operatives will co-operate with the company in using such equipment/clothing at all times when engaged in electric arc activities.

## **Gas welding**

The following regulations contain requirements to be complied with whilst undertaking any cutting or welding process:

- Pressure Systems and Transportable Gas Containers Regulations 1989
- Dangerous Substances and Explosive Atmospheres Regulations 2002
- Health and Safety at Work etc. Act 1974: Section 2
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Further information:

- HSE Guidance Notes
- GS 4 Safety in Pressure Testing
- HS(G)39 Compressed Air Safety
- HS(G)5 Hot Work: Welding and Cutting on Plant containing Inflammable Materials  
HS(R)30 A Guide to the Pressure Systems and Transportable Gas Containers Regulations 1989
- EH 55 The Control of Exposure to Fume from Welding Brazing and Similar Processes
- HSE 8 Oxygen : Fire and Explosion Hazards in the Use and Misuse of Oxygen

All work will be planned to take the above standards into account.

Site Management will ensure that all gas welding or cutting operations are properly planned and executed.

Gas welding or cutting will never be undertaken in flammable areas until a permit to work system is instigated.

Site Management will pay special attention to the adequacy of the ventilation facilities in areas where gas welding is in progress.

Site Management will check to ensure the equipment being used is to the standards required.

Site Management will ensure that operatives using any gas welding equipment have undergone suitable training.

Only suitably trained operatives will be allowed to use gas welding equipment.

Suitable and adequate maintenance systems will be operated by the company for all gas welding or cutting equipment.

Operatives will, if they discover a fault in any of the equipment issued to them, report this to their immediate supervisor.

The company will provide all necessary protective clothing and equipment for use when gas welding or cutting is in operation. Operatives must properly utilise all protective clothing and equipment issued by the company.

## **Mobile Access Equipment**

All mobile access equipment (including Mobile Elevating Work Platforms (MEWP's), Telescopic and Articulated Boom Platforms and Mast Platforms) will be used in accordance with:

- The Work at Height Regulations 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Construction (Design and Management) Regulations 2015

Mobile access equipment shall be operated only by persons trained, certificated and competent to do so.

Emergency procedures to deal with power failure, fire, injury to or collapse of the operator should be established and personnel made familiar with them.

Equipment must be suitable for its intended use, be soundly constructed and regularly maintained with records of the maintenance kept.

The safe working load (SWL) shall be clearly displayed and must not be exceeded.

The condition of the surface on which equipment is to operate shall be checked for its suitability and stability and equipment shall not be permitted to be operated on excessively uneven or sloping ground in accordance with the manufacturers recommendations.

Equipment shall be installed, modified and dismantled only by competent persons. Adequate barriers shall be installed to prevent persons, property or vehicles being struck by the moving platform, or from falling materials.

No part of the equipment shall be allowed closer than 15m to an overhead electricity cable carried on a steel tower, or 9m to a cable on a wooden pole, except by arrangement with the electricity company. Suitable precautions shall be taken to prevent any part of the equipment from touching any overhead electricity cable or from approaching close enough to allow arcing.

Base units and outriggers (where fitted) shall be protected from damage or disturbance. Due consideration shall be given to the effects of inclement weather, including high winds in siting and using the equipment.

At the end of each day, platforms should be cleared of all tools and materials, isolated from power and secured against unauthorised use.

All persons operating or riding on mobile access equipment shall wear suitable harnesses, the lanyards of which shall be securely clipped to a suitable part of the platform.

Care must be taken when traveling with the platform elevated to avoid overturning, collision, or displacement of the occupants or anything carried on the platform. Only platforms which have been designed to travel whilst elevated shall be used in such a manner.

Mobile access equipment must not be used as a jack, prop, tie or other support, as a crane or lifting appliance primarily for the transfer of goods or materials.

## **Cartridge Operated Fixing Tools**

The following regulations contain requirements to be complied with whilst using any cartridge operated fixing tool:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Personal Protective Equipment Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- The Control of Noise at Work Regulations 2005
- The Construction (Design and Management) Regulations 2015
- Explosives Act
- The Control of Explosives at Work Regulations 1991
- The Control of Vibration at Work Regulations 2005

Further information:

- HSE Guidance Notes
- CITB Site Safety Notes - GE700/18
- BS 4078 Powder Actuated Fixing Systems
- BS EN 166B Personal Eye Protection Specifications

All works will be planned to take the above standards into account.

Only low velocity, captive piston type tools may be used on site. All tools should incorporate a contact pressure safety device and drop-firing safety device to prevent accidental firing of the tool.

No one shall be permitted to use a cartridge operated tool unless they are competent to do so and have:

- Received training in the use of the tool by the supplier or another competent trainer.

- Been issued, by the person carrying out the training, with a certificate of competence.
- Suitable eye protection to BS EN 166B, Grade 1 impact, together with ear protection to BS EN 352.
- Been authorized by management to use the tool.

Site Management must ensure that tools are securely stored and that all tools and cartridges issued (spent or unused) are return to store on completion of the works or at the end of each working shift.

Regular maintenance in accordance with the manufacturer's instructions must be carried out.

## **Method Statement Requirements and Pro Forma**

## Use Of Method Statements

Method statements are used as a means of demonstrating that the hazards and risks associated with a particular task or series of tasks have been properly considered and evaluated, with the appropriate risk control strategies having been implemented.

A method statement can only be completed once the potential hazards have been identified and assessed, this therefore requires the completion of a properly considered risk assessment for the activity, which identifies not only the hazards, but also the required controls to manage any residual risks.

All method statements should be completed using a standard method statement pro forma (or alternatively at least contain all of the information specified and set out in a logical easy to understand format).

When completing the method statement, reference should be made to the various safety procedures within this document.

Method statements should address all of the issues whilst avoiding irrelevant material which is not applicable to the specific situation.

Further information on the production of Method Statements is also given in the CITB Publication 'Construction Site Safety - Safety Notes' (GE 700/42/2).

Details of the information to be contained within Method Statements is also given in the following pages.

## Information To Be Included In Method Statements

The Method Statement will depend on the complexity and size of the job and is intended to show how the work will be executed safely. The Method Statement should give details of the following:

- Details of supervisory personnel on site who will be responsible for the work to be undertaken.
- Details of Safety Advisor and their name and telephone number.
- Details of any personnel not involved on site but who can be contacted regarding design or other specialist information if necessary.
- Work sequences.
- Stabilisation of the works during their progress e.g., any temporary props, struts or supports that are required.
- The method of executing the works which will include methods of lifting, fixing, holding or bolting. Slings and unslings practice where necessary.
- Methods to prevent any falls from heights. Full details should be given i.e., working, " platforms, handrails, safety harnesses or other means of preventing falling.
- Access and egress to the job, i.e., by ladders, mobile work access platforms, hoists etc. Location of any ladders or other means of access.
- Methods of protecting materials falling from heights i.e., toe boards, debris/brick guards, boarding on platforms etc.
- The description of plant to be used in the execution of the work its safe working load and details of any tests, certificates, inspections/registers which are applicable.
- Details of what to do in case of emergency. This would include details of first aid and names of qualified first aiders.
- Details of storage and stacking of items on site together with any delivery procedures and any assembly work that is going to be carried out.
- Detailed calculations for any loading platforms, props, temporary works or supports that are to be provided during the progress of the job.
- Personal protective equipment to be provided for employees and sub-contractors in particular, safety helmets etc.
- Details of any confined space hazards and where necessary, atmospheric monitoring procedures and emergency equipment to be provided.
- Details of any shoring to be provided in excavations, means of entry and barriers or secure coverings to be provided.

- Details of certification of personnel on site i.e., Construction Industry Training Board Certification Scheme for Scaffolding, Steel Erectors, Plant Operators, Demolition Operatives etc. Details of any certification such as Mounting of Abrasive Wheels, Cartridge Operated Tools etc.
- The training of operatives on site i.e., induction training and any details regarding their part to be played within the Work Method Statement.

**The Method Statement or System of Work is a requirement of the Health and Safety at Work Etc. Act 1974 and is intended to provide both the client and the individuals that are carrying out the work, the necessary information to undertake the job safely.**

**It is essential that a copy of the Method Statement is kept on site available for inspection by all personnel. In addition, it is the responsibility of Management to ensure that all operatives are aware of their role in the job which is outlined within the Statement.**

**It is pointed out that this check list is not exhaustive and just gives outlined details of the type of information that should be provided.**



# **Permit To Work Procedures & Pro Forma**

# Permit to Work Procedures

## Introduction

A Permit to Work system should be implemented whenever work has to be undertaken that involves special or particular levels of hazard and risk and additional levels of management control. Examples of the types of work that shall be covered by a Permit to Work are as follows:

- Excavating in toxic ground or where there are buried under-ground services
- Breaking flanges, opening valves or cutting into operational pipework etc.
- Entry into confined spaces
- Work on plant when guards have been removed
- Work near overhead cranes
- Work involving any hazardous substances such as asbestos
- Welding or use of any tools in areas where flammable liquids are present
- Work on live electrical installations
- When chemicals, gases or dusts are present in the workplace
- Entry into rooms that have been fumigated
- Certain works at height

## Limitation of Permits to Work

The issue of a Permit to Work does not in itself guarantee safety, it merely documents and communicates the hazards and risks identified and the precautionary measures that have been taken in order to minimise risk.

Thus Permit to Work procedures are only as good as the people operating them and the people supervising them. It is crucial therefore that supervisors of Permit to Work Systems:

- Are competent persons
- Ensure that every person on the site understands where permits are required
- Carry out regular checks to verify that the conditions specified by Permits are being maintained
- Rigorously enforce Permits and discipline anyone not meeting the requirements of a Permit

## USAGE

Permit to Work forms should be issued by an appointed competent person and it is important that the following conditions are met:

Only appointed persons shall issue Permits to Work. Each Permit shall be given a discrete sequential number which will be recorded on a master register of Permits to Works.

## LIMITS OF PERMIT

This section should define the scope of work to be undertaken; the area in which the defined work should be undertaken; the type of work to be covered by the Permit - i.e. Entry into Confined Space, Work on Electrical Systems made dead; the date and time of expiry of the Permit shall be defined (not normally beyond the end of that working day).

**RESTRICTIONS**

This section should identify what areas and activities have not been included in the permit controls and for which the Permit is thus not valid. Should work be required for areas, activities or using tools or equipment that are not defined on the current Permit, then another Permit should be sought. Under no circumstances should such work commence without a valid Permit to Work being obtained first.

**HAZARDS**

This section should detail any hazards and risks that may be present during the works activity.

**PRECAUTIONS**

Wherever a hazard or risk has been identified in the above section, then an appropriate control measure shall be defined in this section.

**CONDITIONS**

Any protective equipment, PPE, tools, atmospheric monitoring, emergency alarms, gas test equipment, or procedures that are required, should be defined in this section.

**ISSUE OF PERMIT**

Prior to issue, the appointed responsible person shall ensure that the precautions and the conditions, defined above, have been complied with and that the limits, restrictions, precautions and conditions have been discussed with the person to whom the permit is to be issued (the permit holder).

**RECEIPT OF PERMIT**

Before acceptance, the permit holder on receiving the permit shall ensure that he fully understands the limits, restrictions, hazards, precautions and conditions detailed on the

Permit to Work form. Only when he is satisfied should the form be signed. This is important as he then accepts responsibility for informing all persons under his/her control of these measures and for supervising compliance with the standards defined.

**CLEARANCE**

The permit shall be signed and dated as completed:

- When the work is complete
- Before the permit holder leaves site
- When the Permit Time has expired

If either of the last two occur before the work has been completed then the Permit must be cleared, cancelled and a new permit raised.

**CANCELLATIONS**

Permits cannot be cancelled until returned and the appointed responsible person and the permit holder have cleared the Permit. This must be strictly adhered too even if it means holding up the job until the person concerned is recalled to site.

When a permit has been cancelled it must be marked on both sides with a clear diagonal line, corner to corner, and filed in a cancelled permit file.

## **NOTES**

Permits are only valid whilst the permit holders remain on site. If any permit holder leaves the site then their permit must be cleared, cancelled and another permit raised in the name of someone who will be remaining on site for the duration of the job.

Where conditions or circumstances change, or the permit holder becomes concerned that the precautions, conditions defined by the permit are not sufficient or conditions differ to those anticipated, then all personnel should be withdrawn from the job and the permit referred back to the appointed responsible person.

The appointed responsible person should consider the difficulties encountered, the change in conditions or work methods and decide upon suitable controls.

The new controls should be added to the permit and countersigned by both the appointed responsible person and the permit holder.

# **Risk Assessment Policy**

## **RISK ASSESSMENTS**

Risk assessments are a structured method to identify, control or mitigate the hazards/risks produced by our activities or work. Risk assessments and the decisions made require formal recording. Risk assessments go beyond hazard identification and must involve analysis to evaluate risk levels, to eliminate these, or to take all reasonable steps to reduce the level of risk.

Risk assessment methods vary in their complexity. Client need or statutory requirements may require more complex methods of risk assessment.

### **Hazard Identification**

The process of risk management starts with an effective means of identifying hazards. Experience and relevant knowledge are important elements in the identification of hazards and competent resources will need to be allocated to this activity.

It may not always be possible to identify every hazard for every activity on every project, however, a structured and systematic approach will help you to identify as many hazards as possible. Try using a combination of the following techniques, though remember that there is no substitute for experience:-

- Brainstorming
- Hazard identification checklists
- Review of similar examples
- Worst cases scenarios
- Interviews
- Peer reviews
- Research into past incidents/accidents

You should always document the hazards identified in your risk assessment documentation. This may, where appropriate result in a project risk register. See CIRIA SP 125 - A Guide to the Systematic Management of Risk from Construction, though a number of in house risk assessment pro forma's are available for project use.

Where the elimination of hazards is not practical, appropriate control measures should be considered and the design amended to take account of them. It is then necessary to reassess the risk in order to establish the residual risk associated with the hazard. In some cases, the control measure itself may introduce additional hazards that also need to be assessed.

The results of hazard identification and risk assessment together with evidence of actioning risk control measures should be documented. The level of documentation depends on the activities and levels of risk involved.

### **Five Steps to Risk Assessment**

- Identify the potential hazards.
- Determine the Likelihood and Consequence of the risk.
- Decide on the necessary action, though wherever possible the hazard should be eliminated.

- Implement your decisions and record the findings on design risk assessments and drawings.
- Regularly review your assessment and revise it if necessary, and ensure sufficient information is provided to the contractor and others.

Finally remember to communicate the risks to others in the design team and ensure a copy of all risk assessments are provided to the Principal Designer for inclusion in the Health & Safety documentation.

## Typical Hazards May Include:

### 1. Environment Residential Schools

Children/General Public Farming  
Motorways/Trunk Roads River Flooding  
Unauthorised Access Live Services  
Rubbish

### 2. General Hazards

Asbestos Lead Radioactivity Electricity  
Vermin

### 3. General Construction

Activity Falls from Height/Through Fragile Material  
Open Manholes, Drains, Holes or Trenches Slips/Trips Excavation Collapse  
Unsafe Structure/Instability  
Moving Plant/Vehicles/Site Transport  
Manual Handling Fire and Evacuation  
Electrical Supply Noise and Vibration  
Hazardous Materials, Machinery  
Chemicals, Scaffolding Demolition (including Sequence) Access Routes around Site  
Storage Locations/Compound Delivery  
Use of Hand Tools  
Other Contractors/Trades  
Permits to Work  
Dust and Vapours/Noise Pollution into Water Courses Storage of Hazardous Materials Storage of Hazardous Liquids  
Concrete Access/Pumps Overhead Working/Cranes Confined Spaces  
Cuts/Lacerations from Handling Materials  
Erection Sequence  
Cutting/Welding  
Pumping  
Flammable Materials/Substances and Fire  
Site Access/Egress  
Portable Electrical Equipment Potentially Hazardous Plant Contact with Chemicals  
Old Paint  
Drilling/Abrading

### 4. Working in the Ground

Trial Pits  
Narrow Trenches Wide Trenches Confined Spaces Contamination Methane Gas/Sewers Artesian Water Flooding  
Ground Water  
Poor/Soft Ground/Instability  
Soil Liquefaction Landslips Weather  
Live Services/Overhead Cables  
Abandoned Services  
Access  
Sheet Piles/Props

### 5. Working Over Water

Drowning and Hypothermia  
Tides Flooding/Currents Boat/Ship movements Scour  
Access by Public  
Water-borne Diseases

### 6. Working at Height Mechanical Lifting

Operations Bolting up/Welding  
Wind  
Dropping Parts/Equipment/Materials  
Access Weather Overhead Cables

### 7. Working in a Live Building

Existing Processes Access for Other People  
Existing Services Existing Noise  
Noise of Construction Work Existing  
Dust/Fumes Construction Dust/Fumes  
Security  
Hoarding  
Access for Emergency Services Existing  
Evacuation Procedures (e.g. fire)

### 8. Foundations

See "Working in the Ground" Tension Piles  
Permanent Temporary Works  
Ground Anchors  
Uplift (Ballast)  
Piling Noise and Vibration  
Earth Moving  
Instability of adj. Structures  
Cavities in Ground

### 9. Tunnels

Geological Features/Faults  
Rock/Soil Conditions  
Existing Sub-Structures/Services  
Water  
Work Under Pressure  
Pipe-Jacking  
TBMs  
Hand Dig  
Ground Freezing Hazardous Substances  
Maintenance of Services Maintenance of Track/Road Maintenance of Lights  
Ventilation (including Flammable and/or Toxic Atmospheres, Oxygen Deficiency and Thermal Environment) Gas Leakage  
Explosives  
Locomotive & Spoil Removal Mechanical  
Hazards from Tunnelling Machines (Conveyors, etc.)  
Electric's

### 10. Hazardous

**Materials/Substances** Health  
Risk(s)/Safety Data  
Inhalation/Ingestion/Absorption  
Safe Levels/Concentrations

Operatives/Visitors/Staff/Public  
Use, Spillage, Environment/Failure of  
Safeguards or Controls Bacteria/Oxidising  
Substances

### 11. Drainage, etc.

See "Working in the Ground" Joining to Existing Systems Sudden Discharge  
Pressure Testing  
Water Testing  
Hazardous Existing Materials (e.g. asbestos, cement)  
Gases  
Existing Services Compaction Outfalls  
Over-dig  
Viruses

### 12. Structures

See "Working at Height" and "Demolition" Erection Sequence Bracing  
Demolition Welding Connections  
Sequence/Handling Access  
Alterations/Extensions  
Strength of Existing Structures  
Facade Retention  
Concrete Delivery  
Use of Chemicals/Spillage Reinforcement (handling/bending) Post- Tensioning and Pre-Casting Glazing and Cladding/Finishes

### 13. Demolition

See "Working at Height" Services  
Bracing/Stability Pre/Post- Tensioning Pre Cast Units Sequence of Work Access  
Asbestos Finishes/Fibres  
Lagging (Asbestos) Tension Members  
Tension Piles Burning/Cutting Explosives  
Pneumatic Drill Hammer  
Disc Cutting  
Mechanical Breakers (Peckers) Sledge Hammers  
Swinging Weight  
Overload by Debris  
Fire  
Substances Hazardous to Health

### 14. M&E Plant

Heavy Lifts  
Service Connections/Electrical  
Vibrations  
Stability  
Dangerous Gases/Coolants  
Fire/Explosion Risk Initial Installation  
Operational Access  
Maintenance Access/Removal  
Maintenance Shut-down  
Commissioning/Testing Decommissioning  
Hot and Cold Components Pressure  
Testing/Energy Release Legionella  
Telecomms  
Moving Machinery/ Parts



## **An Overview Of The Cdm Regulations**

## Construction Design And Management

TCi (GB) Ltd will fulfill its duties under the Construction (Design and Management) Regulations 2015 (known as CDM), this may be as the Client, Principal Contractor, Contractor, Principal Designer or Designer. In most cases it is likely our involvement will be as a contractor or the Principal Contractor. We will also on certain projects act as a Designer, particularly in the design of temporary works.

A series of Industry Guidance publications have been issued by the CITB, together with detailed guidance published by the HSE.

All work will be tendered for, negotiated and planned in accordance with the requirements of the CDM Regulations 2015.

A Pre-Construction Information Pack may be required, depending on our role, where required this will be issued to all designers and contractors by Principal Designer. All tenders must include sufficient resources and time allocation to carry out the work safely and in accordance with the plan.

The appointed Principal Contractor will develop the Construction Phase Plan by preparing Risk, Noise, COSHH and Manual Handling Assessments and will also include Method Statements from contractors carrying out specific work packages. Where we act as a contractor we will assist the Principal Contractor in planning the works in a safe and controlled manner, notifying him of any specific requirements and/or hazards which are likely to be encountered.

The company will also ensure that all sub-contractors are competent and adequately resourced for any work allocated to them. This applies equally to sub-contracted design work as it does to construction work.

Site Management will ensure that any information relevant to the Construction Phase Plan/Health and Safety File is complied with throughout the contract and issued to the Principal Contractor/Principal Designer.

The Principal Contractor is responsible for developing the Construction Phase Plan and passing any relevant information to the Principal Designer (where applicable) for the Health and Safety file.

The Contracts Manager will ensure that all the necessary resources have been allocated to comply with this legislation.

Support will be given to the Site Manager to ensure that any necessary additions to the Construction Phase Plan and information for the Health and Safety file are passed to the Principal Contractor/Principal Designer.

All other contractors on site will be informed of the contents of the Construction Phase Plan and will be made aware of any risks on site.

Contractors will be consulted regarding safety matters and will be informed of details regarding the Client, Designers, Principal Contractor etc. These details will be highlighted in a notice prominently displayed on site

## **Construction (Design And Management) Regulations 2015**

What are the CDM Regulations for?

All construction work must comply with the Construction (Design and Management) Regulations 2015 (CDM Regulations).

Projects are either notifiable to the Health and Safety Executive (HSE) or non-notifiable and this depends upon the scale of the construction work.

A project is notifiable to the HSE if the construction work is expected to:

- last more than 30 working days and have more than 20 workers working simultaneously at any point in the project; or work
- exceeds 500 person days, e.g. 50 workers on site for 10 days or more.

As there are various parties involved in a construction project, the CDM Regulations aim to link each party together. This means that health and safety risks must be considered from the initial design stage through to the completion of the construction phase.

The CDM Regulations set out roles and responsibilities for the following parties (duty holders) during construction activities:

- clients
- designers
- principal contractors
- other contractors.

### Application of CDM and Project Notification

The CDM Regulations apply immediately at the initial design stage of the project. The designers must comply with the requirements of Regulation 9 of CDM 2015. Should the project be notifiable, the client must notify the HSE by completing sending a Form 10.

What is construction work?

Construction work is defined as the carrying out of any building, civil engineering or engineering construction work and includes:

- construction
- alteration
- conversions
- fitting out
- commissioning and decommissioning
- renovations
- repairs
- maintenance (including high-pressure cleaning)
- redecoration
- demolition/dismantling
- site clearance prior to, and at the end of, construction work
- assembly/dismantling of prefabricated units to form a structure

- installation, commissioning, maintenance and removal of services associated with a structure.

A structure is defined as:

- “any building, timber, masonry, metal or reinforced concrete structure, railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipeline, cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure or structure designed to preserve or alter any natural feature, fixed plant and any structure similar to the foregoing”, or
- “any formwork, falsework, scaffold or other structure designed or used to provide support or means of access during construction work”.

Any reference to a structure includes a part of a structure.

Having confirmed that the work falls within the definition, it must then be established if the works are notifiable.

The CDM Regulations specifically refer to demolition or dismantling work. This is defined as the “removal of a structure or part of a structure or of any product or waste resulting from demolition or dismantling of a structure”. The stripping of cladding, removal of roof tiles and other such operations are not deemed to come under the requirements of the CDM Regulations (unless of course combined with other construction work).

Demolition work requires prior planning and carrying out in a safe manner. A written safe method of working is required prior to work commencing. The same criteria for notification apply to demolition work as other construction work.

## **Roles and responsibility for those involved in construction work under CDM 2015**

### **Clients**

A client is defined as any person for whom the project is carried out.

CDM 2015 also applies to domestic clients, i.e. where the project is not carried out in connection with a business; but their duties as a client are transferred to contractors including the Principal Contractor.

When several clients co-operate to commission a project, they can, under Regulation 4(8), agree on one lead client. Companies will often appoint one manager to represent them in dealing with a proposed project. The company will still be the client, not the named manager.

Under the CDM Regulations, the definition of design is broad and includes the specification of equipment or materials. Clients may therefore be designers under CDM 2015 and subject to the duties imposed on designers in addition to those of a client.

Clients have a number of important responsibilities on all projects under the CDM 2015 Regulations and must make suitable arrangements for managing the project by:

- assembling a competent project team; providing sufficient resources; ensuring roles and responsibilities are clear; and ensuring coordination and cooperation for members of the project team
- allocating sufficient time so that the project can be managed effectively. The management arrangements must be maintained and reviewed throughout the project
- providing pre-construction information as soon as is practicable to every designer and contractor appointed
- appointing a principal designer where there is more than one contractor involved in the project. This should be carried out as early as possible in the design stage and preferably at the concept stage
- providing the principal designer with relevant health and safety information
- appointing designers with sufficient skills, knowledge and experience for their tasks
- appointing a principal contractor with the necessary skills, knowledge and experience. This is required where there is more than one contractor involved in the project
- ensuring that a suitably developed Construction Phase Health and Safety Plan is prepared before the construction phase commences and is reviewed periodically
- ensuring that a Health and Safety File is prepared by the principal designer or if their role has finished the principal contractor.

## **Relevant health and safety information**

Referred to as the pre-construction information, the relevant information will include any plans, utility locations, hazardous materials, etc. that could affect the health and safety of people working on the project, e.g. surveys showing the location of asbestos under the Control of Asbestos Regulations 2012 or contaminated land.

It should be sufficient for any health and safety risks that may occur during the project to be identified and for controls to be planned. Some of the relevant pre-construction information may be present in any existing Health and Safety Files.

## **Construction phase health and safety plan**

The task of ensuring that a suitably developed Health and Safety Plan is prepared before the construction phase commences is the responsibility of the contractor, or the principal contractor where there is more than one contractor.

It is a requirement of the regulations for the client to allow the principal contractor sufficient time to develop the plan.

The client may ask for assistance from the principal designer to assess whether the construction phase plan submitted by the principal contractor is sufficiently developed and adequate for the project.

## Health and safety file

This is only required where there is more than one contractor involved in the project.

During the pre-construction phase, the principal designer must prepare a health and safety file appropriate to the characteristics of the project and which must be reviewed during the life of the project.

On completion of the project, the client receives a health and safety file from the Principal Designer. This contains information such as “as-built” details and details of residual risks.

The client, then, has a duty to keep this information available in the event of any future work on the structure.

## CDM 2015 regulations and domestic clients

Domestic clients are in the scope of CDM 2015 and this was primarily introduced to satisfy the requirements of the Temporary or Mobile Construction Sites Directive. In practice their duties as a client will be transferred to:

- the contractor, on a single contractor project; or
- the principal contractor, on a project involving more than one contractor.

## CDM regulations and appointments

All those appointed under CDM must have the necessary skills, knowledge and experience to perform their roles competently.

Where organisations are appointed they must have the organisational capability to carry out their role under CDM 2015. The HSE Guidance to CDM 2015, L153 gives advice on how to make sure that those appointed have the necessary skills, knowledge and experience.

## Principal designers

The Principal Designer for a project can be an individual or an organisation. Clients need to consider the nature of the proposed project and the skills, knowledge and experience required for taking on the role. Many different types of organisation offer the services of Principal Designer, including:

- engineers
- architects building surveyors
- quantity surveyors
- project managers
- civil engineering or building contractors.

Where organisations are appointed (either in house or commissioned externally) they must have the organisational capability to carry out their role as well as the necessary skills, knowledge and experience.

## **In-house appointments**

Client organisations may decide to appoint in-house Principal Designers for maintenance works and smaller contracts, such as conversions or refurbishment.

In-house appointments may be particularly appropriate where the health and safety issues associated with an existing site are complicated and relatively high risk, such as chemical works or large manufacturing sites, and in-house specialists are knowledgeable of the on-going processes.

The appointment of in-house Principal Designers may offer advantages in saving administration time and costs, but raises questions over whether they have the competency and the independency to perform this additional role and the time in addition to existing duties.

## **Externally commissioned appointments**

Externally commissioned Principal Designers should be able to offer specialist expertise and experience. This may be particularly necessary for larger works such as civil engineering projects, new building projects involving excavation, etc. Where the works are technically complex or high risk, the appropriate expertise and experience will be paramount.

## **The principal designer's responsibilities**

The Principal Designer is appointed by the client. The responsibilities of the Principal Designer are as follows:-

- Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of the project to eliminate or control of foreseeable risks
- Advise the client as necessary
- Prepare and provide relevant information to other duty holders including a Health and Safety File during the pre-construction phase of the project
- Liaise with the Principal Contractor to help in the planning, management, monitoring and coordination of the construction phase of the project
- Ensure that the Health and Safety File is delivered to the client on completion of the project.
- Ensure designers fulfil their duties

Designers are required to assess the risks contained within the proposed design and apply the General Principal Principles of Protection detailed at Appendix 1 of L153 (HSE guidance to CMD 2015). This includes risks both during the construction phase and for future construction work including maintenance work and demolition.

Principal designers should ensure that the designers carry out adequate design risk assessments. The Principal Designer must ensure that the results of these risk assessments are then incorporated into the design and the pre-construction information.

Principal Designers will therefore need to be satisfied that designers have:

- recognised significant risks
- eliminated foreseeable risks where reasonably practicable
- reduced risks where elimination is not reasonably practicable

- clearly identified significant remaining risks to ensure that these are included in the pre-construction phase information.

If the design process continues after the appointment of a principal contractor and into the construction phase of a project, the Principal Designer continues to be involved in checking designers' competence and provision for health and safety, i.e. design and build contracts, or a specialist mechanical engineering subcontractor designing and installing plant and equipment, e.g. heating and ventilation systems.

## **Ensure that designers co-operate with each other and with the principal designer**

There may be potential for designers and the Principal Designer to disagree about measures to eliminate or minimise risks and the client may need to make a final decision about any conflicts.

A constructive professional attitude and a co-operative team approach is a key attribute for the Principal Designer position.

## **Ensure that pre-construction information is prepared**

The pre-construction information contains relevant health and safety information which tenderers will need in order to price for safety and plan for safe working.

It is the Principal Designer's responsibility to ensure that the pre-construction information is prepared and included in the tender documents. The Principal Designer will need to collate the information from different sources such as the client (e.g. site rules and access details) and designers (e.g. risk assessments and significant design hazards).

The pre-construction document is prepared between the client, principal designer and designers. Help on the information to be provided can be found at Appendix 2 of the HSE'S L153 Guidance to CDM 2015.

Once a principal contractor has been appointed, it is the client's responsibility to ensure that a suitable construction phase plan is prepared by the principal contractor and is ready before construction begins. The principal designer may be asked by the client to check the adequacy of the plan before the client authorises construction work to start.

## **Construction phase plan**

The Construction Phase Plan sets out how health and safety is to be managed during the construction phase. It provides information from the client, Principal Designer, designers, contractors and suppliers. The level of detail should be proportionate to the risks involved in the project. The content of the plan is given in Appendix 3 of the Guidance L153 and should include:

- a description of the project
- communication on site and how the works are to be managed (in terms of management structure and responsibilities, general arrangements and site rules)
- additional arrangements for controlling significant safety risks and health risks
- the health and safety file



On fast-track projects, where the design is developed while the construction work continues, the whole plan may not be completed before construction work begins. However the initial phases of the plan, which affect the work that is initially taking place, must be sufficiently developed, i.e. the risks assessed and necessary control measures specified — for example, the construction phase plan for a new office building may only specify safe systems of work for operations involving excavations and building the foundations, but not for work on the outfitting of the upper floors, as the design detail may not be available.

## **Ensure that a health and safety file is prepared and delivered to the client**

The principal contractor is responsible for control and co-ordination of health and safety on site. The principal designer will still have an involvement, including the co-ordination and preparation of the health and safety file and ensuring that it is delivered to the client on completion of the works. It will therefore be necessary for the principal designer to maintain contact with the principal contractor and with designers who may be modifying plans or services, for example, in response to site conditions. A health and safety file is only required for projects where there is more than one contractor.

The principal designer is likely to attend site progress meetings or to make specific arrangements to ensure that a flow of information for the health and safety file continues throughout the project. These arrangements should be made in a “continuing liaison” section within the agreed construction phase health and safety plan.

## **Designers**

Designers are those who prepare or modify designs. Designs can include drawings, design details, specifications and bill of quantities (including specification of articles or substances) in relation to the structure and calculations prepared for the purpose of a design.

Designers may therefore include:

- civil, structural, mechanical and electrical engineers and technicians
- architects and architectural technicians
- building services engineers
- building surveyors
- quantity surveyors
- project managers
- specifiers of materials or equipment

The number and variety of designers employed on a project will depend upon the size and complexity of the project.

## **Competence — skills, knowledge and experience**

Clients may seek the advice of the Principal Designer when assessing designers' skills, knowledge and experience. Technical and administrative back-up may be assessed, e.g. computer-aided design facilities and access to health and safety library information, to prove the overall capability of a design organisation.

## **Designers' responsibilities**

Designers' responsibilities apply to all designers, irrespective of the size, value or complexity of the work or the nature of the client.

- Advise Clients of their duties
- Designers are required to notify the client of the duties that the CDM Regulations place upon clients.
- Consider Health and Safety in their designs and apply the General Principles of Protection contained at Appendix 1 of HSE Guidance L153.
- Designers are required to consider health and safety during the construction phase of the project, and for future construction work including maintenance and final demolition of the structure — for example, consideration of future access requirements, e.g. to plant and equipment on a roof, is therefore essential.

Designers are required to:

- Identify the hazards that will occur during construction and subsequent maintenance and demolition
- Eliminate foreseeable risks as far as is reasonably practicable through design
- Reduce the risks where elimination is not reasonably practicable
- Provide adequate information on the risks that cannot be eliminated.
- Consider Health and Safety in their Designs

Designers are required to consider health and safety during the construction, future maintenance and final demolition of the structure. Consideration of future access requirements, e.g. to plant and equipment on a roof, is therefore essential. Designers are required to:

- identify the hazards that will occur during construction and subsequent maintenance
- and demolition
- eliminate risks where possible through design or otherwise
- reduce the risks where elimination is not practicable
- provide adequate information on the risks that cannot be eliminated.

Designers are also required to consider the impact of their design on the health and safety of persons eventually working in the structure as a workplace e.g. lighting and ventilation requirements.

Designers contribute key information to the pre-construction information and the health and safety file via the principal designer. This can be done by discussion and by the designers providing the principal designer with documentation summarising the designers' input.

## **Principal contractors**

A contractor is anyone who in the course or furtherance of a business carries out, manages or controls construction work. The principal contractor should be an experienced and capable contractor. This means that the principal contractor could be any of the following:

- a building or civil engineering contractor
- an in-house building/maintenance department
- a management contractor
- in-house or consultant project managers
- in-house or consultant facilities managers.

- a non-domestic client

The most important factors in the appointment of the principal contractor are the necessary skills, knowledge and experience, as appropriate for the proposed project.

Some clients use in-house organisations as principal contractor only for works up to a defined value, and external contractors above this value. However, there can only be one principal contractor on a project at any given time.

## **Competence – skills, knowledge and experience**

It must be demonstrated that appointed contractors have the necessary skills, knowledge and experience as principal contractors. Experience and a proven track record in the type of construction are required, together with a sound management organisation are required.

## **The principal contractor's responsibilities**

Plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase. This will involve the following:

- Develop the Construction Phase Plan
- Provide Information from the Construction Phase Plan to Contractors
- Ensure that all workers are properly trained and attend induction training
- Enforce site rules and site access arrangements
- Ensure that notifications are displayed on site
- Provide information for the Health and Safety File
- Ensure suitable welfare facilities are provided

## **Develop the construction phase plan**

The pre-construction document contains relevant information that will help the principal contractor decide the approach to the work. Once appointed, the principal contractor must use this information to develop proposed working methods to provide safe systems of work, as contained within method statements and detailed project management plans and arrangements. These will include details of the time allowed for the work, numbers of workers and types of equipment, safe access arrangements, supervision arrangements, emergency plans, etc.

Ensure that subcontractors have the necessary skills, knowledge and experience and are properly co-ordinated including consulting with workers and engaging them on health and safety matters.

## **Provide information from the construction phase plan to contractors**

The principal contractor should work with other contractors to identify the hazards and assess the risks related to their work, and apply the general principles of prevention, including the risks they may create for others.

Hence, the principal contractor, in discussion with the contractors involved, must plan, manage and co-ordinate the construction phase.

This includes supervising and monitoring work to ensure that it is done safely and that it is safe for new activities to begin.

## **Ensure that all workers are properly trained and attend induction training**

Site induction, training and information are vital to securing health and safety on site. The principal contractor has to ensure, so far as is reasonably practicable, that every worker has a suitable induction and any further information and training needed for the particular work on site. This requires the principal contractor to ensure that other contractors train their workers, requiring proof of training from them if necessary. This could include requiring proof that contractors' employees who operate powered plant have the necessary training and certification, e.g. dumper drivers.

## **Enforce site rules and site access arrangements**

Principal contractors have to ensure that site rules are communicated, understood and enforced. Site rules must be written down, included within the construction phase plan and included in subcontract documentation. The rules may be included in site-specific induction training for all staff employed on a project. The Principal Contractor must also make sure that unauthorised access to the site is prevented.

Principal contractors are also responsible for controlling site access and limiting this to authorised persons only.

## **Ensure that notifications are displayed on site**

It is the duty of the principal contractor to make sure that the notification of the project HSE Form F10 is displayed at the site.

## **Provide information for the health and safety file**

Irrespective of who actually prepares “as-built” drawings, the information to allow such drawings to be completed will come from the principal contractor. Similar information on materials used and types of mechanical or electrical plant should also be given by the principal contractor to the Principal Designer for inclusion in the health and safety file.

## **Ensure suitable welfare facilities are provided**

These should be provided from the start of the construction phase until completion of the project the project. These facilities include:

- sanitary conveniences
- washing facilities
- drinking water
- changing rooms and lockers and
- facilities for rest.

## **Other contractors**

### **Contractors' responsibilities**

Other contractors also have duties, under the CDM Regulations, to:

- co-operate with the principal contractor and principal designer where these have been appointed
- plan, manage, supervise and monitor their own work to ensure the safety of their workers and comply with those parts of the construction phase plan which are relevant to them
- provide the principal contractor with information which might affect health and safety
- comply with directions from the principal contractor and principal designer
- provide the principal contractor with any reports required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- provide the principal contractor with details of any contractor whom he or she subcontracts to do work
- ensure that employees and the self-employed are provided with the names of the principal designer and principal contractor, as well as the health and safety plan contents.

## **Training**

The principal contractor has a clear and well-established duty to ensure those on site are properly trained.

Rules and access arrangements may be included in site-specific induction training for all staff employed on a project. By choosing the right people for the right job and appointing them early, all in the construction team can make sure that the project is safe to build, safe to use and safe to maintain.

## **Pre-construction information**

Designers and contractors (including the Principal Designer and Principal Contractor) are to be provided with 'Pre-Construction Information' the purpose of this information is to enable those involved with the design, planning and implementation of the construction works to be aware of any hazards and restrictions that may affect the health, safety or welfare of those constructing, using, maintaining or ultimately demolishing the works.

The intention of the information is to improve the management of health and safety on site, and also to reduce the number of accidents and the incidents of ill health that occur.

The pre-construction information is to be used by those involved with the project to develop proposals and management arrangements that will enable the project to be implemented in a safe and controlled manner.

The pre-construction information may include:

- A general description of the works and details of the projects timescales.
- Details of health and safety risks as far as they are known, including information provided by designers about particular risks that they are unable to eliminate and assumptions in broad terms they have made about precautions which will need to be taken.
- Information required by possible principal contractors to allow them to identify the health and safety competencies and resources they will need for the project.
- Information on which to base a construction phase health and safety plan.
- Copies of project drawings, historic as-built drawings, topographical plans etc.
- Copies of any surveys and site investigation works and information on any hazardous substances likely to be encountered such as asbestos, lead or contaminated ground.

## **Contractors (Health, Safety & Welfare) Start-Up Procedur**

## **Contractors (Health, Safety & Welfare) Start-Up Procedures**

These procedures deal primarily with the control and management of contractors undertaking work on behalf of the company. The reason for controlling contractors is simple in that many accidents happen to contractors and others when working on other people's sites, sometimes this is due to a lack of information about the premises, what goes on within them or what is required of them while they are on the premises. Alternatively, it may be due to a lack of knowledge, training, skill or resources on behalf of the contractor.

The overriding reason for managing and controlling contractors is therefore to try and eliminate accidents by ensuring the selection of appropriate and competent contractors and through the exchange of information between the various parties.

The process of controlling contractors therefore aims to:

- Provide protection to all employees of the contractor and client, as well as members of the public and others affected by the works.
- Safeguard plant, equipment and property.
- Provide an exchange of information between the client, contractor and other relevant parties, with regards to the hazards and risks associated with the works.

The requirement for the control process is reinforced by specific statutory legislation, including:

- Health and Safety at Work Etc. Act 1974 (Section 3)
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Construction (Design and Management) Regulations 2015

The company will only appoint contractors to undertake work on their projects who are competent and adequately resourced to take on the particular type of work involved in any project.

Most contractors utilised by the company have a satisfactory track record of working directly with us on a selection of similar projects.

Their competence and areas of skill/expertise is therefore generally well known to the company and such organisations are selected on the basis of past experience and knowledge of the organisation, though periodic checks must still be made.

Where an organisation which is not known to TCi, their track record in terms of safety competency, accident records, history of completed projects and client references will be obtained and reviewed prior to any decision being made.

This review should include a review of the organisations health and safety policy and procedures where more than 5 persons are employed and followed up with an interview where considered appropriate to demonstrate more fully the organisations capabilities and competence.

Once appointed all contractors need to be made aware of the potential hazards and risks associated with the project, as in the same manner TCi (GB) Ltd will need to know of any additional hazards likely to be generated as a result of the working methods of the contractor.

The following Contractor (Health, Safety and Welfare) Start-up Form and Emergency Procedures Form will therefore be completed as far as possible by TCi (GB) Ltd and issued to the contractor for review and completion prior to the implementation of any works. This provides a simple mechanism to help ensure an exchange of safety related information as required by the above legislation.

Following the appointment of any contractor TCi (GB) Ltd will continue to liaise with the contractor, not only on technical matters, but also on any safety and management related issues necessary to facilitate the works in a safe and controlled manner.



## Contractors (Health, Safety & Welfare) Start-Up Form

**Site:** .....

**Principal Contractor:** ..... **Name of Works Supervisor:** .....

**Information issued by to** ..... **Date:** .....

The following shared welfare facilities are provided on site:	Hand washing facilities Toilets Hot and cold running water Rest room ..... .....
You are required to provide the welfare facilities for the exclusive use of your employees:	First aid facilities Change of clothing where required Clothes drying facilities where required ..... .....
Please state name of your competent person:	.....
Are all persons trained, experienced and competent in the type of works to be undertaken:	.....
Specific site rules as set out by the Principal Contractor and/or client include:	.....
Permits to Work will be required for the following activities:	.....
Hazards specific to this project include:	.....
All tools, plant, materials and equipment required to complete the works are to be provided/procured and maintained your organisation, with the exception of the following:	.....
It is a requirement of your appointment that our safety policies and where appropriate those of the Principal Contractor and Client, are followed at all times. Please confirm that this is acceptable:	.....
The following hazardous substances and/or materials may be encountered or used during the work process:	.....
Please state any additional information you require:	.....
Please state any specific hazards or safety issues which may be generated by your work activities:	.....
On behalf of ..... I acknowledge receipt of the above information and will ensure that it is adhered to throughout all stages of the project.	Signed: ..... Date: ..... ..... Name: .....