

# **CONTACT ELECTRICAL (NORWICH) LIMITED**

**The Guard House  
Hudson Close  
Rackheath Industrial Estate  
Norwich  
NR13 6LH**

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**Company Policy on Health, Safety and Welfare at Work  
in accordance with  
Section 2(3) of the Health and Safety at Work Act 1974**

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

### POLICY REVIEW RECORD

The Company Policy for Health and Safety was first issued in this format – July 2000

Revision No	Date	Details
1	August 2002	<ul style="list-style-type: none"> <li>◆ Company Changed to a Limited Company</li> <li>◆ Updated Risk Assessments</li> <li>◆ Section 1 of the Policy – Planning, Organisation, Control, Monitoring &amp; Review</li> <li>◆ CP 1 (Welfare &amp; First Aid) – replace Factories Act &amp; Offices, Shops &amp; Railways Act with the Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> <li>◆ CP 6 (Scaffolding) – Reference made to Safety Harnesses – SG4</li> <li>◆ CP 9 (Step-ladders, Trestles &amp; Stagings) – New Standard for Ladders Added – BS EN 131</li> <li>◆ CP 10 (MEWAP) – Reference made to Safety Harnesses – BS EN 361</li> <li>◆ CP 15 (Buried Services) – Service Distance changed to 500mm</li> <li>◆ CP 19 (Confined Spaces) – Factories Act removed</li> <li>◆ SP 1 (RIDDOR) – Add Accident Report Form</li> <li>◆ SP 1 (RIDDOR) – Add Incident Reporting Procedure</li> <li>◆ SP 3 (Contract Notification) – Add Contract Notification Form</li> </ul>
2	July 2004	<ul style="list-style-type: none"> <li>◆ The Control Lead at Work Regulations 2002</li> <li>◆ The Control of Substances Hazardous to Health Regulations 2002 – to include Updating COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ Section 2 of the Policy – Responsibilities for Directors – More Information Added</li> <li>◆ CP 1 (Welfare &amp; First Aid) – More Information Added</li> <li>◆ Updated Code of Practice for Ladders (CP 8)</li> <li>◆ CP 18 (Health Hazards) – More Information Added</li> <li>◆ New Code of Practice – Display Screen Equipment (CP 21) to include VDU Workstation Checklist Assessment</li> <li>◆ New Code of Practice – Mobile Telephones (CP 22)</li> <li>◆ New Code of Practice – Hand Arm Vibration (CP 23)</li> <li>◆ Updated Code of Practice for Fire Precautions and Emergency Procedures on Site (CP 24) to include a Hot Work Permit</li> <li>◆ Add SP 7 – Risk Assessment for New and Expectant Mothers</li> <li>◆ Add SP 8 – Health &amp; Safety Training Policy &amp; Arrangements</li> </ul>

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2 (continued)	July 2004	<ul style="list-style-type: none"> <li>◆ Add SP 9 – Individual Company Safety Rules</li> </ul>
3	August 2005	<ul style="list-style-type: none"> <li>◆ The Control of Substances Hazardous to Health Regulations 2004 – to include Updating COSHH Assessments</li> <li>◆ All Changes Relevant to New Regulations – The Work at Height Regulations 2005 (CP 6 Scaffolding; CP 7 Mobile Tower Scaffolds; CP 8 Ladders; CP 9 Step-Ladders, Trestles &amp; Stagings; CP 11 Roofwork)</li> <li>◆ Updated Risk Assessments</li> <li>◆ Section 1 of the Policy – Updated Health &amp; Safety Policy Statement</li> <li>◆ CP 12 (Electrical Equipment) – More Information Added</li> <li>◆ CP 18 (Health Hazards) – More Information Added</li> <li>◆ Updated Code of Practice for Fire Precautions and Emergency Procedures on Site (CP 24)</li> <li>◆ Updated Code of Practice for Manual Handling (CP 25) to include a Manual Handling Assessment</li> <li>◆ SP 2 (Procedures for New Employees Engaged by the Company) – More Information Added</li> <li>◆ SP 4 (Suppliers) – More Information Added</li> <li>◆ Add SP 10 – Company Vehicles</li> </ul>
4	July 2006	<ul style="list-style-type: none"> <li>◆ No changes made to the Health and Safety Policy</li> </ul>
5	July 2007	<ul style="list-style-type: none"> <li>◆ New Company Address</li> <li>◆ The Control of Asbestos at Work Regulations 2006</li> <li>◆ The Control of Noise at Work Regulations 2005</li> <li>◆ The Control of Substances Hazardous to Health Regulations 2002 (As Amended) – to include Updating COSHH Assessments</li> <li>◆ All Changes Relevant to New Regulations – The Construction (Design and Management) Regulations 2007 to include replacing the Construction (Health, Safety and Welfare) Regulations 1996</li> <li>◆ Updated Risk Assessments – to include Record of Risk Assessment Briefing</li> <li>◆ Replace the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997 with the Regulatory Reform (Fire Safety) Order 2005</li> <li>◆ CP 1 (Welfare &amp; First Aid) – More Information Added</li> <li>◆ Updated Code of Practice for Company Offices (CP 2)</li> <li>◆ Updated Code of Practice for Scaffolding (CP 6)</li> </ul>

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Revision No	Date	Details
5 (continued)	July 2007	<ul style="list-style-type: none"> <li>◆ Updated Code of Practice for Step-Ladders, Trestles and Stagings (CP 9)</li> <li>◆ CP 18 (Health Hazards) – More Information Added to include Updating Regulations</li> <li>◆ Updated Code of Practice for Personal Protection – Protective Clothing and Equipment (CP 20)</li> <li>◆ Updated Code of Practice – Hand Arm Vibration (CP 23)</li> <li>◆ New Code of Practice – Noise (CP 24)</li> <li>◆ SP 1 (RIDDOR) – Updated Information</li> <li>◆ Add SP 11 – Smoking Policy</li> <li>◆ Add Record of Health and Safety Policy Briefing</li> </ul>
6	August 2008	<ul style="list-style-type: none"> <li>◆ No changes made to the Health and Safety Policy</li> </ul>
7	October 2009	<ul style="list-style-type: none"> <li>◆ New Health and Safety Control Procedures Manual Format</li> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ Section 1 of the Policy – Updated Health and Safety Policy Statement</li> <li>◆ Section 1 of the Policy – Updated Environmental Policy Statement</li> <li>◆ Section 1 of the Policy – Add Waste Management Policy</li> <li>◆ Section 2 of the Policy – Responsibilities for Directors – More Information Added</li> <li>◆ Section 2 of the Policy – Responsibilities for Supervisors/Foremen – More Information Added</li> <li>◆ Updated Code of Practice for Ladders – More Information Added (CP 8)</li> <li>◆ Updated Code of Practice for Step-Ladders, Proprietary Access Systems and Stagings – More Information Added (CP 9)</li> <li>◆ Updated Code of Practice for Electrical Equipment – More Information Added (CP 12)</li> <li>◆ CP 15 (Buried Services) – Service Distance changed to 300mm</li> <li>◆ CP 18 (Health Hazards) – More Information Added to include Updating Regulations</li> <li>◆ Updated Code of Practice for Entry into Confined Spaces (CP 19)</li> <li>◆ New Code of Practice – Fire Precautions and Emergency Procedures in the Office Environment (CP 26)</li> <li>◆ Updated Code of Practice for Manual Handling (CP 27) to include a Manual Handling Assessment</li> <li>◆ New Code of Practice – Legionnaires Disease (CP 28)</li> </ul>

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Revision No	Date	Details
7 (continued)	October 2009	<ul style="list-style-type: none"> <li>◆ New Code of Practice – Lone Working Procedures (CP 29)</li> <li>◆ SP 1 (RIDDOR) – Updated Information</li> <li>◆ SP 2 (Procedures for New Employees Engaged by the Company) – Updated Information</li> <li>◆ SP 4 (Suppliers) – Add Contractors Evaluation Assessment</li> <li>◆ SP 6 (Policy for Achieving Compliance with the CDM Regulations 2007) – Updated Information</li> </ul>
8	August 2010	<ul style="list-style-type: none"> <li>◆ Health and Safety Policy Reviewed – No Changes Required</li> </ul>
9	August 2011	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ CP 1 (Welfare &amp; First Aid) – More information added</li> <li>◆ Updated Code of Practice for Scaffolding (CP 6) – Updated Guidance</li> <li>◆ Updated Code of Practice for Electrical Equipment – More Information Added (CP 12)</li> <li>◆ CP 18 (Health Hazards/Hazardous Substances) – More Information Added to include Updating Regulations</li> <li>◆ New Code of Practice – Communication (CP 29)</li> <li>◆ New Code of Practice – Safety Harnesses (CP 30)</li> </ul>
10	August 2012	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ All Changes Relevant to amended Regulations – The Control of Asbestos Regulations 2012</li> <li>◆ CP 1 (Welfare &amp; First Aid) – Updated information added due to Changes in Regulations</li> <li>◆ CP 18 (Health Hazards/Hazardous Substances) – More Information Added to include Updating Regulations</li> <li>◆ New Code of Practice – Work at Heights (CP 31)</li> <li>◆ New Code of Practice – Risk Assessments/Method Statements (CP 32)</li> <li>◆ SP 1 (RIDDOR) – Updated Information to include New Procedure for R.I.D.D.O.R.</li> <li>◆ SP 4 (Suppliers) – Add Contractors Evaluation Assessment for Contractors with less than 5 employees</li> <li>◆ Add SP 12 – Alcohol and Drugs Policy</li> </ul>
11	August 2013	<ul style="list-style-type: none"> <li>◆ Health and Safety Policy Reviewed – No Changes Required</li> </ul>

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Revision No	Date	Details
12	August 2014	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ Updated Code of Practice for Step-Ladders, Proprietary Access Systems and Stagings (CP 9) – Change of Guidance Number</li> <li>◆ Updated Code of Practice for Personal Protection – Protective Clothing and Equipment (CP 20)</li> <li>◆ Updated Code of Practice – Communication (CP 29) – Updated Information</li> <li>◆ SP 1 (RIDDOR) – Updated Information to include New Procedure for R.I.D.D.O.R.</li> <li>◆ SP 5 (Policy for Health and Safety Consultation with Employees) – Updated Information</li> <li>◆ SP 6 (Policy for Achieving Compliance with the CDM Regulations 2007) – Updated Information</li> <li>◆ Add SP 13 – Policy for Non-English Speaking Employees</li> <li>◆ Section 4 of the Policy (Forms) – Add Weekly Health and Safety Monitoring Form 001</li> <li>◆ Section 4 of the Policy (Forms) – Add Risk Assessments and Method Statements Review Form 002</li> <li>◆ Section 4 of the Policy (Forms) – Add Occupational Health Assessment Form 003</li> <li>◆ Section 4 of the Policy (Forms) – Add Personal Protective Equipment Assessment Form 004</li> </ul>
13	August 2015	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ All Changes Relevant to Amended Regulations – The Construction (Design and Management) Regulations 2015</li> <li>◆ Updated Code of Practice for Health Hazards/Hazardous Substances (CP 18) – Information Added/Removed to include Updating Regulations</li> <li>◆ New Code of Practice – Asbestos (CP 33)</li> <li>◆ Section 4 of the Policy (Forms) – Updated Occupational Health Assessment Form 003</li> <li>◆ Section 4 of the Policy (Forms) – Add Enforcement Authorities Visit Form 005</li> <li>◆ Section 4 of the Policy (Forms) – Add New Employee Induction Checklist/Record Form 006</li> </ul>
14	July 2016	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ Section 1 of the Policy – Remove Planning, Organisation, Control, Monitoring and Review and replace with Plan, Do, Check, Act</li> </ul>

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Revision No	Date	Details
14 (continued)	July 2016	<ul style="list-style-type: none"> <li>◆ Updated Code of Practice for Scaffolding (CP 6) – Updated Guidance</li> <li>◆ Updated Code of Practice for Health Hazards/Hazardous Substances (CP 18) – Information Added/Removed to include Updating Regulations</li> <li>◆ Updated Code of Practice for Manual Handling – More Information Added (CP 27)</li> <li>◆ New Code of Practice – Loading and Unloading Vehicles (CP 34)</li> <li>◆ Section 4 of the Policy (Forms) – Add Notification of Near Miss Form 007</li> </ul>
15	August 2017	<ul style="list-style-type: none"> <li>◆ Health and Safety Policy, Risk and COSHH Assessments Reviewed – No Changes Required</li> </ul>
16	August 2018	<ul style="list-style-type: none"> <li>◆ Health and Safety Policy, Risk and COSHH Assessments Reviewed – No Changes Required</li> </ul>
17	August 2019	<ul style="list-style-type: none"> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Risk Assessments</li> <li>◆ New Code of Practice – Policy and Procedure to Reduce Exposure to Dust (CP 35)</li> <li>◆ SP 1 (RIDDOR) – Updated Accident/Incident Investigation Report</li> </ul>
18	July 2020	<ul style="list-style-type: none"> <li>◆ Updated Risk Assessments to include updated Residual Risk Rating Chart</li> <li>◆ Updated COSHH Assessments</li> <li>◆ Updated Code of Practice for Welfare and First Aid (CP 1) – Update on the Requirements and Contents of First Aid Boxes</li> <li>◆ New Code of Practice – Dangerous Substances and Explosive Atmospheres (DSEAR) (CP 15)</li> <li>◆ Updated Code of Practice for Buried Services (CP 16) – Service Distance changed to 500mm</li> <li>◆ Updated Code of Practice for Lifting Operations (CP 17) – More information added</li> <li>◆ Update Code of Practice – Lone Worker Policy (CP 29)</li> <li>◆ Updated SP 10 – Company Vehicles – More information added</li> <li>◆ Add SP 14 – Workplace Mental Wellbeing at Work Risk Assessment and Action Plan</li> </ul>

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**SECTION 1**

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**CONTACT ELECTRICAL (NORWICH) LIMITED**

**HEALTH AND SAFETY POLICY STATEMENT**

**GENERAL**

This Company is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons whose health and safety may be affected by our activities. We will take steps to ensure our statutory duties are met at all times to include the provision of adequate resources to protect both our employees and others who may be affected by our work activities.

Every new employee will be given Health and Safety guidance when they join the Company and each employee will be given refresher information, instruction and training as is necessary to enable the safe performance of work activities.

Adequate facilities and arrangements will be maintained to enable employees to raise issues of Health and Safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Company. We retain the services of Michael J Errington CMIOSH OSHCR to provide advice and guidance to the organisation.

Each individual has a legal obligation to take reasonable care for his or her own health and safety and for the safety of others who may be affected by his or hers acts or omissions.

The successful implementation of this policy requires total commitment and co-operation from all levels of management and employees within our company.

The Company will ensure through the role of the Director and Supervisors/Foremen that financial provision will be made to ensure that health, safety and welfare standards will be maintained within the organisation. This is to include that sufficient time and resources are available together with an adequate lead in time for works to be carried out.

**RESPONSIBILITY**

Directors will through delegation of duties to the Supervisors/Foremen ensure that the following is implemented:

- ◆ Actively seek the cooperation and suggestions for improvements from all employees in relation to our Health and Safety Policy;
- ◆ Provide adequate information, instruction and training to ensure so far as is reasonably practicable the health and safety at work of employees;
- ◆ Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement;

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- ◆ Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace;
- ◆ Have arrangements for ensuring the safe use, handling, storage and transport of articles and substances;
- ◆ Provide and maintain plant, equipment and systems of works that are safe and without risks to health.

Employees will:

- ◆ Conform to rules, procedures and training regarding safe working;
- ◆ Use the correct methods of work and not improvise by using methods, tools or equipment which entail unnecessary risks;
- ◆ When there is a legal requirements to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- ◆ Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- ◆ Report any potential Health and Safety hazard including infections or other diseases, accidents, injuries or concerns associated with the workplace;
- ◆ Assist in the maintenance of good housekeeping standards;
- ◆ Cooperate with us to enable all statutory duties to be complied with;
- ◆ Assist where necessary in the investigation of any accidents that occur.

Our Company arrangements for First Aid, Emergency Evacuation, Fire Safety and Accident Reporting are all displayed on our Company notice boards. These are also contained within our Company Health and Safety Manual.

Our Company Health and Safety Manual contains the detailed organisation and arrangements in relation to all our rules and procedures and you can refer to a copy of this at our office.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes. This will be on a minimum an annual basis.

Signed:

Mr Mark Eames, Director with Responsibility for Health and Safety

Date:

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**CONTACT ELECTRICAL (NORWICH) LIMITED**

**ENVIRONMENTAL POLICY STATEMENT**

Contact Electrical (Norwich) Limited recognise the importance of maintaining their operations to ensure the safety of the environment. The company recognises that effective management of our environment makes good business sense and will be a fundamental and integral part of our business strategy.

To ensure we achieve these standards procedures will be implemented to include the following:

- ◆ Being aware of how our activities impact upon the environment and seek to minimise adverse effects by means of the best available techniques, not entailing excessive cost, through a policy of health and safety improvement at the workplace control of pollution and care for the local environment.
- ◆ Complying with our legal responsibilities and playing our part in influencing future legislation.
- ◆ Conserving the use of resources, particularly those which are scarce or non renewable, including the following:
  - a) to avoid waste and encourage conservation, re-use and recycling, e.g. chipping, composting and waste disposal management, etc.;
  - b) to preserve, restore and enhance the built and natural heritage;
  - c) to encourage the sustainable use of land based resources and certified timber and wood products, e.g. non-sustainable resources – peat, tropical hardwoods;
  - d) to reduce air, land and water pollution, e.g. toxic chemical sprays, motor exhaust etc.
- ◆ Being sensitive to the environmental concerns of our neighbours and the communities through which we operate and responding to them.
- ◆ Adopting environmental objectives to continually improve our environmental performance and monitor progress in their achievement.
- ◆ Requiring our suppliers and contractors to have a proper regard for our Environmental Policy for the goods and services they provide for us.
- ◆ Dispose of waste materials as required by the requirements of current legislation and information provided on the Material Safety Data Sheets provided by the supplier.
- ◆ Communicating this policy to our staff, suppliers and customers and seeking their help to implement it.

This policy will be reviewed on an annual basis.

Signed:

Mr Mark Eames, Director with Responsibility for Health and Safety

Date:

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**WASTE MANAGEMENT POLICY**

We recognise that the incorrect or inappropriate disposal of waste such as fly tipping is illegal, unsightly and can damage the environment for many years and that the true cost of waste and the disposal can account for up to 5% of the project costs.

We therefore intend to ensure the following:

- ◆ Where possible when ordering we minimise waste produced by the ordering of exact amounts and ensuring that we take into account the method of packaging and delivery of materials.
- ◆ All waste will be segregated on site into waste that can be defined as controlled waste with separation between inert waste, non hazardous waste and hazardous waste.
- ◆ All waste will be transferred by a registered waste carrier with records maintained of the transfer of the waste on the controlled waste transfer certificate.
- ◆ Where we undertake projects with an estimated value greater than £300,000.00 we will prepare a site waste management plan for the works which will contain the following:
  - ◆ Details of the Client.
  - ◆ Details of the Principal Contractor.
  - ◆ Competent Person who prepared it.
  - ◆ The nature of the work and location.
  - ◆ The types and quantities of each waste expected to be produced during the project.
  - ◆ The waste management action proposed for each of these wastes i.e. re-using, re-cycling, recovery or disposal.
- ◆ All waste will be dealt with in accordance with the Duty of Care Regulations.

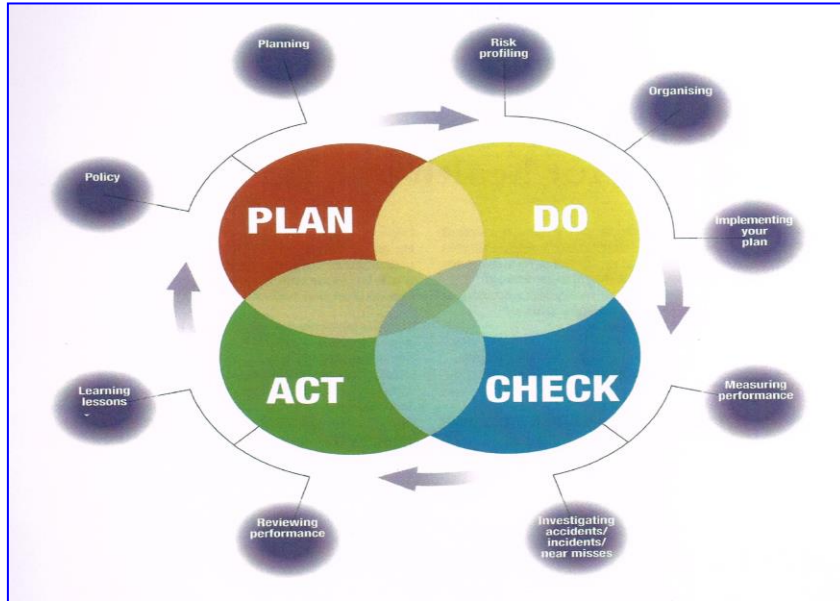
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## PLAN, DO, CHECK, ACT

### HSG 65 MANAGING FOR HEALTH AND SAFETY

The following outlines our Health and Safety:



The following is a summary of our approach:

Plan, Do, Check, Act	Conventional health and safety management	Process safety
<b>Plan</b>	Determine your policy/plan for implementation	Define and communicate acceptable performance and resources needed
<b>Do</b>	Profile risks/organise for health and safety /implement your plan	Identify and assess risks/ identify controls/record and maintain process safety knowledge
<b>Check</b>	Measure performance (monitor before events, investigate after events)	Implement and manage control measures
<b>Act</b>	Review performance/act on lessons learned	Measure and review performance/learn from measurements and findings of investigations



## HEALTH AND SAFETY MANAGEMENT SYSTEM

We follow the following process when managing health and safety within the organisation:

### **PLAN:**

- 1) Think about where we are now and where we need to be.
- 2) Say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success – you may need to write down this policy and your plan to deliver it.
- 3) Decide how we will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators. These are also called active and reactive indicators.
- 4) Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them.
- 5) Remember to plan for changes and identify any specific legal requirements that apply to you.

### **DO:**

- 1) **Identify our risk profile**
  - ◆ Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk.
  - ◆ Decide what the priorities are and identify the biggest risks.
- 2) **Organise our activities to deliver our plan**

In particular, we aim to:

  - ◆ Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
  - ◆ Provide adequate resources, including competent advice where needed.
- 3) **Implement our plan**
  - ◆ Decide on the preventive and protective measures needed and put them in place.
  - ◆ Provide the right tools and equipment to do the job and keep them maintained.
  - ◆ Train and instruct, to ensure everyone is competent to carry out their work.
  - ◆ Supervise to make sure that arrangements are followed.

### **CHECK:**

- 1) **Measure our performance**
  - ◆ Make sure that our plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
  - ◆ Assess how well the risks are being controlled and if we are achieving our aims. In some circumstances formal audits may be useful.
- 2) **Investigate the causes of accidents, incidents or near misses.**

### **ACT:**

- 1) **Review our performance**
  - ◆ Learn from accidents and incidents, ill-health data, errors and relevant experience, including from other organisations.
  - ◆ Revisit plans, policy documents and risk assessments to see if they need updating.
- 2) **Take action on lessons learned, including from audit and inspection reports**

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Our priority will be to eliminate risk through the selection and design of facilities, equipment and work methods to provide safe systems of work.

Protective and preventative measures will take into account the principles of Regulation 4 of the Management of Health and Safety at Work Regulations 1999 Schedule 1 as detailed below.

### **General Principles of Prevention**

#### **Regulation 4**

*(This Schedule specifies the general principles of prevention set out in Article 6(2) of Council Directive 89/391/EDC)*

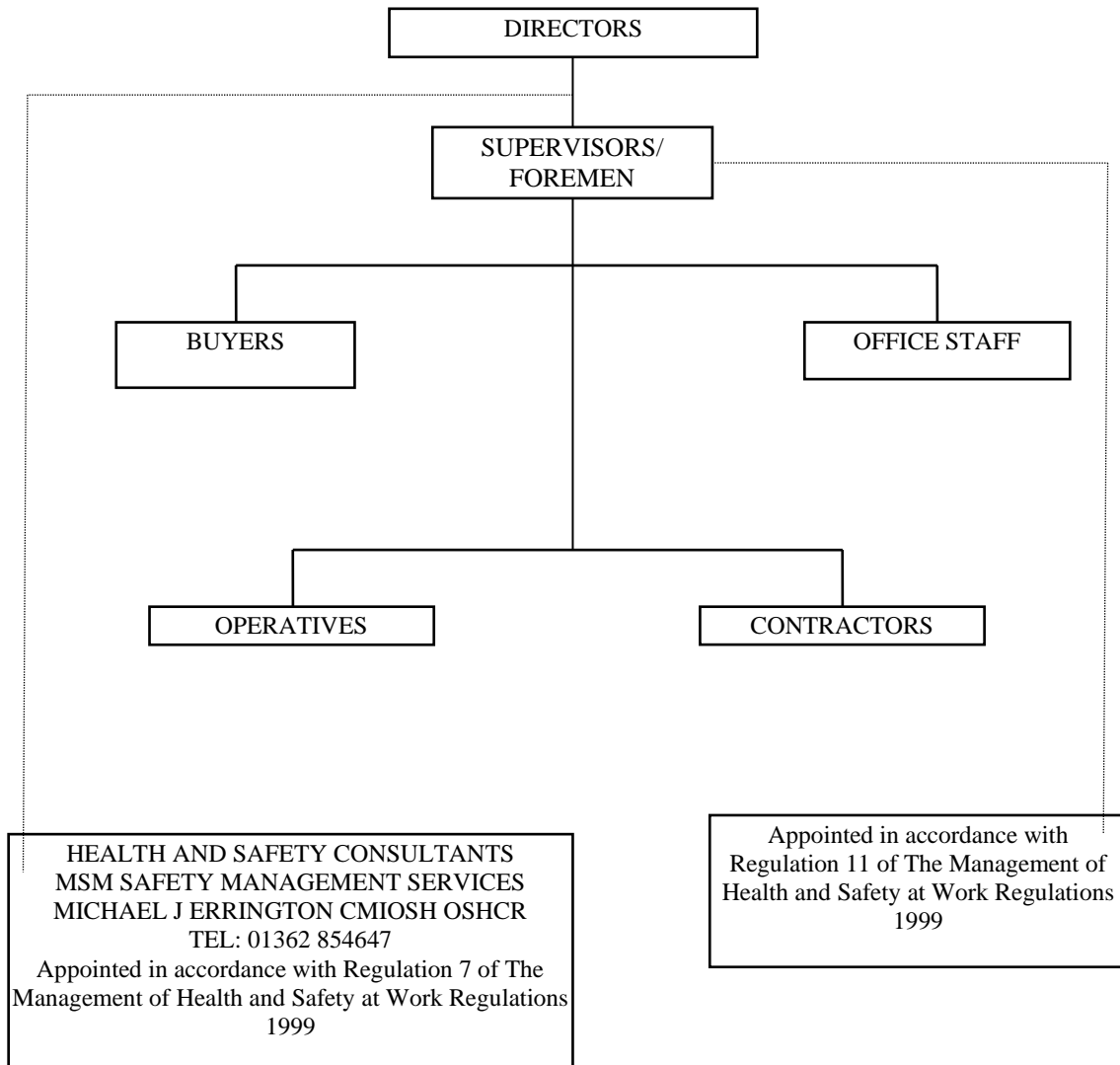
- (a) avoiding risks;*
- (b) evaluating the risks which cannot be avoided;*
- (c) combating the risks at source;*
- (d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;*
- (e) adapting to technical progress;*
- (f) replacing the dangerous by the non-dangerous or the less dangerous;*
- (g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;*
- (h) giving collective protective measures priority over individual protective measures; and*
- (i) giving appropriate instructions to employees.*

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**SECTION 2**

2(1) ORGANISATION FOR IMPLEMENTING THE POLICY

ORGANISATION CHART



**2(2) RESPONSIBILITIES**

**DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY – MARK EAMES**

- 1) To ensure there is an effective Policy for Health, Safety and Welfare within the Company.
- 2) To ensure that all employees are made aware of the details of the Policy for Safety Health and Welfare relating to them, especially with regard to their individual duties and responsibilities.
- 3) To ensure that all employees are issued with the Statement of the Company Policy currently applicable.
- 4) To ensure that a copy of the Statement of the Company Safety Policy is displayed at all Company premises and sites as appropriate.
- 5) To ensure that resources are available so that the requirements of the Company Policy for Health, Safety and Welfare and all applicable statutory legislation can be complied with.
- 6) To ensure that, through Management, all employees are adequately instructed, trained and supervised to comply with the requirements of the Company Policy for Health, Safety and Welfare and all applicable safety legislation.
- 7) When arranging for the purchase of equipment ensure that procedures are put in place to ensure that work equipment is both selected and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.
- 8) Will, in conjunction with MSM Safety Management Services, monitor the Company's health and safety performance and review on an annual basis the health and safety policy and where necessary make changes. All accident reports and site inspections will be reviewed and where necessary follow up remedial action taken.
- 9) Notify MSM Safety Management Services of the commencement of all new contracts, where site inspections are required.
- 10) Reprimand and discipline as necessary, any employee failing to comply with their duties and responsibilities for health and safety.
- 11) The Director will arrange for the 3 monthly inspection of the office. Where site inspections are carried out these will be undertaken by either our Supervisor/Foreman or our health and safety consultants. The inspections will be carried out on a minimum of once a month.
- 12) Users of display screen equipment where identified as users under the terms of the Display Screen Equipment Regulations will be provided with eyesight tests and where necessary the company will supply corrective appliances free of charge.

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Where an existing employee requests an eye test as a user of the equipment this will also be provided with the above arrangements.

- 13) A VDU Assessment will be completed for all employees using the form as CP 22 in the health and safety policy.
- 14) Set a personal example.

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### OFFICE STAFF

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) Co-operate with Management on all matters of health and safety.
- 3) To only carry out work that adequate instruction and training has been provided for, this especially applies to repairs and maintenance of office machinery and equipment.
- 4) To report any defects in office machinery or equipment immediately to the Supervisor in control of the operation or work area.
- 5) Be aware of arrangements for first aid treatment, procedures in the event of fire or fire drill and special conditions and hazards of work areas.
- 6) To request further instruction, training and supervision should new work practices arise.
- 7) To set a personal example.

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### **BUYERS**

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) To ensure that tenders are adequate to allow for compliance with the Company Policy for Health, Safety and Welfare and all applicable statutory legislation to include the requirements of the Construction (Design and Management) Regulations 2015 Pre-tender Health and Safety Information Pack.
- 3) To have a knowledge of the various statutory requirements governing the Company's work.
- 4) To report any suspected safety risk or unsafe practices observed when visiting sites.
- 5) To seek the assistance of MSM Safety Management Services on matters of health and safety as necessary.
- 6) To set a personal example.

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### **SUPERVISORS/FOREMEN**

- 1) To be aware of the Company Policy for Health, Safety and Welfare and to ensure that the details are relayed to all employees under their control.
- 2) To ensure that all operations under their control are carried out to comply with the Company Policy for Health, Safety and Welfare and all applicable statutory legislation, this to include for consideration of health and safety at the planning/tendering stage as well as during site operations.
- 3) To ensure that, as necessary, written instructions, method statements and risk assessments are provided for works and that adequate instruction, training, information and supervision is provided to ensure the disciplined work procedures are carried out. This to include works being solely carried out by contractors on behalf of the Company.
- 4) The Supervisor/Foreman is responsible for ensuring that all equipment is maintained on a daily basis to the correct level in accordance with the manufacturer's information and where persons are required to use work equipment that they have the correct level of training for the use of the equipment.
- 5) To ensure that all employees under their control are adequately instructed, trained and supervised to comply with the requirements of the Company Policy for Health, Safety and Welfare and all applicable statutory legislation. Arrangements for safety and safety related training to be made in conjunction with MSM Safety Management Services.
- 6) To ensure compliance with the requirements of The Health and Safety (First Aid) Regulations 1981 together with the Approved Code of Practice and maintain first aid boxes in accordance with Code of Practice 1 of this policy.
- 7) To ensure that all necessary notifications to Local Authorities, Police etc. are made, where required.
- 8) To ensure that any recommendations made by MSM Safety Management Services on matters of health and safety are actioned as appropriate.
- 9) To instigate disciplinary procedures on any employee under their control that fails to comply with their duties and responsibilities for health and safety.
- 10) To set a personal example.

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### CONTRACTORS

- 1) All contractors are to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company Policy is adequate and is complied with.
- 2) Contractors works must be carried out to comply fully with applicable statutory legislation and codes of Practice ensuring the health and safety of their own employees as well as other workers on the job and the general public.
- 3) Contractors must provide, when necessary, detailed written method statements for works which must include provision for and arrangements relating to health and safety matters.
- 4) Wear all necessary protective clothing and safety equipment as required by the operations in progress.
- 5) Contractors' employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the job unless authorised to do so, in writing.
- 6) All plant, tools or equipment brought onto a job by contractors must be safe and in good working condition. They must be fitted with any necessary guards and safety devices and have any necessary certificates available for checking, thus ensuring they are in full compliance with all applicable statutory legislation.
- 7) Any injury sustained or damage caused by contractors' employees must be reported immediately to Contact Electrical (Norwich) Limited.
- 8) Contractors' employees must comply with any safety instruction given by a representative of Contact Electrical (Norwich) Limited.

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### OPERATIVES

- 1) To be aware of the Company Policy for Health, Safety and Welfare and carry out their work in accordance with its requirements.
- 2) To comply with disciplined work procedures as detailed either in writing or verbally by Management or Supervisors and to ensure such instruction and training is given and understood before commencement of work.
- 3) If in doubt about matters of health and safety seek further advice.
- 4) Use only the correct tools and equipment for the job and ensure it is maintained in good working order, any defects to be reported immediately to Supervisory staff.
- 5) Plant and equipment must only be operated or used by persons that are trained to do so.
- 6) To discuss safe systems of work with Management and Supervisors and suggest possible improvements to systems in existence.
- 7) Wear, and use, all necessary protective clothing and safety equipment provided.
- 8) Refrain from 'horseplay' and taking unnecessary risks of any kind.
- 9) To ensure that other employees, particularly new employees and young persons, are aware of procedures for safe systems of work and any hazards created by the works.
- 10) Vehicle drivers are to ensure that the vehicle is maintained in a safe and road worthy condition, materials and equipment carried in vehicles are to be secured as necessary and any statutory regulations relating to the carriage of materials must be complied with.

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**CONSULTANTS – MSM SAFETY MANAGEMENT SERVICES**

They will provide a service, where requested, to include:

- 1) Meeting the health and safety needs of the Employing Company and ensure that the statutory obligations of the employer are fulfilled.
- 2) Inspect sites or premises to ensure compliance with statutory legislation as requested.
- 3) Provision of publications, regulations, official forms need to ensure sites meet the necessary requirements as requested.
- 4) Checking of First Aid boxes for deficiencies and advise or re-stock, when requested.
- 5) Provision of Health and Safety assistance as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.
- 6) To co-ordinate accident investigations including dangerous occurrences. To inform the HSE in accordance with statutory requirements.
- 7) Provide safety training as requested.
- 8) Provide a report in triplicate on completion of every site visit leaving one copy on site, one to the Head Office and one retained by MSM Safety Management Services.

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**SECTION 3**

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**ARRANGEMENTS FOR HEALTH AND SAFETY**

This section contains arrangements to be followed to maintain health and safety on our sites to which every person is required to make themselves familiar with.

If any doubt exists as to the requirements of the sections the company Health and Safety Consultants, MSM Safety Management Services should be contacted for advice, details of which are:

Michael J Errington CMIOSH OSHCR  
Chartered Safety and Health Practitioner

MSM Safety Management Services  
Room 426, Breckland Business Centre  
St Withburga Lane  
Dereham  
Norfolk  
NR19 1FD

Tel: 01362 854647  
Mobile: 07770 877755  
E-mail: [info@msm-safety.co.uk](mailto:info@msm-safety.co.uk)  
<http://www.msm-safety.co.uk>

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**CP 1**

**WELFARE AND FIRST AID**

The following Regulations and statutory guidance will be used to set the required standards for welfare and first aid at all workplaces:

- ◆ The Workplace (Health, Safety and Welfare) Regulations 1992
- ◆ The Health and Safety (First Aid) Regulations 1981
- ◆ The Construction (Design and Management) Regulations 2015

MSM Safety Management Services will give advice and guidance to achieve acceptable standards.

At the tender/negotiating stage of a contract, allowance will be made to achieve acceptable compliance with the statutory regulations on welfare and first aid.

On each site on which we work the Principal Contractor is responsible for providing welfare arrangements to meet the requirements of the Construction (Design and Management) Regulations 2015 i.e. toilet facilities to include hot and cold water, canteen arrangements and an area for storage of clothing.

Within our own premises we have available the above.

Within the office environment the first aid box will be located in a prominent position and the Director will be responsible for ensuring the maintenance of the box. This duty may be delegated to the office manager where applicable.

At each site location a first aid box will be located in accordance with the HSE requirements on contents and an appointed person will be available where there is less than 5 people. Where more than 5 people are employed this will be a first aider.

The names of the persons appointed are to be displayed either on the first aid box or adjacent.

Responsibility for the checking of first aid boxes are as follows:

- ◆ Weekly inspections undertaken by the first aider at the work location and this inspection recorded on the sheet inside the first aid box.
- ◆ Four weekly inspections carried out when requested to the site and at this site inspection the contents of the first aid box checked.
- ◆ Where deficiencies are found in the first aid box these will be replenished by the first aider.

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The following confirms the minimum requirements for the contents of first aid boxes at all work locations:

### *Contents of British Standard Compliant (BS 8599-1:2019) First Aid Kits for the Workplace*

CONTENTS	Small	Medium	Large
F/A Guidance Leaflet	1	1	1
Medium Sterile Dressing	2	4	6
Large Sterile Dressing	2	3	4
Triangular Dressing	2	3	4
Eye Dressing	2	3	4
Adhesive Dressings	40	60	100
Sterile Wet Wipe	20	30	40
Microporous Tape	1	2	3
Nitrile Gloves – Pair	6	9	12
Face Shield	1	2	3
Foil Blanket	1	2	3
Burn Dressing – 10 x 10cm	1	2	2
Clothing Shears	1	1	1
Conforming Bandage	1	2	2
Finger Dressing	2	3	4
Sterile Eyewash 250ml	0	0	0

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 250 ml and should not be re-used once the sterile seal is broken. At least 750 ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

### **What size kit do I need?**

The size of the kit required is dependent on a combination of the level of risk and the number of employees in the workplace. The BSi has outlined a guide to help employers select the most suitable kit for their requirements.

The table below provides guidance for employers but does not replace the requirement to carry out a risk assessment.

Category of Risk	Number of Employees	Number & Size of First Aid Kit
<b>Low Risk</b> – e.g. Shops, Offices, Libraries	Less than 25 25 – 100 More than 100	1 Small Kit 1 Medium Kit 1 Large Kit per 100 Employees
<b>High Risk</b> – e.g. Light engineering, food processing, warehousing, construction, slaughter housing, working with chemicals	Less than 5 5 – 25 More than 25	1 Small Kit 1 Medium Kit 1 Large Kit per 25 Employees



## HEALTH AND SAFETY MANAGEMENT SYSTEM

This table is for guidance only and each workplace needs to evaluate its own level of risk. Special circumstances also need to be considered such as remoteness from medical services, special hazards such as the use of hydrofluoric acid and sites with several buildings. In these situations there may need to be more first aid kits than set out in the table.

### **Company Vehicles:**

Arrangements within the workplace are that first aid boxes will be maintained on every vehicle and the driver of the vehicle is responsible for maintaining the contents of the box and reporting any deficiencies.

### ***Contents of British Standard Compliant (BS 8599-2) Vehicle and Motoring First Aid Kits***

CONTENTS	Small	Medium	Large
F/A Guidance Leaflet	1	1	1
Medium Trauma Dressing	1	1	2
Large Trauma Dressing	0	0	1
Triangular Dressing	0	1	2
Adhesive Plaster	5	10	20
Adherent Dressing Large	0	1	2
Sterile Wet Wipe	5	10	20
Sterile Dressing Ambulance	0	1	2
Nitrile Gloves – Pair	1	2	5
Face Shield	1	1	2
Foil Blanket	0	1	3
Burn Dressing – 10 x 10cm	1	2	4
Clothing Shears	1	1	1

### ***The type of vehicle and size of the vehicle first aid kit required***

Number of Passengers / Vehicle Type	Small	Medium	Large
1-3 / Motorcycles, Mopeds, Quads	1		
1-8 / Cars, Vans, Taxis and Commercial Vehicles		1	
1-16 / Minibuses and Small Buses			1
17+ / Buses and Coaches			2

**CP 2**

**COMPANY OFFICES**

- 1) All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- 2) Fire precautions shall be provided and maintained in accordance with the requirements of The Regulatory Reform (Fire Safety Order) 2005. A risk assessment will be undertaken by a competent person for the premises which will be included as a separate document to the health and safety policy.
- 3) The Director 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.
- 4) 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 the manufacturer.
- 5) The Director will ensure that all office machinery is sited and maintained correctly and is serviced in accordance with the manufacturer's recommendations.
- 6) All staff required to use office machinery will be given training and instruction in its use.
- 7) All accesses, stairways, fire exits, etc. will be kept clear of all materials and well lit.
- 8) Proper facilities will be provided for office staff required to reach items from high shelving.
- 9) Offices will be planned to avoid trailing cables on floors to office equipment.
- 10) All fire alarms, where applicable, will be checked weekly and test recorded.
- 11) All fire exits will be checked at the start of each day by the nominated person

## CP 3

### GENERAL HAZARDS

#### Electricity

Unlike most other hazards which can be seen, felt or heard there is no advance warning of danger from electricity; *and electricity can and does kill!* Electricity must always be treated with utmost care and be under the control and supervision of competent personnel.

Consideration must be given at the tender or negotiation stage to the necessary allowances to work around existing electrical services and the standards required for new and temporary electrical installations. The Electricity at Work Regulations 1989 must be complied with at all times.

Further information and advice can be obtained by consultation with the Area Electricity Board and MSM Safety Management Services.

#### Overhead Power Lines

The Area Electricity Board should be consulted before work commences and a safety system or work devised and implemented.

Regulation 14 of the Electricity at Work Regulations 1989 requires that either the power lines be made **dead** or suitable precautions taken to prevent any danger.

The types of practical steps that can be taken to prevent danger from any live electric cable or apparatus are the placing of adequate and suitable barriers. If access is possible only from one side then a barrier on this side only will suffice but if the overhead line crosses the site then barriers will be required on both sides of it. If there is danger to men carrying metal scaffold poles, ladders or other conducting objects then the barrier should exclude both men and mobile plant.

Any ground level barriers should consist of either:

- ◆ A stout post and rail fence, or
- ◆ A tension wire fence earthed at both ends, having flags on the wire, the fence being earthed in consultation with the Electricity Board, or
- ◆ Large steel drum filled with rubble and placed at frequent intervals, or
- ◆ An earth bank not less than 1 metre high and marked by posts to stop vehicles, or
- ◆ Substantial timber baulks to act as wheel stops.

Fences, posts, oil drums etc. should be made as distinctive as possible by being painted with red and white stripes, or alternate red and white plastic warning flags or hazard bunting should be used on wire fences.

There should be a general rule prohibiting the storage of materials in the area between the overhead lines and the ground level barriers. Precautions are necessary even though work in the vicinity of the line may be of short duration.

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### **Before doing any work on site:**

- ◆ Consult the area Electricity Board. A Code of Practice of Do's and Don'ts is available from most Boards. They will usually arrange a site meeting (which is a free service) and advise on heights, distances and other precautions.
- ◆ Assume all overhead lines and cables are live unless advised otherwise by the Electricity Board.

All work should be under the direct supervision of a responsible supervisor appointed by the employer who is familiar with the hazards.

- ◆ Ensure safety precautions are observed.
- ◆ Plant, cranes and excavators may be modified with suitable physical restraints to limit operations where applicable.
- ◆ Additional care may be needed as work proceeds because of reduced clearances.
- ◆ Electricity proximity warning devices may be fitted on crane jibs, etc.

Where it is necessary to work beneath live overhead cables additional precautions will be required to prevent the upward movement of ladders, scaffold poles, crane jibs and excavator buckets. Specific advice should be sought from the Electricity Board or from the Health and Safety Executive.

### **Underground Cables**

Damage to live underground cables during excavation work is the cause of a number of accidents resulting in injuries and disruption of supplies. On occasions such accidents have been fatal. The Electricity Board should be consulted before the commencement of any work which may result in exposure of, or damage to, underground electricity cables.

It is essential that all those involved, particularly machine operators, are aware of the hazards.

### **Before excavation work commences:**

- ◆ Ensure that employees have proper safe work procedure and adequate supervision.
- ◆ Check with the Electricity Board.
- ◆ Obtain advice on location and ownership of underground electricity cables.
- ◆ Check plans to establish cable routes, depth and voltage.
- ◆ Use cable location devices where necessary.

### **During excavation:**

- ◆ Regard all buried cables as live. Do not assume pot-ended cables are dead or disused.
- ◆ Hand-digging should be employed when nearing the assumed line of the cable.
- ◆ Excavators and power tools should not be used within 0.5 metres of the indicated line of cable.
- ◆ Exposed cables should be supported and protected against damage. They should not be used as hand or footholds.
- ◆ Consult the local Electricity Board in all cases of doubt.

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**CP 4**

**WORKSHOPS**

The Supervisors will ensure that workshops are set out and maintained in accordance with all applicable regulations and will ensure that the following arrangements or facilities are provided:

- ◆ Adequate heating and lighting.
- ◆ Fire precautions, fire fighting equipment, means of escape, etc. in accordance with the Regulatory Reform (Fire Safety) Order 2005 are maintained.
- ◆ Adequate ventilation and extraction equipment taking into account processes carried out.
- ◆ Sufficient labour and materials to ensure the workshop and other working areas are kept clean and tidy.
- ◆ Regular inspections and maintenance of electrical installation.
- ◆ Training of personnel and supervision.
- ◆ Any necessary protective clothing and equipment.

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**CP 5**

**GENERAL HOUSEKEEPING AND SITE TIDINESS**

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials.

Notwithstanding the requirements of statutory Regulations, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on Company sites and in Company workplaces.

Information on the requirements of the Regulations and advice on current good working practices can be made available from MSM Safety Management Services when required.

With estimated works, allowances will be made for the necessary labour and plant to maintain the required standards of housekeeping and site tidiness.

The Supervisor/Foreman will ensure that all directly employed operatives and contractors alike are aware of the need to keep sites and workplaces in a tidy condition at all times.

The Supervisors/Foremen will ensure that arrangements exist for the removal of accumulated waste in skips, etc., from sites and workplaces.

The Supervisors/Foremen will ensure that provision is made for safe and defined stacking of materials and storage of equipment.

Any openings in floors or access ways must be, either securely covered, guarded off or clearly signed to show there is a hazard.

Debris and materials must not be thrown or dropped from scaffolds or buildings, provision should be made for a suitable safety method such as a rubbish chute or suitable lifting device.

Particular emphasis is to be placed on instructions to all employees and contractors on the safe disposal of steel and nylon banding used to contain bundles of material delivered to the workplace.

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## CP 6

### SCAFFOLDING

All scaffolds erected on Company sites, or used by persons under their control, will be erected in accordance with the Work at Height Regulations 2005 and applicable British Standards, Codes of Practice and HSE Guidance Notes.

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 Personnel and Contractors under the control of the Company. Information of the requirements of the Regulations and applicable standards is available from MSM Safety Management Services.

At the tender or negotiating stage, as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with applicable Regulations and Standards. The Supervisor/Foreman will arrange for full details to be provided to the scaffolding contractor regarding the use and loadings of the scaffold to be erected.

All scaffolding will be erected in accordance with the National Access and Scaffolding Confederation Technical Guidance on the use of BS EN12811-1 together with the guidance SG4:15 with, where scaffolders are working over 4 metres, safety harnesses being worn and used where applicable.

Before accepting a scaffold erected by a specialist scaffolding contractor for use, a representative from Contact Electrical (Norwich) Limited, and if required, MSM Safety Management Services will check that the scaffold meets the requirements of the works and obtain a handing-over certificate from the scaffolding contractor.

A representative from Contact Electrical (Norwich) Limited will ensure that all scaffolds are erected in accordance with statutory requirements and will inspect the scaffolding at 7 day intervals after initial acceptance inspection. A report of the inspection and any action taken will be entered in a weekly inspection register as required by Regulations. A similar inspection will also be carried out after high winds or other adverse weather conditions. Personnel charged with the duty to inspect scaffolds for compliance with Regulations and requirements must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All scaffolds must be tied in accordance with the British Standard Code of Practice requirements. Where 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 be adequately signed with warning notices stating that the scaffold is not to be used with the use of the Scaffag System.

MSM Safety Management Services must be consulted at an early stage where there are any extensive or unusual scaffolding conditions.

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All scaffolds must be checked at the end of each working day to ensure that access to the scaffold for unauthorised persons, especially children, has been prevented.

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**CP 7**

**MOBILE TOWER SCAFFOLDS**

The requirements for the construction and use of mobile tower scaffolds are included in the Work at Height Regulations 2005.

Mobile tower scaffolds are constructed from either tubular steel scaffolding, system scaffolding or proprietary pre-fabricated sectional scaffolding, all of which have additional standards for their safe use and construction by way of British Standard Codes of Practice, HSE Guidance Notes, Trade Codes of Practice and Manufacturers/Suppliers specifications and instructions.

Information and guidance on Regulations and Codes of Practice are available from MSM Safety Management Services.

All works involving mobile tower scaffolds will be tendered or negotiated for taking into account the need for compliance with the respective Regulations, Codes of Practice, etc.

When planning works the Supervisor/Foreman will ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc. If there is any doubt, MSM Safety Management Services should be consulted.

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Management.

All mobile towers provided for Company employees, or persons under the control of the Company, will be checked before use by a representative of Contact Electrical (Norwich) Limited ensure they are in accordance with applicable Regulations and Standards. Personnel charged with the duty to inspect mobile tower scaffolds must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All operatives required to use mobile tower scaffolds will be instructed in the safety construction, use and movement of scaffolds.

Mobile tower scaffolds erected for periods in excess of 7 days duration must be inspected by a competent person at 7 day intervals and the result of the inspection must be recorded in the weekly inspection register.

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## CP 8

### LADDERS

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

Timber and aluminium ladders are divided into three classes:

- ◆ Class 1 – This is the heaviest duty and is suitable for construction work where the ladder is subject to substantial loads.
- ◆ Class 2 – Is intended for lighter trades such as decorating where relevantly low loads are Involved.
- ◆ Class 3 – Is for light domestic use.

Class 1 and Class 3 ladders are covered by BS 1129 and BS 2037, Class 2 ladders are covered by BS EN 131.

When planning works where ladders are to be used, allowance will be made to ensure the required number and type of ladders are provided for safe use and compliance with Regulations.

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.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Operatives using ladders should habitually make a visual inspection of the ladders before using them. If training is required on inspection technique and safe use it will be arranged.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

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

Proper facilities for storage must be provided for ladders, i.e. under cover, where possible, and properly supported throughout its length.

The person identified for ensuring that ladders are inspected on a three monthly basis is Mr Mark Eames, Director or a nominated person.

Each employee is required to carry out an inspection of the ladder prior to use to include the following:

- ◆ Stiles of the ladder.
- ◆ Feet on the ladder.
- ◆ The tread and wire rungs where applicable.
- ◆ Any visual damage to the ladder.
- ◆ The locking devices on the ladder.
- ◆ Any accessories that are to be used with the ladder.

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**CP 9**

**STEP-LADDERS, PROPRIETARY ACCESS SYSTEMS AND STAGINGS**

All step-ladders, proprietary access systems and stagings will be provided and used in accordance with the Work at Height Regulations 2005 together with HSE Guidance INDG455 “Safe Use of Ladders and Step-Ladders, A Brief Guide”.

Only equipment constructed in accordance with the following will be used:

- ◆ BS1129:1990 British Standard Specification for portable timber ladders, steps, proprietary access systems and lightweight stagings.
- ◆ BS2037:1994 Specification for portable aluminium ladders, steps, proprietary access systems and lightweight stagings.
- ◆ BSEN 131 Ladders.

When planning works where step-ladders, proprietary access systems or stagings are to be used, allowance will be made to ensure the required numbers and types of equipment are provided for safe use and compliance with Regulations.

Consideration must be given to whether a ladder is the most suitable means of access to undertake the task, the following is a guide:

- (1) Will the work exceed 30 minutes in one position.
- (2) Is it light work, no more than 10kg in materials and not work of a strenuous nature.
- (3) Three point contact required when using a ladder, when using a step-ladder and three point contact is not practicable a separate risk assessment is required.

Operatives using step-ladders, proprietary access systems and stagings should habitually make visual inspections of the equipment before using it.

If training is required on inspection technique and safe use it will be arranged. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Where stagings are being used in roof areas, supported from roof members, Supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc. are provided and used.

Painting of timber step-ladders, proprietary access systems, stagings, etc. which could hide defects is prohibited by Regulations.

Proper facilities for storage must be provided for step-ladders, proprietary access systems and stagings. This should be undercover where possible.

The person identified for ensuring that ladders and proprietary access systems are inspected on a three monthly basis is Mr Mark Eames, Director or a nominated person.

Each employee is required to carry out an inspection of the ladder, proprietary access system and staging prior to use to include the following:

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- ◆ Stiles of the ladder or proprietary access systems.
- ◆ Feet of the ladder or wheels where proprietary access system is used.
- ◆ The treads and wire rungs where applicable.
- ◆ Any visual damage to the equipment.
- ◆ The locking devices on the equipment.
- ◆ Any accessories that are to be used with the equipment.

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**CP 10**

**MOBILE ELEVATING WORK PLATFORM**

When using mobile elevating work platforms for work operations it is imperative that adequate preparation and planning is carried out to ensure a safe system of work.

Specialist advice should be sought from suppliers to ensure the right type of mobile elevating work platform is obtained to carry out the work to be done. Consideration must be given to space available at the workplace, condition of the ground or floor in the working area, loading to be placed on the platform, overhead services or obstructions, protection of the public and/or other workers etc.

Any mobile elevating work platform used must be fitted with all necessary barriers, guards, safety devices, etc. and be in good working order.

Supervisors/Foremen will not permit any person to operate or work on mobile elevating work platforms unless trained and authorised to do so. Initial training should be arranged with the supplier who should be satisfied with the competency of the operator and confirm their satisfaction and training in writing.

A representative of Contact Electrical (Norwich) Limited will check that the mobile elevating work platform is being correctly used and is not used for work for which it is not designed or intended. Any defect could affect the safe use of the mobile elevating work platform and its use must be stopped immediately. Repairs may only be carried out by persons appointed by the supplier, who must be competent.

All persons working on or near to mobile elevating work platforms will be required to wear safety helmets. They are also required to wear a harness to BS EN 361 attached to a secure anchorage point within the platform.

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## CP 11

### ROOFWORK

Working on roofs of all types has to comply with the Work at Height Regulations 2005 and applicable HSE Guidance Notes.

Roofwork is an activity with a high accident rate, it is therefore imperative that all types of roofwork are either specifically planned, because of the nature of the works or carried out to a set disciplined system of work that is regarded as good working practice.

Roofwork includes not only the initial construction of the roof and any subsequent major overhaul but also maintenance activities such as replacing tiles, chimney repairing, repointing, gutter cleaning and installing chimney flue linings. It is of utmost importance that only employees and contractors that are trained and have experience of working at heights are authorised to carry out roofing works on behalf of Contact Electrical (Norwich) Limited.

When assessing the suitability of roofing contractors it is important to check out their attitude and record on safety matters by inspection of their safety policy and by making formal enquiries. Evidence regarding their accident record, training and experience of their employees should be sought, also the competence of their supervision should be questioned.

When roofworks are being tendered for a method statement should be produced which must include details of all plant and equipment to be provided and used to comply with all statutory legislation and guidance. A copy of the method statement should be submitted to the client with the tender to make them aware of what is allowed for and why.

When roofworks occur as an emergency call-out operation it must be emphasised that only fully trained and competent personnel be used to carry out the works. Upon arrival at the workplace the Contact Electrical (Norwich) Limited representative must assess the nature of the works and before commencing, ensure that all the necessary plant and safety equipment is available at the workplace for total compliance with Regulations.

However urgent the repair works may seem, they must not commence if either the necessary safety equipment and plant is not available or if the weather conditions create a danger to employees or others.

Specific guidance on systems and safe practices will be given to operatives and supervisors during training.

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**CP 12**

**ELECTRICAL EQUIPMENT**

All electrical equipment, power tools, etc. used at offices, workshops, sites or other workplaces must comply with the Electricity at Work Regulations 1989, the IEE Regulations and other applicable regulations, British Standards, Codes of Practice and HSE Guidance Notes.

**Principles when working with electricity:**

When working with electricity the first action is always to ensure isolation of the service, this requires to be confirmed by either lock off of the systems together with notices displayed or complete isolation of the service i.e. mains service completely disconnected.

Where it is not reasonable practical to undertake this live working may take place under controlled conditions and would require a permit to work system together with additional precautions which would require to be recorded as part of the permit to work system.

All installations, whether permanent or temporary, fixed equipment and portable electric tools and equipment must be inspected and tested at intervals stated or recommended in Regulations. The result of such inspections and tests must be kept in suitable log books or similar method of keeping a record.

Portable and transportable electrical equipment is defined by the Health and Safety Executive as not part of a fixed installation but maybe connected to a fixed installation by means of a flexible cable and either a socket and plug or a spur box or similar means.

It may be hand held or hand operated whilst connected to the supply or is intended or likely to be moved whilst connected to the supply. Auxillary equipment such as extension leads, plugs and sockets used with portable tools is also classified as portable equipment. The term portable means both portable and transportable.

Any electrical installation, whether permanent or temporary, must be carried out by a fully trained and competent electrician.

The Supervisor/Foreman will ensure that all power tools provided and used at site locations and other workplaces are in accordance with Regulations and relevant Standards this will include a check to ensure that where equipment is being used that inspections have been carried out in accordance with the inspection schedule.

The Operative using the equipment will also carry out a check prior to first use to include the following:

- 1) Plugs and leads to ensure they are in a good condition
- 2) Visual inspection of the piece of equipment to ensure there is no damage to the casing and correct guards are fitted where necessary
- 3) The operation of the equipment to include the emergency stop where applicable and the operation of the controls

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No power tools or electrical equipment or greater voltage than 110 volt (CTE) shall be used at site locations and other workplaces unless special arrangements are made and discussed with MSM Safety Management Services. Lower voltage tools, lighting etc. may be required in damp or confined situations. MSM Safety Management Services must be consulted in these situations.

All contractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Immediate action will be taken against any employee or contractor abusing or incorrectly using electrical equipment at site locations or other workplaces.

Any portable generator or other electrical equipment fitted with an earth rod must have the earth rod and connection maintained in good condition.

Only authorised persons (trained and competent electricians) are permitted to repair or alter electrical equipment. Any defects noted on electrical equipment must be reported to a representative of Contact Electrical (Norwich) Limited so that immediate arrangements can be made to have the defects rectified by either an electrician or the hire company.

### **Principles when working with electricity:**

When working with electricity the first action is always to ensure isolation of the service. this requires to be confirmed by either lock off of the systems together with notices displayed or complete isolation of the service i.e. mains service completely disconnected.

Where it is not reasonable practicable to undertake this live working may take place under controlled conditions and would require a permit to work system together with additional precautions which would require to be recorded as part of the permit to work system.

Where portable equipment is used our policy for monitoring the condition of the equipment is as follows:

### **Extract HSE HSG 107 Maintaining Portable and Transportable Electrical Equipment**

Type of Business	User Checks	Formal Visual Inspection	Combined Inspection & Test
<i>Equipment Hire</i>	N/A	Before issue/after return	Before issue
<i>Construction (For indication Only)</i>	110v Weekly  230v mains – daily/every shift	110v – Monthly  230v mains – Weekly	110v – Before first use on site then 3 monthly 230v mains – Before first use on site then monthly
<i>Light Industrial</i>	Yes	Before initial use then 6 monthly	6 – 12 Months
<i>Heavy Industrial/High Risk of Equipment Damage</i>	Daily	Weekly	6 – 12 Months
<i>Office Information Technology, e.g. Desktop Computers, Photocopiers, Fax Machine</i>	No	1 – 2 Years	None if double-insulated, otherwise up to 5 years
<i>Double-Insulated Equipment not Hand-Held e.g. Fans, Table Lamps</i>	No	2 – 3 Years	No

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<i>Hand-Held, Double-Insulated (Class II) Equipment, e.g. Some Floor Cleaners, Kitchen Equipment and Irons</i>	Yes	6 Months – 1 Year	No
<i>Earthed (Class I) Equipment, e.g. Electric Kettles, Some Floor Cleaners</i>	Yes	6 Months – 1 Year	1 – 2 Years
<i>Equipment Used by the Public, e.g. in Hotels</i>	By member of staff	3 Months	1 Year
<i>Cable and Plugs, Extension Leads</i>	Yes	1 Year	2 Years

Records are to be maintained on the maintenance of electrical equipment.

Mr Mark Eames, Director or a nominated person is responsible for ensuring that the inspection and testing of all electrical equipment is undertaken.

### **Daily User Checks:**

Each person using electrical equipment has a duty to check the equipment is in sound condition prior to use. This should be carried out by an inspection of the following items:

- 1) The plug to ensure there is no pulled cable glands or damage to the plug casing.
- 2) Check the lead to ensure it is secured into the plug with no visible damage to the protected sheathing or pulled cable glands.
- 3) The operation of the equipment to ensure that controls function as required.
- 4) Visual inspection of electrical equipment to ensure there is no damage to casing.

**CP 13**

**CARTRIDGE TOOLS**

Only cartridge tools of low velocity indirect type will be used on the Company's jobs. Contractors will be informed of this policy by the Supervisor/Foreman.

Suitable storage facilities will be arranged where cartridges are stored.

Only persons who have been trained and are in possession of a certificate of training are permitted to use cartridge tools on behalf of Contact Electrical (Norwich) Limited.

The required training will be arranged by the Supervisor/Foreman with the cartridge tool manufacturer/supplier. Copies of certificates obtained must be kept at the site, a copy also being sent to head office for information and record purposes.

The Supervisor/Foreman will ensure that sufficient and suitable eye protection is provided and worn as required.

MSM Safety Management Services should be asked for advice where there is any doubt on precautions required or difficulties experienced in obtaining training from cartridge tool manufacturers.

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**CP 14**

**ABRASIVE WHEELS**

Any work relating to the provision and use of abrasive wheels machines or portable tools must be carried out to comply with the Provision and Use of Work Equipment Regulations 1998, British Standards and HSE Guidance Notes.

The Supervisor/Foreman will ensure that any abrasive wheel machine hire or owned by the company will be provided and maintained in accordance with the applicable Regulations.

The Supervisor/Foreman will ensure that sufficient operatives have been trained in accordance with the Provision and Use of Work Equipment Regulations 1998 in the mounting of abrasive wheels and discs on the type of machine to be used, and that names of the persons appointed are entered in the site register.

MSM Safety Management Services can provide training for operatives and copies of the registers as required. Certificates of training will be issued by MSM Safety Management Services to all operatives who demonstrate during the training course that they are competent to mount abrasive wheels or discs on the equipment used.

Suitable storage facilities for abrasive wheels and discs will be made available. The Supervisors/Foremen will ensure that sufficient quantities of suitable eye protection BS EN 166B and other protective equipment is provided and used as required.

The Supervisor/Foreman will ensure that the required statutory notices supplied by MSM Safety Management Services are displayed properly.

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

Any doubt as to the precautions required or where unusual circumstances are to be encountered should be referred to MSM Safety Management Services.

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**CP 15**

**DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES (DSEAR)**

Highly flammable liquids are covered by the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) 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.

Health and Safety Executive Note HSG 51, The Storage of Highly Flammable Liquids in Containers, give 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 Contracts Manager will ensure that suitable storage facilities are provided for highly flammable liquids, in accordance with the above standards and included as part of the construction phase health and safety plan as part of the DSEAR assessment.

The Contracts Manager will arrange for a license for the storage of petroleum or petroleum mixtures where applicable.

The Contracts Manager 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 Supervisor/Foreman 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.

The Supervisor/Foreman will ensure that highly flammable liquids 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.

The Supervisor/Foreman will ensure that any fire-fighting equipment, storage facilities, signs, notices, containers, etc., are checked at weekly intervals and that any action 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.

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**CP 16**

**BURIED SERVICES**

The most obvious examples of buried services are those used to carry gas, electricity, water and telecommunications. However, other buried services that must be considered are drains and sewers, as well as services associated with cable television, hydraulics, process fluids, pneumatics, railway signalling, petroleum and fuel oils, private telecommunication, highway authorities, street lighting, civil aviation and military authorities. The risks vary with the type of buried service but the cost is considerable in all cases.

To reduce the chances of damaging buried services the following procedure should be adopted:

**Plan** the work to be done using all available sources of information; contact utilities and owners of services for information and advice on procedures, etc. and continue to liaise with them.

**Locate** the buried service before digging or excavation commences. Use all available information, look for indicators or markers and other signs; use detectors and locators and dig trial holes.

**Dig** using safe method of work (permit-to-work systems whenever possible); observe rules in respect of the use of mechanical diggers and power tools.

Ensure services are identified positively. Do not make assumptions about the number, type or exact location of services.

No mechanical plant shall be used within 500 mm of any services.

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**CP 17**

**LIFTING OPERATIONS**

Any cranes used at Contact Electrical (Norwich) Limited's operations will comply fully with the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 and other applicable regulations, British Standard Codes of Practice and HSE Guidance Notes. Information and advice on the requirements of the Regulations and on any other aspect of lifting operations can be obtained from MSM Safety Management Services.

As Contact Electrical (Norwich) Limited do not own any cranes, if they are required they will be hired in complete with a fully trained, certificated and competent operator.

A competent person will be appointed either on the basis of a managed lift or contract lift to manage any lifting operation undertaken. Examples would include the use of cranes and telescopic material handlers. The information will be contained as part of the lifting plan for the activity.

Any person required to act as a slinger/signaller for crane operators will be suitably trained and certificated to ensure competency. All operations where cranes are to be used will be suitably planned by Supervisors/Foremen in conjunction with a competent representative of the crane hirer. This planning will take into account any environmental restrictions at the work location e.g. type of ground, overhead power lines, etc. and the safety of the public or others affected by the works.

A competent representative of Contact Electrical (Norwich) Limited will check to ensure that all the necessary certification of the cranes, lifting gear and operator are up to date and available for inspection at the workplace if required. A weekly inspection register should be kept up to date by the hire company and available at the workplace.

Training will be provided to Supervisors/Foremen to make them aware of what certification is required and what consideration is necessary for compliance with the statutory legislation.

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**CP 18**

**HOISTS**

Any hoists used at Contact Electrical (Norwich) Limited's operations e.g. platform goods hoists, elevator hoists, etc. will comply fully with the provisions of the Lifting Operations and Lifting Equipment Regulations 1998 and other applicable regulations, British Standard Code of Practice and HSE Guidance Notes. Information and advice on the requirement of the Regulations in respect of hoists can be obtained from MSM Safety Management Services.

As Contact Electrical (Norwich) Limited do not own any hoists if they are required they are hired in.

All operations where hoists are to be used will be suitably planned by Supervisors/Foremen in conjunction with a competent representative of the hoist hirer. This planning will take into account any environmental restrictions at the work location e.g. ground area, airspace restrictions etc. and the safety of the public or others affected by the works.

Personnel required to operate hoists must be fully trained and competent to do so. To ensure that any necessary training will be arranged.

A representative of Contact Electrical (Norwich) Limited will check to ensure that all the necessary test certificates are up to date and available for inspection at the workplace if required. A weekly inspection register must be kept up to date, signed by a competent person and should be available at the workplace.

Training will be provided to Supervisors/Foremen and any other designated personnel to make them aware of what certification is required and what considerations necessary for compliance with the statutory legislation.

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**CP 19**

**HEALTH HAZARDS/HAZARDOUS SUBSTANCES**

A number of Regulations impose requirements for the safe handling and use of substances which are known to be a risk to health. Of these regulations the most widely applicable is The Control of Substances Hazardous to Health Regulations 2002 (As Amended 2004) (COSHH) which is supported by Approved Codes of Practice.

Other hazards to health that are covered by specific regulations and are construction or maintenance related are work with asbestos (The Control of Asbestos Regulations 2012), work with lead (The Control of Lead at Work Regulations 2002) and noise (The Control of Noise at Work Regulations 2005). HSE guidance is available on the disease Leptospirosis (Weils's Disease) which is applicable to some construction and maintenance related operations, with assessment and control measures having to comply with the COSHH Regulations.

Other Regulations, Codes of Practice and Guidance Notes may be applicable. Information on the requirements of the Regulations and advice on precautions to be observed can be obtained from MSM Safety Management Services.

**COSHH**

Our policy with regarding to dealing with substances in relation to the regulations are as follows:

Any substance which is classed as toxic, harmful, irritant, corrosive or has a classification in EH40 and has the ability to cause an adverse health effect through inhalation, ingestion, absorption or the ability to penetrate through the skin the COSHH Regulations will be applied.

Where reasonably practicable to prevent exposure by the substitution of a substance which presents no risk. Where this is not reasonably practicable we will substitute with a substance which is less hazardous. Our last resort will be using materials which are identified as being toxic or harmful. Where this is not reasonably practicable prevent exposure by protection measures in the following order of priority:

- ◆ The design and use of a work process, systems and engineering controls and the provision and use of suitable work equipment.
- ◆ The control of exposure at source including adequate ventilation systems and appropriate organisational measures.
- ◆ Where controlled exposure cannot be achieved by other means the additional provision of suitable personal protective equipment.

Where personal protective equipment is selected it will conform to the Personal Protective Equipment (EC Directive) Regulations 2002. Where personal protective equipment is required to manage the risk this will be identified as part of the COSHH Assessment and the classification of the personal protective equipment identified.

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Arrangements will be made for the storage of personal protective equipment and also where necessary the maintenance and replacement.

COSHH Assessments are undertaken by Mr Mark Eames, Director or a nominated person with the assistance of Michael J Errington CMIOSH OSHCR.

Employees are not to use hazardous substances to which the COSHH Regulations apply without being given information to include the contents of the COSHH Assessment, instruction and training into the use of the substance. This will include the identification of the substance and the control measures to reduce exposure. Assessments will also be included as part of the Method Statement and persons will be briefed in the contents. On a regular frequency toolbox talks will be provided on the contents.

A disciplined approach to work methods where there are hazards to the health of employed persons or to others is imperative, therefore each work operation must be assessed before commencement.

Where hazardous substances are stored these will be in a secure lockable cabinet to prevent access by third parties. Amounts of materials will be kept to a minimum and each person using the material briefed into the correct storage arrangements.

### **LEAD**

The Control of Lead at Work Regulations 2002 applies to all work which exposes persons to lead in any form such that it may be ingested, inhaled or otherwise absorbed. Inhalation is the major source of absorption, therefore many of the Regulations are orientated towards preventing the inhalation of lead dust, fumes and vapour.

Ingestion of lead can usually be controlled by the provision and use of strict hygiene arrangements, which not only includes good washing facilities, but restrictions on smoking when working with lead. Examples of construction and maintenance operations where these regulations apply are plumbing, soldering, lead smelting and casting, demolition works where lead based products are present, painting involving lead based paints, etc.

Any works that are covered by these Regulations must be suitably planned by Supervisors/Foremen to ensure that there are control measures, health surveillance, adequate washing facilities and the provision of necessary information, instruction and training to all affected personnel. Where Regulations require the retention of records of health surveillance, etc. they must be forwarded to the respective department for retention in accordance with Company procedure.

### **LEPTOSPIROSIS (WEIL'S DISEASE)**

Weil's Disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. Workers at risk are those that come into contact with canal or river water or that carry out work in rat infested buildings or sewers.

The symptoms of Weil's Disease start with a flu-like illness with a persistent and severe headache.

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

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The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water such as in sewers, ditches, ponds and slow-flowing rivers.

Preventive measures are:

- ◆ Always get cuts and grazes properly cleaned and treated immediately and keep covered with waterproof dressing at all times.
- ◆ Always wash hands thoroughly on leaving sewers, buildings or other possibly infected workplaces and before eating, drinking or smoking.
- ◆ Always use protective clothing, gloves and respiratory protection provided and ensure that they are in good working order. Replace damaged items immediately.
- ◆ Use barrier creams.
- ◆ Always carry out work in a safe and proper manner, do not endanger persons with practical jokes.

If a person working in risk situation feels unwell or has symptoms of influenza they must consult a doctor immediately explaining the type of work being carried out. If a cut or graze becomes infected it must be treated by a doctor. Weil's disease may be much less severe if treated promptly.

If Weil's Disease is diagnosed it must be reported to the Health and Safety Executive accordingly.

All operatives that may be at risk of contracting Weil's Disease will be given a card giving guidance to them on the subject. This card also provides information to medical practitioners.

### **HEALTH SURVEILLANCE**

The degree of exposure to any of our employees at present does not require a health surveillance programme to be established. In the event of an activity taking place where following an assessment this is required we will establish a surveillance programme appropriate to the risk.

### **STORAGE OF HAZARDOUS SUBSTANCES**

Where hazardous substances require storage these will be kept to a minimum and stored in accordance with the information supplied on the manufacturers information both on the container and packaging together with the health and safety material safety data sheet.

We will ensure that the storage arrangements are in accordance with requirements of the REACH Regulations (Registration, Evaluation, Authorising and Restriction of Chemical Substances) which came into effect on 1<sup>st</sup> June 2007).

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**CP 20**

**SPECIAL RISK**

**ENTRY INTO CONFINED SPACES**

A 'Confined Space' can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons, e.g. storage tanks, holds of ships, pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers, etc. Hazards associated with confined spaces fall into two categories:

- 1) Hazards associated with conditions which exist in the confined space before work takes place, e.g. lack of oxygen, toxic chemicals, explosive gases etc.
- 2) Hazards which can be introduced into the confined space by the work to be carried out, e.g. fumes from welding operations, unsuitable electrical equipment etc.

Work in confined spaces must be carried out in accordance with the provisions of the Confined Spaces Regulations 1997 and any other applicable Regulations, Code of Practice or HSE Guidance Notes. Information and advice on the legal requirements, recommendations of the Guidance Notes and any other aspect of work in confined spaces can be obtained from MSM Safety Management Services.

Careful and precise planning of work in confined spaces is necessary and this should be co-ordinated by Supervisors/Foremen in conjunction with MSM Safety Management Services. Allowance must be made for all necessary surveys, sampling, equipment, monitoring, working procedures, training, etc. to carry out the works in full compliance with all applicable statutory legislation.

All necessary information, instruction and training will be given to persons responsible for working in confined spaces and supervising those works.

Safety equipment must be regularly checked and maintained before, during and after use. Any defects in equipment must be attended to immediately.

The systems of work should be documented in the form of a method statement prior to commencement of the works, with all supervisory personnel being issued with a copy.

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**CP 21**

**PERSONAL PROTECTION**

**PROTECTIVE CLOTHING AND EQUIPMENT**

There are many statutory Regulations that include specific requirements for the provision and use of protective clothing and equipment, and they are an absolute requirement with no choice being given! Such Regulations include:

- ◆ The Control of Lead at Work Regulations 2002 and others that may be referred to within this policy.
- ◆ The Control of Asbestos Regulations 2012.
- ◆ The Control of Noise at Work Regulations 2005.
- ◆ The Personal Protective Equipment at Work Regulations 1992.
- ◆ The Construction (Design and Management) Regulations 2015.

Employers and employees have duties under the Health and Safety at Work etc., Act 1974 to ensure so far as is reasonably practicable the health, safety and welfare of people at work.

To this end employers should:

- ◆ Provide clothing where necessary as part of a safe system of work and ensure that it is used;
- ◆ Provide information, instruction, training and supervision in the use and care of such clothing;
- ◆ See that the arrangements in the Company's written safety policy are read and understood by all those affected; and
- ◆ Consult employees' representatives on the choice, use and care of protection clothing.

Before the commencement of any works the Supervisor/Foreman will establish what protective clothing and equipment is required and will ensure it is obtained and available when required.

Equipment will be selected to ensure it is suitable for the individual and also compatible with other equipment that may require to be worn.

During the issue an explanation will be given as to the mandatory requirements and the reporting of defective equipment and procedures for replacement.

A record of issue of protective clothing and equipment will be kept.

Any person not complying with a requirement to use protective clothing and equipment, whether directly employed or a contractor, will be subject to disciplinary action.

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**CP 22**

**DISPLAY SCREEN EQUIPMENT**

The following specific legislation contains requirements to be complied with:

- ◆ Health and Safety (Display Screen Equipment) Regulations 1992.

The Office Manager or nominated person will establish a procedure to ensure compliance with the Regulations.

This will include arrangements to ensure a suitable and sufficient analysis of workstations is carried out as required by Regulation 2 together with ensuring that the workstation provided is in accordance with requirements of the schedule contained in the guidance on the above Regulations.

The Office Manager or nominated person will ensure all persons who are display screen users are provided with training to include guidance on the requirements of the Regulations.

Where required arrangements will be made for eyesight testing.

All display screen equipment users are required to assist in co-operating with the Company to enable the Company to achieve compliance with the Regulations and so reduce the risk of injury and ill health to employees.

Any defect in display screen equipment will be reported to the office manager or the nominated person.

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**VDU WORKSTATION CHECKLIST ASSESSMENT**

Name:	.....
Department/Workstation Area:	.....
Date Started:	.....
Job Function:	.....
Daily Usage of DSE:	.....
Classified as User/Workstation Assessment required	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does User currently require/wear contact lenses or corrective glasses:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Assessment completed by:	.....
Date of assessment:	.....
Any further action needed?	YES/NO
Follow up action completed on:	.....

This checklist can be used as an aid to risk assessment and to help comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations.



Work through the checklist, ticking either the 'yes' or 'no' column against each risk factor:

- 'Yes' answers require no further action.
- 'No' answers will require investigation and/or remedial action by the workstation assessor. They should record their decision in the 'Action to take' column. Assessors should check later that actions have been taken and have resolved the problem.

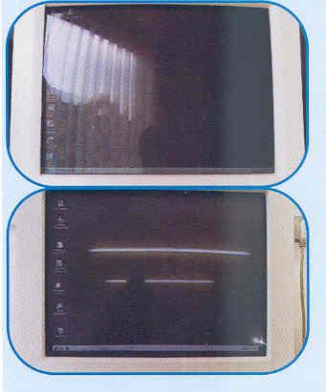
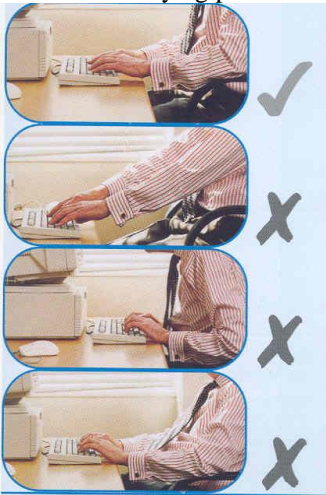
**Remember the checklist only covers the workstation and work environment. You also need to make sure that risks from other aspects of the work are avoided, for example by giving users health and safety training, and providing for breaks or changes of activity. Advice on these is given in: *The law on VDUs: An easy guide* HSE Books 2003 ISBN 0 7176 2062 4**

# HEALTH AND SAFETY MANAGEMENT SYSTEM



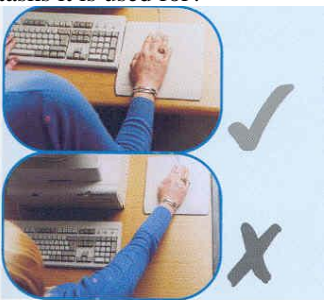
RISK FACTORS	Tick answer		THINGS TO CONSIDER	ACTION TO TAKE
	YES	NO		
<b>1 Display screens</b>				
Are the characters clear and readable 			Make sure the screen is clean and cleaning materials are made available,  Check that text and background colours work well together.	
Is the text size comfortable to read?			Software settings may need adjusting to change text size.	
Is the image stable, i.e. free of flicker and jitter?			Try using different screen colours to reduce flicker, e.g. darker background and lighter text.  If problems still exist, get the set up checked, e.g. by the equipment supplier.	
Is the screen's specification suitable for its intended use?			For example, intensive graphic work or work requiring fine attention to small details may require large display screens	
Are the brightness and/or contrast adjustable?			Separate adjustment controls are not essential, provided the user can read the screen easily at all times	
Does the screen swivel and tilt? 			Swivel and tilt need not be built in; you can add a swivel and tilt mechanism. However, you may need to replace the screen if: <ul style="list-style-type: none"> <li>• Swivel/tilt is absent or unsatisfactory;</li> <li>• Work is intensive; and/or</li> <li>• The user has problems getting the screen to a comfortable position.</li> </ul>	

## HEALTH AND SAFETY MANAGEMENT SYSTEM


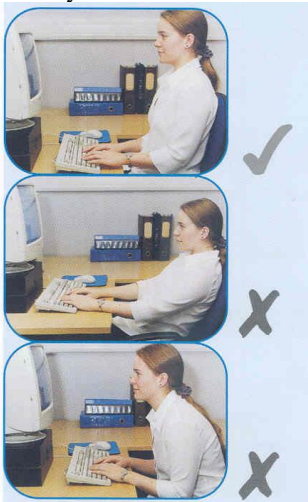
<p>Is the screen free from glare and reflections?</p> 		<p>Use a mirror placed in front of the screen to check where reflections are coming from.</p> <p>You might need to move the screen or even the desk and/or shield the screen from the source of reflections.</p> <p>Screens that use dark characters on a light background are less prone to glare and reflections.</p>	
<p>Are adjustable window coverings provided and in adequate condition?</p>		<p>Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones.</p> <p>If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help.</p>	
<h3>2 Keyboards</h3>			
<p>Is the keyboard separate from the screen?</p>		<p>This is a requirement, unless the task makes it impracticable (eg where there is a need to use a portable).</p>	
<p>Does the keyboard tilt?</p>		<p>Tilt need not be built in.</p>	
<p>Is it possible to find comfortable keying position?</p> 		<p>Try pushing the display screen further back to create more room for the keyboard, hands and wrists.</p> <p>Users of thick, raised keyboards may need a wrist rest.</p>	
<p>Does the user have good keyboard technique:</p>		<p>Training can be used to prevent:</p> <ul style="list-style-type: none"> <li>• Hands bent up at wrist;</li> <li>• Hitting the keys too hard;</li> <li>• Overstretching the fingers.</li> </ul>	
<p>Are the characters on the key easily readable?</p>		<p>Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing.</p> <p>Use a keyboard with a matt finish to reduce glare and/or reflection.</p>	




## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>3 Mouse, trackball etc</b>			
<p>Is the device suitable for the tasks it is used for?</p> 			<p>Most devices are best placed as close as possible, egg right beside the keyboard.</p> <p>Training may be needed to:</p> <ul style="list-style-type: none"> <li>• Prevent arm overreaching;</li> <li>• Tell users not to leave their hand on the device when it is not being used;</li> <li>• Encourage a relaxed arm and straight wrist.</li> </ul>
<p>Is there support for the device user's wrist and forearm?</p>			<p>Support can be gained from, for example, the desk surface or arm of a chair. If not, a separate supporting device may help.</p> <p>The user should be able to find a comfortable working position with the device.</p>
<p>Does the device work smoothly at a speed that suits the user?</p>			<p>See if cleaning is required (egg of mouse ball and rollers).</p> <p>Check the work surface is suitable. A mouse mat may be needed.</p>
<p>Can the user easily adjust software settings for speed and accuracy of pointer?</p>			<p>Users may need training in how to adjust device settings.</p>
<b>4 Software</b>			
<p>Is the software suitable for the task?</p>			<p>Software should help the user carry out the task, minimise stress and be user-friendly.</p> <p>Check users have had appropriate training in using the software.</p> <p>Software should respond quickly and clearly to user input, with adequate feedback, such as clear help messages.</p>
<b>5 Furniture</b>			
<p>Is the work surface large enough for all the necessary equipment, papers etc?</p>			<p>Create more room by moving printers, reference materials etc elsewhere.</p> <p>If necessary, consider providing new power and telecoms sockets, so equipment can be moved.</p> <p>There should be some scope for flexible rearrangement.</p>

## HEALTH AND SAFETY MANAGEMENT SYSTEM

				
<p>Can the user comfortably reach all the equipment and papers they need to use?</p>			<p>Rearrange equipment, papers etc to bring frequently used things within easy reach.</p> <p>A document holder may be needed, positioned to minimise uncomfortable head and eye movements.</p>	
<p>Are surfaces free from glare and reflection?</p>			<p>Consider mats or blotters to reduce reflections and glare.</p>	
<p>Is the chair suitable?</p> <p>Is the chair stable?</p> <p>Does the chair have a working:</p> <ul style="list-style-type: none"> <li>• Seat back height and tilt adjustment?</li> <li>• Seat height adjustment?</li> <li>• Swivel mechanism?</li> <li>• Castors or glides?</li> </ul>			<p>The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms.</p>	
<p>Is the chair adjusted correctly?</p> 			<p>The user should be able to carry out their work sitting comfortably?</p> <p>Consider training the user in how to adopt suitable postures while working.</p> <p>The arms of chairs can stop the user getting close enough to use the equipment comfortably.</p> <p>Move any obstructions from under the desk.</p>	
<p>Is the small of the back supported by the chair's backrest?</p>			<p>The user should have a straight back, supported by the chair, with relaxed shoulders.</p>	
<p>Are forearms horizontal and eyes at roughly the same height as the top of the VDU?</p>			<p>Adjust the chair height to get the user's arms in the right position, then adjust the VDU height if necessary.</p>	

## HEALTH AND SAFETY MANAGEMENT SYSTEM

Are feet flat on floor, without too much pressure from the seat on the backs of the legs?			If not, a foot rest may be needed.	
<b>6 Environment</b>				
Is there enough room to change position and vary movement?			Space is needed to move, stretch and fidget.  Consider reorganising the office layout and check for obstructions.  Cables should be tidy and not a trip or snag hazard.	
Is the lighting suitable, egg not too bright or too dim to work comfortably? 			Users should be able to control light levels, egg by adjusting window blinds or light switches.  Consider shading or repositioning light sources or providing local lighting, egg desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces).	
Does the air feel comfortable?			VDU's and other equipment may dry the air.  Circulate fresh air if possible. Plants may help.  Consider a humidifier if discomfort is severe.	
Are levels of heat comfortable?			Can heating be better controlled? More ventilation or air-conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?	
Are levels of noise comfortable?			Consider moving sources of noise, egg printers, away from the user. If not, consider soundproofing.	

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>7 Final questions to users</b>		
	<b>Yes</b>	<b>No</b>
	Tick answer	
<ul style="list-style-type: none"> <li>• Ask if the checklist has covered all the problems they may have working with their VDU.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ask if they have experienced any discomfort or other symptoms which they attribute to working with their VDU.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ask if the user has been advised of their entitlement to eye and eyesight testing.</li> </ul>		
<ul style="list-style-type: none"> <li>• Ask if the user takes regular breaks working away from VDUs.</li> </ul>		
<b>Write the details of any problems here:</b>		

**CP 23**

**MOBILE TELEPHONES**

Where mobile telephones are issued to employees the following requires to be taken into consideration with the use to ensure the health and safety of both employees and others who may be effected by the safe operation of the equipment.

- ◆ Mobile telephones may be used where access to normal land line telephones are not available. It is important to give consideration to the location you are working prior to use when either receiving or making a call, examples of this include where vehicle movements may take place or in area's which the use may create an explosion. Employees are required to make themselves familiar with any client rules that may be applicable to the work location.
- ◆ When driving the mobile telephone must only be used where the mobile telephone equipment is fitted with a 'hands free' facility, call must not be made or received whilst the vehicle is moving or may move i.e. in a queue of traffic. In order to reduce the risk to employees and other road users, except in the event of urgent use, the use of the phone should be limited to making calls whilst parked in a safe location.
- ◆ Low radiation doses are emitted from mobile telephones during use it is therefore important to follow the following to reduce your exposure:
  - ◆ Minimise the use of the equipment as much as possible by using land line equipment.
  - ◆ Where the equipment is used keep the length of calls to a minimum.
  - ◆ Where excessive use takes place and any ill effects are experienced i.e. headaches you must advise your manager and make arrangements to visit your medical practitioner.
- ◆ Where individuals have their own equipment it is important to remember the above information applies to the use of their equipment whilst at work.

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## CP 24

### HAND ARM VIBRATION

#### Introduction

This instruction is intended to be read in conjunction with the Vibration Assessment to provide details where considered necessary, on the use of the Form.

The purpose of Vibration Assessment is to ensure the Vibration Hazards are managed to reduce harm to the end user.

Where indicated as “must”, this instruction is explicit and there is no facility for local arrangements. Otherwise, the instructions given are an indication of “best practice” and should be followed at all times.

#### References

- ◆ Vibration Assessment Form
- ◆ Health and Safety at Work etc. Act 1974

#### Vibration Dose

- ◆ The primary cause of HAVS (Hand Arm Vibration Syndrome) is work, which involves holding vibrating equipment. The risk of harm depends upon:
  - ◆ The actual vibration levels.
  - ◆ The length of time exposed.

The combination of these two factors result in a daily “vibration dose” which must not be exceeded in an 8 hour period over a 24 hour day.

#### Exposure Action Value (EAV) and Exposure Limit Value (ELV)

##### What is the exposure action value?

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s<sup>2</sup> A(8).

##### What is the exposure limit value?

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s<sup>2</sup> A(8). It represents a high risk above which employees should not be exposed.

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The Regulations allow a transitional period for the limit value until July 2010. This only applies to work equipment already in use before July 2007. The exposure limit value may be exceeded during the transitional period as long as you have complied with all the other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as you can.

### **Risk Assessment**

◆ The hierarchy of Risk Assessment confirms the following priorities:

1. Eliminate the hazard
2. Combat risks at source
3. Minimise risks – reduce the vibration dose – see procedure
4. Allocate PPE

### **Use of the Vibration Assessment Form**

- ◆ All those involved in the procurement and management of a workplace, have a responsibility for ensuring that all operations can be carried out without causing harm to the workforce, by following the hierarchy of Risk Assessment.
- ◆ Eliminate the Hazard: Those involved in the planning of the contract and the work method must look at safer options e.g. surface retarder instead of scabbling; machine driven instead of hand held equipment; concrete crusher to remove pile caps; drills, core cutters mounted on rigs.
- ◆ Combat Risks at Source: Those involved in the procurement of Contractors, or equipment must ensure that the most suitable and safe equipment is provided to operatives to ensure low vibration equipment manufacturers are used; ensure vibration level information travels with the equipment; ensure the equipment is well maintained.
- ◆ Minimise Risks: The General Manager must reduce the vibration dose on the workforce by:
  - ◆ Keeping the users time under the recommendations for exposure.
  - ◆ Utilising the HSE Guidance where vibration levels are known to work out the allowable time of exposure. This can be calculated by using the HSE's vibration web pages at [www.hse.gov.uk/vibration](http://www.hse.gov.uk/vibration).
- ◆ Allocate PPE: The General Manager must ensure the user has the best gloves for the job, and also is trained in the use and the effects of Hand Arm Vibration Syndrome.

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**HAND ARM VIBRATION RISK ASSESSMENT RECORD**

<b>Contract:</b>	<b>Date of Assessment:</b>
(SCALE1) Vibration Level Information Supplied by Manufacturer	
(SCALE 2 – Exposure Time) Duration of Exposure	
(SCALE 3) Exposure Time Allowed	
Action to be Taken to Reduce the Risk Where Necessary	
<b>Signed:</b>	
<b>Position:</b>	



**CP 25**

**NOISE**

The Control of Noise at Work Regulations 2005 requires employers to protect their workers hearing. This can be achieved by a strategy based on assessment of workers exposure to noise and subsequent implementation of control measures to solve any problem that exists.

The Regulations refer to various levels which are:

*Lower Exposure Action Value*

- ◆ this is a daily or weekly exposure of 80dB.
- ◆ peak sound pressure of 135dB.

*Upper Exposure Action Value*

- ◆ this is a daily or weekly exposure of 85dB.
- ◆ peak sound pressure of 137dB.

*Exposure Limit Values*

- ◆ this is a daily or weekly exposure of 87dB.
- ◆ Peak sound pressure of 140dB.

The exposure limit values must not be exceeded after taking into account any reduction of exposure provided by hearing protection.

*A basic guide to the Exposure Limit Values are:*

If you have to raise your voice to be understood by someone standing 2 metres away – you may be at or above the Upper Exposure Action Value of 85dB.

The Peak Sound Pressure is achieved when using equipment such as cartridge tools.

When planning all works consideration must be given by the Director to ensure these Regulations are complied with and allowance made for the provision of any necessary controls or protective equipment before works are commenced.

Suitable information, instruction and training will be provided by those expected to carry out and supervise works affected by these regulations.

Information and advice on the requirements of the Regulations can be obtained from MSM Safety Management Services.

There are requirements within the Regulations for monitoring and medical records to be kept. These records must be kept within the individuals personnel records.

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**CP 26**

**FIRE PRECAUTIONS AND EMERGENCY PROCEDURES ON SITE**

Each site will be assessed in accordance with the Construction (Design and Management) Regulations 2015 in requirement to provide an adequate level of both fire precautions and emergency procedures in the event of a fire, explosion or spillage. This will be undertaken by the principal contractor on whose site we are undertaking work or where we are working on existing premises this will be by reviewing the work location and where necessary following risk assessments the implementation of additional fire precaution arrangements. Our procedure for undertaking this will be by assessing the risk following the hierarchy of controls as follows:

- ◆ Do we need to undertake hot works or can we select an alternative means?
- ◆ Adequate control of the risk that exist undertaking the work.
- ◆ Establishing emergency procedures in the event of fire occurring to include clear instructions for evacuation of the area.

At all locations the following notice will be clearly displayed to include the office:

<b>ACTION IN THE EVENT OF FIRE</b>	
1.	Raise the alarm Follow the instructions indicated on the fire notice instructions adjacent to each call point.
2.	Follow the instructions indicated on the fire notice instructions adjacent to each call point and tell the operator the fire is at:  .....  .....
3.	On hearing the fire alarm: <ul style="list-style-type: none"> <li>• All personnel to leave the site and assemble at the fire point</li> <li>• Nominated fire warden to take charge of emergency.</li> <li>• Do not stop to collect personal belongings.</li> <li>• Turn off powered equipment.</li> <li>• Turn off all heat producing equipment.</li> <li>• Attack fire with the equipment provided if it is safe to do so.</li> <li>• Obey instructions from the Fire Warden or supervisory staff.</li> <li>• Do not re-enter site until told it is safe.</li> </ul>

Our company policy is to establish fire precaution arrangements to take into account the total amount of flammable substance or material to be stored on the premises or site.

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On construction activities this will be clearly described and displayed on site as part of the health and safety plan where the Construction (Design and Management) Regulations 2015 are applicable, and where not this will be documented in our health and safety method statement for the works to be undertaken.

Our plans and procedures for containment of the spillage of substances will be that all substances will be either stored on the vehicle which will be used for the transport and where permanent facilities are required this will be in a bunded area to contain 110% of the total amount stored.

A fire risk assessment will be undertaken for our office premises with Mr Mark Eames, Director or a nominated person being responsible for ensuring that instruction and training is given to employees both on induction and annually on the evacuation procedures to be followed in the event of fire.

The evacuation procedure will be tested by Mr Mark Eames, Director or a nominated person at a frequency not exceeding every 6 months.

When persons are working away from the premises particular care requires to be taken by employees to familiarise themselves with the fire precaution procedures for the premises in particular when work is being undertaken in remote locations on the premises such as ceiling voids.

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## HOT WORK PERMIT

Document Ref. No:	
Task or work operation:	Duration of permit:
This Permit to Work is issued for the following work. No work other than that detailed must be carried out:	
Is work to be carried out when plant, equipment or systems are in operation?	yes/no
Location of work:	
Description of work:	
Method of isolation/making safe:	
<p>Precautions</p> <ul style="list-style-type: none"> <li>◆ Ensure hot work equipment is suitable for use and in good order</li> <li>◆ Check location and means of raising alarm</li> <li>◆ Ensure location extinguishers/hose reels</li> <li>◆ Inspect nearby areas</li> <li>◆ Remove any combustible material from work area</li> <li>◆ Remove any flammable liquid containers from work area (whether full or empty)</li> <li>◆ Provide suitable and adequate protections against sparks and hot particles</li> <li>◆ Follow-up inspection (.....hours ..... mins later)</li> </ul>	
Extra precautions to be taken if plant, machinery or systems are in operation:	
<b>Authorisation</b>	
Name of person issuing Permit:	
Designation:	
Signature:	
Time:	Date:
<b>Receipt</b>	

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I hereby declare that no work other than that stated above will be carried out, and all precautionary measures will be adhered to:	
Name (person in control of the work activity):	
Designation:	
Signature:	
Company:	
<b>Clearance</b>	
I hereby declare that the work stated above has/has not been completed. Details if not completed:	
Name:	
Designation:	
Signature:	
Company:	
<b>Cancellation</b>	
All copies of this permit to work are hereby cancelled.	
Name:	
Designation:	
Signature:	
Date:	Time:

**CP 27**

**FIRE PRECAUTIONS AND EMERGENCY PROCEDURES IN THE OFFICE ENVIRONMENT**

A procedure will be established in the office to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 this will include a fire safety risk assessment being undertaken using the HM Government Publication Fire Safety Risk Assessment in Offices and Shops.

This procedure will be undertaken by the responsible person for the premises who requires to demonstrate competence in fire safety.

The responsible person will then have duties to include the following:

- 1) Manage the fire risk assessment procedure together with the necessary checks required to be carried out.
- 2) Maintain records of training for individuals.
- 3) Ensure that regular fire drills are carried out on the premises
- 4) Maintain records of maintenance of equipment used for fire prevention and warning.

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**CP 28**

**HEALTH RISKS – MANUAL HANDLING AND LIFTING**

The following Regulations apply to the manual handling or lifting of materials:

- ◆ The Manual Handling Operations Regulations 1992, Regulation 4 – Duties of employers.
- ◆ The Construction (Design and Management) Regulations 2015.

These Regulations state "A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him".

Guidance on the recommendations regarding handling and lifting are contained in Manual Handling Guidance on Regulation ISBN 0 11 886335 5.

Copies of the relevant regulations will be kept on site and information on the requirements of the regulations and recommendations contained in advisory literature will be provided by the Company's Health and Safety Consultants.

All work will be tendered for or negotiated taking into account the above standards.

Where possible, procedures will be implemented to avoid manual handling. Where this is not reasonably practicable our hierarchy of controls will be to use mechanical means and manual handling being a last resort.

The Supervisor/Foreman will ensure that materials are handled as far as possible by mechanical means. Where the use of mechanical means is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All supervisory staff and Operatives will be given kinetic lifting technique training in the correct methods of handling and lifting loads as part of their normal site safety training to include instruction on both single and two person lifting. This will be a half day manual handling course.

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Information, instruction and training on correct manual handling techniques to include kinetic lifting will be provided to all employees.

The Supervisor/Foreman will ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands.

The Company will ensure the wearing of safety footwear and supervisory staff will caution any employee or contractor wearing unsuitable footwear.

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The Supervisor/Foreman will not require any operative, particularly a young person to lift without assistance a load which is likely to cause injury.

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 selection of persons to carry out manual handling or lifting tasks will 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 structures of the body and effect of attempting to handle loads in various positions.

The Company's Health and Safety Consultants will arrange suitable training as required.

The following form will be used for recording manual handling assessments and Mr Mark Eames, Director or a nominated person will be responsible for ensuring assessments are undertaken and recorded where applicable.

All staff involved in manual handling will be given a toolbox talk on kinetic lifting techniques and will be issued with a copy of the HSE document Manual Handling at Work a Brief Guide.

Our general policy is to avoid manual handling of excessive weights where reasonably practicable taking into account the guidelines given within the HSE document Manual Handling at Work a Brief Guide.

Where it is not possible to avoid we will utilise where possible mechanical lifting devices and for all manual handling operations we will adopt the approach of risk assessing the activity together with ensuring that persons have received an adequate level of instruction and training on undertaking manual handling operations.

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## ASSESSMENT IN ACCORDANCE WITH THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

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Date:

Assessment Number:

Contract:

Task on which assessment is made:

Date by which action is to be taken:

Personnel involved:

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### SECTION A – PRELIMINARY:

- 1) Do the operations involve a significant risk of injury?  
*If 'Yes' go to 2). If 'No' the assessments need go no further.*
- 2) Can the operations be avoided/mechanised/automated at reasonable cost?  
*If 'No' go to 3). If 'Yes' proceed and then check that the result is satisfactory.*
- 3) Are the operations clearly within the guidelines in Appendix 1 of the Manual Handling Operations Regulations Guidance?

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### SECTION C – OVERALL ASSESSMENT OF RISK

- 4) What is your overall assessments of risk?

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### SECTION D – REMEDIAL ACTION

- 5) Remedial Action/Control Measures:

- 
- 6) Overall priority for remedial action:

- 
- 7) Remedial Action to be taken:

Person making assessment:

Name:

Signature:

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<b>Section B – More detailed assessment, where necessary:</b>					
<b>Questions to consider:</b> (If the answer to a question is 'Yes' place a tick against it and then consider the level of risk)	<b>Level of risk:</b> (Tick as appropriate)			<b>Possible remedial action:</b> (Make rough notes in this column in preparation for completing Section D)	
	Yes	Low	Med	High	
<b>The tasks – do they involve:</b>					
♦ Holding loads away from trunk?					
♦ Twisting?					
♦ Stooping?					
♦ Reaching upwards?					
♦ Large vertical movement?					
♦ Long carrying distances					
♦ Strenuous pushing or pulling?					
♦ Unpredictable movement of loads?					
♦ Repetitive handling?					
♦ Insufficient rest or recovery?					
♦ A workrate imposed by a process?					
<b>The loads – are they:</b>					
♦ Heavy?					
♦ Bulky/unwieldy?					
♦ Difficult to grasp?					
♦ Unstable/unpredictable?					
♦ Intrinsicly harmful (e.g. sharp/hot?)					
<b>The working environment – are there:</b>					
♦ Constraints on posture					
♦ Poor floors?					
♦ Variations in levels?					
♦ Hot/cold/humid conditions?					
♦ Strong air movements?					
♦ Poor lighting conditions?					
<b>Individual capability – does the job:</b>					
♦ Require unusual capability?					
♦ Hazard those with a health problem?					
♦ Hazard those who are pregnant?					
♦ Call for special information/training?					
<b>Other factors –</b>					
Is movement or posture hindered by clothing or personal protective equipment?					
<p><u>Deciding the level of risk will inevitably call for judgement.</u>  <u>The guidelines in Appendix 1 may provide a useful yardstick.</u></p>					

**CP 29****LONE WORKER POLICY****Introduction:**

Lone workers spend some or all their working hours alone for a variety of reasons: they may work in an isolated location, be at a client's or customer's premises, work from home or may simply be working outside normal office hours. In any case, Contact Electrical (Norwich) Limited recognises that working alone may involve an increased risk to the health and safety of its employees. Consequently, Contact Electrical (Norwich) Limited has a policy that helps to ensure that it succeeds in its responsibility to manage the risks faced by its employees.

- ◆ Under the terms of the Health and Safety at Work Act 1974 Contact Electrical (Norwich) Limited has a duty to ensure the health and safety of its employees as far as is reasonably practical.
- ◆ The Management of Health and Safety at Work Regulations 1999 place a duty on Contact Electrical (Norwich) Limited to assess the degree of risk in the workplace.

**Aims of the Policy :**

- ◆ To ensure the safety of lone workers when exercising their duties in the absence of any colleagues or supervisors; and
- ◆ To ensure that Contact Electrical (Norwich) Limited complies with all its legal obligations.

**Risk Assessments:**

Contact Electrical (Norwich) Limited will carry out risk assessments on all types of work that are (or are likely to be) undertaken alone with regard when doing so to the following factors:

- ◆ Risk of Violence (particularly when dealing with the public).
- ◆ Equipment (must be suitable and safe for use by one person).
- ◆ Location.
- ◆ Materials (all materials used by suitable for use by one person); and
- ◆ Proximity to Help.

**Procedures:**

All lone workers should adhere to the following guidelines when working alone:

- ◆ Avoid unnecessary out of hours working where possible.
- ◆ Notify the Office if you are intending to work outside normal hours.
- ◆ Familiarise yourself with your location, fire safety procedures and escape routes in the event of an emergency.
- ◆ Where possible retain keys for all entrances and exits, ensuring the doors are kept

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locked where appropriate

- ◆ Do not allow unexpected visitors in unless they carry sufficient identification.
- ◆ Familiarise yourself with the alarm system at your location.
- ◆ Ensure that you leave your contact details with the office.
- ◆ Make sure that people at home are aware of your movements.
- ◆ In the event that you feel unwell seek help immediately and if necessary, call 999.
- ◆ Under no circumstances should you ever undertake the following activities:
  1. Work at heights where access cannot be made safe.
  2. Confined Spaces.
  3. Environments where extreme heat or cold are present.
  4. Manual handling of top heavy, large or odd shaped objects.
  5. When the individual is unsure of the correct process and cannot reach their Supervisor/Foreman to clarify the process.
  6. Take undue or unsafe risks to achieve work timescales.

### **Control Measures:**

- ◆ Checks of employees located within Company premises or property will be made every hour
- ◆ Employees working elsewhere than on Company premises must call in every hour during their normal working hours. Such Employees will also be provided a First Aid Training and First Aid kit which they must keep adequately stocked
- ◆ All Lone workers will be provided access to an on-site telephone or mobile by the Company. Such Employees must ensure they keep mobiles fully charged and switched on within their normal working hours
- ◆ In the event of an emergency the main points of contact will be as follows: Mr Mark Eames, Director or a nominated person within the Company.
- ◆ All lone workers must comply fully with this policy and with any complementary instructions received from Contact Electrical (Norwich) Limited. Failure to do so may constitute a disciplinary offence.

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**CP 30**

**COMMUNICATIONS**

Whilst working on third parties premises or on construction sites we will ensure that good communications takes place between all relevant parties under our control or where we are working with other parties.

For person whose first language is not English we will adopt a procedure for ensuring that they understand the works that we are about to undertake. This will consist of first of all induction training for our own employees and where necessary other parties who may be affected by our works.

This may in some cases result in either using a buddy system where English speaking representatives of the client or contractor interprets our information to persons who have either limited or no understanding of the English language.

In some cases this may necessitate the use of an interpreter to ensure their overall understanding of activities that are to be undertaken.

Where necessary we may need to translate documentation in order for there to be a clear understanding of the requirements.

Each project and work activity is assessed at the beginning to take into account the workers in the vicinity whose first language is not English.

**Summary:**

- ◆ Procedures will be implemented where the first language of the person is not English.
- ◆ Translation of documents will take place where necessary.
- ◆ Work will not commence unless the person can demonstrate an understanding of the safe system of work.

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**CP 31**

**SAFETY HARNESSES**

Full body safety harnesses will be selected taking into account the work activity to be undertaken. Where possible these will be attached by the use of fall restraint lanyards. If this is not possible we will use fall arrest lanyards fitted with shock absorbers.

All persons using safety harnesses will be trained both in the correct fitting of the harness and the selection of anchorage points together with rescue procedures.

Where possible anchorage points will be selected as high as possible above the person and as near to vertical as possible in order to avoid a pendulum effect.

In all cases a rescue procedure will be established prior to the commencement of the use of harnesses and fall arrest systems.

Prior to use the user of the equipment will check the following:

**Harnesses**

- ◆ The British Standard or European Standard to which it conforms.
- ◆ The name, trademark or other means of identification of the manufacturer.
- ◆ The year in which the harness was manufactured.
- ◆ The type of harness.
- ◆ The manufacturers serial number.
- ◆ The company serial number or other recognition system for recording maintenance and inspections.

**Markings on Lanyards.**

Where lanyards are not permanently attached to harnesses the following information must be clearly marked on the lanyard:

- ◆ The British Standard or European Standard to which it conforms.
- ◆ The name, trademark or other means of identification of the manufacturer.
- ◆ The year of manufacture.
- ◆ The manufacturers model number and the type of harness with which the lanyard is designed to be used.

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- ◆ The company serial number or other recognition system for recording maintenance and inspections.

### **Pre-use Inspections**

Prior to use of both harnesses and lanyards the user will make a visual inspection of the equipment taking into account the above prior to use.

Additional to this the equipment will be examined by a competent person at an interval not exceeding every 6 months and a record to be maintained of this inspection.

### **Storage Arrangements**

Harnesses and lanyards will be stored in a cool dry place and not subject to direct sunlight. This will be by hanging the harnesses up to ensure that they are not subject to abrasion by other equipment such as sharp instruments or corrosive substances.

The following checks will be undertaken to ensure the ongoing maintenance of the equipment:

### **Webbing and Leather**

Examination for cuts, cracks, tears or abrasions and distortion, damage due to deterioration, contact with heat, acids or other corrosives.

### **Snap Hooks**

Examination for damage or distorted hoods, faulty springs and strained jaws.

### **Buckles**

Examination of the shoulders of the buckles, inspection for open or distorted rollers and undue wear.

### **Sewing**

Examination for broken, cut or worn threads, open seams and failed stitching.

### **Lanyards Ropes**

Examination for damage or signs of wear and in the case of ropes interstrand wear, unravelling, extension and fusion.

### **Webbing Lanyards**

Cuts to the edge of webbing, surface abrasions to surface edges, damaged stitching, a knot in the lanyard other than the manufacturers and results of chemical attack.

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**CP 32**

**WORK AT HEIGHTS**

Falls from height is the largest cause of workplace deaths and the most common cause of major injuries. Our policy sets out to reduce this risk whilst undertaking our activities.

The Work at Height Regulations 2005 sets out the following criteria:

- ◆ Work at height to be avoided where possible.
- ◆ All work at height to be properly planned and organised.
- ◆ Those involved in work at height are competent to undertake the task.
- ◆ The risk from working at height are correctly assessed with appropriate work equipment being selected and used.
- ◆ The risk from working on fragile surfaces are properly controlled.
- ◆ Equipment from work at height is properly inspected and maintained.

Duty holders must:

- ◆ Avoid work at height where they can.
- ◆ Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- ◆ Where they cannot eliminate risk of falls use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

It is the company policy where work at height cannot be avoided to minimise the risk by giving consideration to mobile work access platforms and towers together with proprietary access systems and where this is not possible or the work is of short duration of less than 30 minutes or where it is not reasonably practicable to get the above equipment in the location to use ladders or step ladders.

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**CP 33**

**RISK ASSESSMENTS/METHOD STATEMENTS**

In accordance with The Management of Health and Safety at Work Regulations 1999 prior to commencement of any works an assessment of risk to individuals, due to work carried out, shall be made and a written record of these assessments shall be kept. In addition, all operatives shall be made aware of the assessments.

Method statements will also be prepared for works to be carried out to include relevant risk assessments.

In accordance with the Personal Protective Equipment at Work Regulations 1992, as with the above, assessments shall be made as to the risk to individuals, due to work carried out. Where it is not possible or reasonably practicable to change the method of work to reduce any risk to an acceptable level then protective equipment **MUST** be issued e.g. gloves, boots, safety glasses etc. As with risk assessments, written records are to be kept.

In accordance with the Manual Handling Regulations, assessments are to be made as to the risk to individuals in association with the manual handling of materials. Where there is risk of injury, manual handling should, whenever reasonably practicable, be avoided. If mechanical handling is possible, this should be carried out.

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**CP 34**

**ASBESTOS**

**DEALING WITH UNIDENTIFIED MATERIALS**

The presence of asbestos is not always obvious. The HSE advised that it is sensible to assume that any building constructed or refurbished before the year 2000 will contain asbestos materials, e.g. insulation boards, corrugated roof sheets, cement guttering, pipe work and lagging. No work should be carried out which is likely to expose employees to asbestos unless an adequate risk assessment with regard to exposure has been made.

If materials containing asbestos are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk, and in particular those who also smoke cigarettes, have developed asbestosis and/or certain types of cancer. It is well known that exposure to asbestos fibres can result in asbestosis; a disease caused by fibrous scarring of the lungs. Lung Cancer, Mesothelioma and Laryngeal Cancer are other diseases that can be suffered after contact with asbestos fibres.

If you suspect a material to be asbestos which was not identified during an initial assessment of the site, **STOP WORK!** Inform your Manager/Supervisor immediately and ask others to leave the immediate work area.

**Employees of Contact Electrical (Norwich) Limited are not permitted to handle asbestos products.**

If asbestos is discovered Contact Electrical (Norwich) Limited will ensure that the work area is protected to prevent disturbance of the material and subsequently to prevent damage to any asbestos which may result in the release of fibres. Contact Electrical (Norwich) Limited will then arrange for (or pass onto the Client or Principal Contractor to arrange) a competent person/specialist analyst to assess the material to confirm if it is asbestos; ascertain the condition of the asbestos containing material and whether it requires removal or can be left undisturbed. If the materials are left in place and undisturbed it will be necessary for the owner of the workplace to introduce a system of management of the remaining identified asbestos. A log for the building must be kept and the type of and location of the asbestos must be recorded.

If asbestos is confirmed and its condition is poor, then a specialist Licensed Contractor will be employed to protect, repair or encapsulate the asbestos or remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other Contractors will be advised and clearance certificates will be made available. Work will then continue with caution, in case any further unidentified asbestos is found.

**Supervisor of Operatives and Contractors**

The Site Manager will ensure that no unauthorised person enters the working area until clearance certificates have been received and it has been confirmed that the results are satisfactory. Regulation 10 of the Control of Asbestos Regulations 2012 requires employers

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to ensure that adequate information, instruction and training is given to their employees who are liable to be exposed to asbestos or who supervise such employees. Asbestos Awareness training will be provided to anyone who needs to know more about asbestos that may be encountered during construction and it is a legal requirement for all people employed in all sectors of the building, construction and demolition industry if they may disturb or come into contact with asbestos through their employment.

### **Safe Systems of Work**

Asbestos in its various forms is found either used on its own or mixed with other materials in many situations in the construction industry e.g.:

- ◆ Culverts within the ground,
- ◆ Historical disposal in shallow pits,
- ◆ Lagging of pipes,
- ◆ Fire protection,
- ◆ Insulating boards,
- ◆ Ceiling tiles,
- ◆ Stipple coatings (e.g. artex),
- ◆ Roof and cladding sheets,
- ◆ Drainage goods etc.

In many of the above cases, products now supplied are asbestos free.

### **The three main types of asbestos used/found are:**

- ◆ **CHRYBOTILE** – Commonly known as ‘white’ asbestos
- ◆ **CROCIDOLITE** – Commonly known as ‘blue’ asbestos
- ◆ **AMOSITE AND MYSORITE** – Commonly known as ‘brown’ asbestos

**NOTE: Colour must not be relied upon for positive identification.**

All asbestos is prohibited in the manufacture of new materials under the Control of Asbestos Regulations 2012, but is still to be found in many old buildings and plant.

**NOTE: There can be no guarantee that asbestos will not be found in more recent applications.**

If asbestos is found or suspected to be present at a workplace where it is likely to be disturbed it must be analysed. This will determine the type of asbestos and the precautions which will need to be taken.

### **REMEMBER!**

If you suspect a material to be asbestos which was not identified during an initial assessment of the building, **STOP WORK!** Inform your Manager/Supervisor immediately and ask others to leave the immediate work area.

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## DEALING WITH NON-LICENCED REMOVAL

### Introduction

The Control of Asbestos Regulations 2012 imposes all requirements with regards to dealing with asbestos containing materials.

The requirements of anyone carrying out work with asbestos insulation, asbestos sprayed coating or asbestos insulating board, is that they must hold a licence granted by the HSE. With regards to non-licensed materials such as cement products, bitumen products, floor tiles, lino, brake lining, the removal of artex requires trained and competent persons to comply with Regulation 10.

Ancillary work means work associated with the main asbestos works of removal, repair or disturbance, so if access is required by scaffold to carry out these works then a license scaffold company is required to work in close proximity to licensed Asbestos Containing Materials (ACMs).

All asbestos is potentially dangerous. It can be found not just in lagging and insulation materials but also in many common building products, particularly those in which it was installed pre 1986. The HSE recommend that any building built prior to the year 2000 may contain asbestos containing materials.

If there is any doubt with regards to asbestos we will contact the local HSE Office or our Safety Advisor for specialist assistance.

### Notification

The notification of works must be carried out by asbestos license holders who are required to notify the enforcing authority of works with asbestos insulation, asbestos coating or asbestos insulating board under the Control of Asbestos Regulations 2012.

This must be carried out 14 days prior to the start date using the ASB5 Notification Form. This is to enable the relevant enforcing authority to either inspect the site before or after the works.

A waiver to the 14-day rule can be granted by the HSE if an emergency or imminent danger is foreseeable. All requirements for granting a waiver must be complied with before starting works.

Asbestos waste is a hazardous material and must only be disposed of at a licensed tip, by an Environmental Agency (EA) registered waste carrier and the correct paperwork completed by way of a waste consignment note. If we are to remove any non-licensed materials then we will arrange for a registered waste carrier to transport the waste accordingly to the correct facility. All relevant parties must maintain a copy of the waste consignment note for a period of 3 years.

### Face Fits

If our Operatives are required to wear RPE, then the HSG 53 Respiratory Protective Equipment at Work stipulates that quantitative fit tests are carried out to ensure that the face piece can provide adequate protection for the wearer. Face fit tests identify those wearers as being suitable for the type of respirator that they are fitted for. Those who cannot obtain an

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adequate fit i.e. those who have beards, or no clean shaven or have injuries to their face or other facial disfigurements should not be allowed to enter a work area that may have a high level of asbestos fibres.

RPE must be checked before use to ensure that it is in clean and usable condition especially if it has been stored for a period of time before use. Monthly competent person checks must be carried out and a record kept.

### **Air Monitoring**

Any air monitoring required on site will be undertaken by a UKAS accredited company. This will generally be set up by the Licensed Asbestos Removal Contractor. If our Operatives or third parties are concerned about asbestos works being undertaken on our sites then we will request a copy of monitoring for reference.

Some works may require background air monitoring to be carried out such as when undertaking ground contamination removal or removal of non-licensed materials to ensure that we are not exceeding the control limit. Each site will be assessed for its individual requirements and a UKAS analytical company requested to carry out background air monitoring at suitable intervals to build up a database of fibre levels during the undertaking of such works.

### **Control Limits**

The control limits of 0.1 fibres per centimetre cubed ( $f/cm^3$ ) for work with all types of asbestos over a 4-hour period is defined within the Control of Asbestos Regulations 2012.

Sporadic and of low intensity cannot be considered if the concentration of asbestos in the atmosphere is liable to exceed  $0.6f/cm^3$  of air over 10 minutes in any working day.

We are not licensed to work on licensed materials.

Further guidance can be found in the new [HSE ACoP L143](#) Work with materials containing asbestos.

<b>Asbestos Type</b>	<b>4 Hour Control Limit <math>f/cm^3</math></b>	<b>10 Minute Control Limit <math>f/cm^3</math></b>
All forms of asbestos, either alone or in mixtures	<b>0.1</b>	<b>0.6</b>

### **Information, Instruction and Training**

In the Control of Asbestos Regulations 2012, Regulation 10, there is a duty to ensure that persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out, such as:

General maintenance staff, electricians, plumbers, gas fitters, painters/decorators, joiners, plasterers, demolition/construction workers, roofers, heating/ventilation/telecommunication engineers, fire/burglar alarm installers, computer installers, architects, building surveyors and other such professionals and shop fitters – must receive Asbestos Awareness Training.

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The training needs of our employees are the responsibility of Mr Mark Eames, Director and will be reviewed on a regular basis. The introduction of asbestos awareness training for our relevant employees will be part of our training programme. Refresher training is to be carried out once a year and be designed to meet the specific training needs of the individual.

Removal of non-licensed asbestos containing materials will only be undertaken by trained and competent persons to ensure compliance with Regulation 10. The necessary equipment and PPE/RPE will be provided by Mr Mark Eames, Director.

If our works require the use of scaffolding access then the works must be assessed to indicate whether asbestos licensed scaffolders will be required to erect/dismantle the scaffold in accordance with the Control of Asbestos Regulations 2012. If the materials are non-licensed such as asbestos cement sheeting or asbestos slates then a licensed scaffold company will not be required, but removal of such non-licensed materials will require trained and competent person as indicated above.

Non-licensed works must be undertaken in accordance with the Control of Asbestos Regulations 2012 and further reference on individual tasks can be found in HSG 210.

### **Asbestos Survey**

Prior to undertaking demolition or refurbishment works there is a requirement to undertake a destructive survey to ascertain the extent of asbestos containing materials within the building. This is to be carried out before works commence and should be passed to us as part of the tendering package to enable us to price the works accordingly.

Requirements for surveys are laid down in the HSE Guidance HSG 264 Asbestos: The Survey Guide, which replaces MDHS 100. This document will be referenced for further information.

Survey must be kept on site for the duration of the works and be under the control of the Supervisor/Foreman and be included as part of the induction process.

Surveys must be undertaken by competent and trained persons with a Demolition and Refurbishment Survey all parts of the building must be accessed as far as is reasonably practicable and any non-accessed areas must be recorded as containing asbestos until they can be suitably accessed and further sampling undertaken.

Identified asbestos containing materials will be removed by trained and competent persons relevant to the materials discovered and in accordance with the Control of Asbestos Regulations 2012, L143 and relevant guidance.

### **Non-Licensed Materials**

We are not asbestos licensed holders and therefore do not carry out the removal of licensed ACMs. We do however remove non-licensed ACMs and therefore require trained and competent persons to undertake the works in compliance with Regulation 10 of the Control of Asbestos Regulations 2012.

Training involves a one day training course in addition to the half day asbestos awareness, where persons will receive training on RPE use, correct PPE, waste handling techniques,

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safe removal techniques, correct decontamination and the HSE Guidance HSG 210 Asbestos: Essentials Task Manual.

This training is required to have an annual refresher as laid down in Regulation 10 of the Control of Asbestos Regulations 2012 and training centres will be selected to ensure that they have the correct theoretical and practical knowledge to undertake the training to a high standard.

### **DUTY TO MANAGE**

The owners of buildings have a duty to investigate and make safe any areas where the presence of asbestos is known or suspected in accordance with the Control of Asbestos Regulations 2012. A plan is required to be kept by companies stating the exact location of known asbestos together with its type, state, and last inspection date where the assessments shows that asbestos is (or is liable) to be present. A management plan will also be required to be produced to reduce the risk to any person who may be exposed to the substance while working in the premises, encompassing maintenance work and including Contractors.

The duty to manage asbestos is contained in Regulation 4 of the Control of Asbestos Regulations 2012. Contact Electrical (Norwich) Limited (as the “duty-holder”) will:

- ◆ Take reasonable steps to find out if there are materials containing asbestos in the premises, by conducting a suitable and sufficient assessment,
- ◆ Presume materials contain asbestos unless there is strong evidence that they do not,
- ◆ Taking into account any plans and considerations of the age of the building and if discovered and confirmed, record the amount, location and condition of those materials,
- ◆ Assess the risk of anyone being exposed to fibres from the materials identified,
- ◆ Prepare a plan that sets out in detail how the risk from these materials will be managed,
- ◆ Take the necessary steps to put the plan into action,
- ◆ Periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date, and
- ◆ Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

There is also a requirement on anyone to co-operate as far as is necessary to allow the duty holder to comply with the above requirements.

### **LICENSED WORK**

Contact Electrical (Norwich) Limited direct employees do not undertake the removal of licensed ACMs. However, the company manages the aspect of licensed ACMs through our supply chain Contractors. The Control of Asbestos Regulations 2012 have a single control limit for all types of asbestos of 0.1 fibres per cm<sup>2</sup>. A control limit is a maximum concentration of asbestos fibres in the air (averaged over any continuous 4 hour period) that must not be exceeded.

In addition, short term exposures must be strictly controlled and worker exposure should not exceed 0.6 fibres per cm<sup>2</sup> of air averaged over any continuous 10 minute period using

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respiratory protective equipment if exposure cannot be reduced sufficiently using other means.

Individuals must not carry out any work with asbestos unless they hold a license issued under Regulation 8 of the Control of Asbestos Regulations 2012. All asbestos removal work must be undertaken by a licensed Contractor but any decision on whether particular work is licensable is based on the risk. Work is only exempt from licensing if:

- ◆ the exposure of employees to asbestos fibres is sporadic and of low intensity (but exposure cannot be considered to be sporadic and of low intensity if the concentration of asbestos in the air is liable to exceed 0.6 fibres per cm<sup>3</sup> measured over 10 minutes), and
- ◆ it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit, and
- ◆ the work involves:
  - ◆ Short, non-continuous maintenance activities. Work can only be considered as short, non-continuous maintenance activities if any one person carries out work with these materials for less than one hour in a seven-day period. The total time spent by all workers on the work should not exceed a total of two hours,
  - ◆ Removal of materials in which the asbestos fibres are firmly linked in a matrix, such materials include: asbestos cement; textured decorative coatings and paints which contain asbestos; articles of bitumen, plastic, resin or rubber which contain asbestos where their thermal or acoustic properties are incidental to their main purpose (e.g. vinyl floor tiles, electric cables, roofing felt) and other insulation products which may be used at high temperatures but have no insulation purposes, for example gaskets, washers, ropes and seals,
  - ◆ Encapsulation or sealing of asbestos containing materials which are in good condition, or
  - ◆ Air monitoring and control, and the collection and analysis of samples to find out if a specific material contains asbestos.

### Planning Procedures

The client is to present information at an early stage on whether asbestos (in any form) is likely to be present within the site area. If details provided by the client are inconclusive, then a specialist must be asked to undertake a survey and take/analyse samples. The licensed asbestos removal Contractor will prepare method statements and will be selected to carry out the work after the Safety Consultants have viewed the adequacy of their statement. The Site Manager will ensure that any requirement to give notice of the work (to the Health and Safety Executive) is complied with.

Where work involving asbestos materials is to be carried out by Contractors the working methods, precautions, safety equipment, and the protective clothing will be outlined in their method statement/plan of works. The Contractor's Site Manager will arrange for the plan of works and all equipment required to be on site for the operation.

**REMEMBER: Although you may not need a license to carry out a particular job, you still need to comply with the rest of the requirements of the Control of Asbestos Regulations 2012.**

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If the work is licensable, Contact Electrical (Norwich) Limited will employ the services of a licensed asbestos removal company who will:

- ◆ Notify the enforcing authority responsible for the site where we are working (for example HSE or the local authority);
- ◆ Designate the work area (Regulation 18);
- ◆ Prepare specific asbestos emergency procedures; and
- ◆ Pay for our employees to undergo medical surveillance.

All information on working methods and precautions agreed will be issued to the site Operatives carrying out the asbestos removal before work starts by their Supervisor. The Site Manager will ensure that the Licensed Contractor selected to carry out the removal work has set up operations in accordance with the agreed method statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk. Where necessary, monitoring of airborne asbestos dust concentrations will be carried out outside the removal enclosure.

Where employees are required to use or handle materials containing asbestos within the Control of Asbestos Regulations 2012, the Project/Site Manager will ensure that the appropriate safety equipment and protective clothing has been provided and worn and that the agreed safe working procedures are understood by the Contractor's employees and complied with. All warning labels will be left in place on any asbestos materials left on site.

**Safe Method of Work Statements are required from persons working with asbestos. The Statements should clearly detail the precautionary measures required in each individual circumstances.**

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**CP 35**

**LOADING AND UNLOADING VEHICLES**

The following outlines our procedure for the delivery and collection of materials to enable the safety of both our employees and third parties whilst on our premises.

Prior to any vehicle entering the premises they will report to reception prior to being loaded or unloaded.

Health and Safety Executive statistics show there is a high incidence rate of accidents caused by both vehicle movement and during loading and unloading of vehicles.

Our policy on this is to ensure that whilst vehicle movement takes place on our premises where there is not clear visibility for reversing vehicles that a competent banksperson is used to enable a safe reversing procedure where necessary.

The driver of the vehicle will be briefed into ensuring he takes direct instructions from the banksperson and that in the event of not being able to see the banksperson he immediately stops.

It is the responsibility of the banksperson and the supervisor to ensure that all drivers are briefed into this procedure on arrival on the premises.

Where materials are loaded onto vehicles this will be by the use of a forklift truck operated by a competent operator for which certification will be available.

To prevent movement of the vehicle during the loading operation the keys will be removed from the vehicle and the vehicles parking brakes will be applied.

The security of the load is the responsibility of the driver of the vehicle and this person will ensure the load is secure prior to actually leaving the premises.

At no time must any person access the vehicle unless there is an agreed method of fall protection in place.

In the event of the driver being of non-English speaking origin it is important that it is clearly understood by the persons the rules that are to be applied. If there is any doubt as to the understanding loading or unloading must not proceed until understanding can be achieved.

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**CP 36**

**POLICY AND PROCEDURE TO REDUCE EXPOSURE TO DUST**

Historically persons exposed to various dusts has led to many disabilities including damage to the respiratory system.

Our policy for dealing with exposure to dust particles is as follows:

Wherever possible we try to eliminate this by the purchase of materials that are pre-sized prior to being delivered to sites to reduce the need to cut materials under site conditions, however this is not always possible to eliminate cutting on site due to the final construction process. We therefore adopt a policy of reducing exposure by firstly the fitting of LEV to machine where reasonably practicable.

In some situations such as the use of petrol cutters this will involve the use of water suppression as an alternative to maintain an acceptable level of risk reduction.

Where cutting or in the case of the use of woodworking machinery this wherever possible will take place in and external environment.

Where works cannot be undertaken in and external environment we will use machinery and equipment fitted with LEV to reduce the exposure to dust at source. This as an example will include such items as circular saws.

Where individuals are required to wear respiratory protection the standard will be FFP3 filters fitted together with face fit testing. If this is not possible due to the persons facial features i.e. a beard where necessary positive powered respiratory protection will be provided. All respiratory protection will be maintained in accordance with training given.

Where debris is required to be removed from the floor i.e. dust this will be by the use of a vacuum unit fitted with the correct filters.

Employees health will be monitored by completion of initial questionnaire as contained in our health and safety policy followed by a review on an annual basis.

All managers and supervisors are to implement the above procedure and employees are expected to co-operate with the implementation.

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**SP 1**

**CONTACT ELECTRICAL (NORWICH) LIMITED PROCEDURE FOR REPORTING AN INJURY, DANGEROUS OCCURRENCE OR DISEASE**

The company has legal duties to report injuries where persons are off work for more than 7 consecutive days together with any of the prescribed major injuries, disease or dangerous occurrences.

The following is a quick summary of the main reportable injuries, dangerous occurrences and diseases for easy references,

**How to make a report:**

To make a report go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm)

**Reportable Specified Injuries:**

**Non-fatal injuries to workers:**

Where any person at work, as a result of a work-related accident, suffers:

- (a) any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;
- (b) amputation of an arm, hand, finger, thumb, leg, foot or toe;
- (c) any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- (d) any crash injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
- (e) any burn injury (including scalding) which:
  - (i) covers more than 10% of the whole body's total surface area; or
  - (ii) causes significant damage to the eyes, respiratory system or other vital organs;
- (f) any degree of scalping requiring hospital treatment;
- (g) loss of consciousness caused by head injury or asphyxia; or
- (h) any other injury arising from working in an enclosed space which:
  - (i) leads to hypothermia or heat-induced illness; or
  - (ii) requires resuscitation or admittance to hospital for more than 24 hours.

The responsible person must follow the reporting procedure as attached chart.

Where any person at work is incapacitated for routine work for more the seven consecutive days (excluding the day of the accident) because of an injury resulting from an accident arising out of or in connection with that work, the responsible person must send a report to the relevant enforcing authority in an approved manner as soon as practicable and in any event within 15 days of the accident.

**Non-fatal injuries to non-workers:**

Where any person not at work, as a result of a work-related accident, suffers:

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- (a) an injury, and that persons is taken from the site of the accident to a hospital for treatment in respect of that injury; or
- (b) a specified injury on hospital premises.

The responsible person must follow the reporting procedure as attached chart.

### **Work-related fatalities:**

- (1) Where any person dies as a result of a work-related accident, the responsible person must follow the reporting procedure.
- (2) Where any person dies as a result of occupational exposure to a biological agent, the responsible person must follow the reporting procedure.
- (3) Where an employee has suffered an injury reportable under Regulation 4 which is a cause of his death within one year of the date of the accident, the employer must notify the relevant enforcing authority of the death in an approved manner without delay, whether or not the injury has been reported under Regulation 4.
- (4) This Regulation is subject to Regulations 14 and 15, and does not apply to a self-employed person who suffers a fatal accident or fatal exposure on premises controlled by that self-employed person.

### **Dangerous occurrences:**

Where there is a dangerous occurrence as defined in the Regulations, the responsible person must follow the reporting procedure, subject to Regulations 14 and 15 as attached chart.

### **Occupational diseases:**

Where, in relation to a person at work, the responsible person receives a diagnosis of:

- (a) Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- (b) cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;
- (c) occupational dermatitis, where the person's work involves significant or regular exposure to a known skin sensitizer or irritant;
- (d) Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;
- (e) occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer; or
- (f) tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements,

The responsible person must follow the reporting procedure as attached chart.

### **Exposure to carcinogens, mutagens and biological agents:**

Where, in relation to a person at work, the responsible person receives a diagnosis of:

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- (a) any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation); or
- (b) any disease attributed to an occupational exposure to a biological agent.

The responsible person must follow the reporting procedure as attached chart.

The full list of reportable diseases, and the work activities they relate to, can be found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Within the regulations a report requires to be made by a 'responsible person'. This is defined in Regulation 3 as follows:

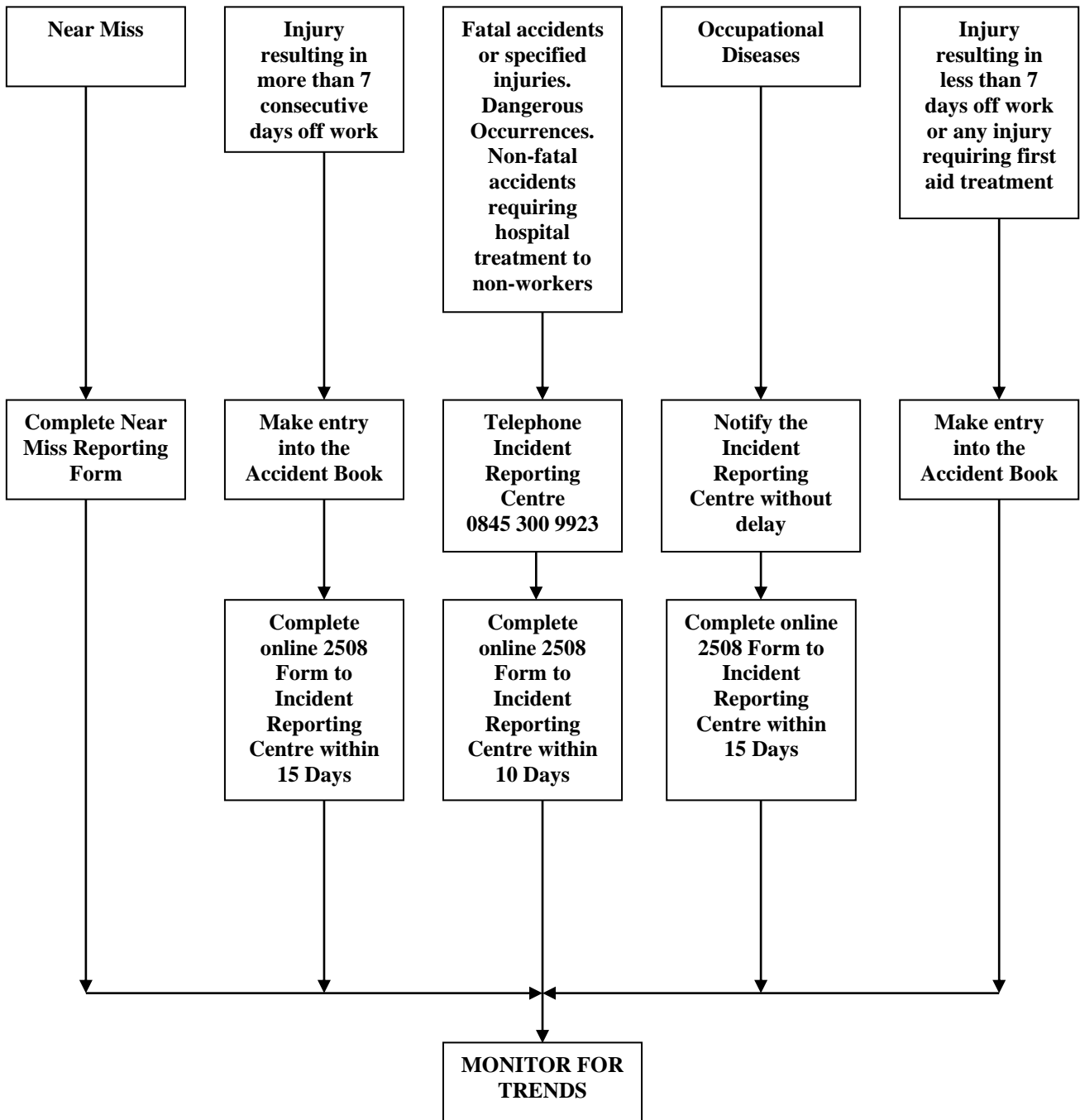
The person for the time being having control of the premises in connection with the carrying on by him of any trade business or other undertaking (whether for profit or not) at which or in connection with the work at which the accident happened.

The person classified as responsible person for the company is Mr Mark Eames, Director who will co-ordinate the health and safety reporting procedure.

The attached form is to be used for the recording of the investigation of the incident.

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ACCIDENT/INCIDENT REPORTING PROCEDURE



**HSE Contact:**  
 To make a report go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). A telephone service can be used to report fatal and major injuries only – call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5pm)

**MSM Contact:**  
 Michael J Errington CMIOSH OSHCR  
 MSM Safety Management Services  
 Room 426, Breckland Business Centre,  
 St Withburga Lane, Dereham, Norfolk,  
 NR19 1FD. Tel: 01362 854647  
 Mobile: 07770 877755  
 Email: [info@msm-safety.co.uk](mailto:info@msm-safety.co.uk)



HEALTH AND SAFETY MANAGEMENT SYSTEM

**CONTACT ELECTRICAL (NORWICH) LIMITED  
ACCIDENT/INCIDENT INVESTIGATION REPORT**

Client:

Address:

Contact:

Tel:

E-mail:

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**Details of Injured Person:**

**Name:**

**Address:**

**Occupation:**

**Date of Birth:**

---

**Injured Persons Employer:**

**Name:**

**Address:**

**Date and Time of Accident:**

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**Where the Accident Occurred:**

**Site Contact:**

**Tel:**

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**Details of Principal Contractor:**

**Tel:**

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**Describe the circumstances which resulted in the incident to include the following:**

- ◆ *Actions which led directly to the event.*
- ◆ *The direct cause of any injuries, ill health or other loss.*
- ◆ *The immediate causes of the event.*
- ◆ *The underlying causes such as failings in the management system.*

---

**Details of the Outcome**

*Provide details of the injury, ill health or damage. Provide as much information as possible to include photographs and sketches where necessary.*

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**Potential Consequences**

*Provide details of the possible worst consequences of the incident and what prevented this from happening.*

---

**Recommendations**

*Provide actions with responsibilities and targets for completion.*

---

**Sketch of the Area**

*Where possible attach photographs to the report.*

---

**HSE Notified? F2508 Sent?**

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**Signed:**

**Date:**

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**The following documents require to be attached to the accident/incident investigation:**

DOCUMENT	ATTACHED Yes/No
<p><i>The Management of Health and Safety at Work Regulations 1999.</i></p> <p>The risk assessments provided under Regulations 3 in relation to the activity being carried out together with the review of the risk assessment following the incident.</p> <p><i>The Provision and Use of Work Equipment Regulations 1998.</i></p> <p>Where plant and equipment is involved the records of instruction and training given on the use of the equipment together with the records of the maintenance and examination of the equipment and where applicable, test certificates.</p> <p><i>The Control of Substances Hazardous to Health Regulations 2002 (As Amended 2004).</i></p> <p>Where the incident has resulted in adverse health conditions a copy of the COSHH Assessment relating to the substance or material in use.</p> <p><i>The Lifting Operations and Lifting Equipment Regulations 1998.</i></p> <p>Where the incident involves lifting equipment records of both the weekly inspection of the equipment together with the formal thorough examination and test.</p> <p><i>The Health and Safety at Work etc. Act 1974.</i></p> <p>Records of training provided to the individual together with induction training, toolbox talks etc.</p> <p>The method statement available for the task being undertaken, where applicable, together with the record of the person being inducted into the health and safety method statement.</p> <p><i>The First Aid at Work Regulations 1981</i></p> <p>A copy of the entry made in the accident book.</p> <p>A record of the first aid treatment provided by the first aider.</p> <p>The qualifications of the first aider or appointed person providing assistance. Attach copy of certificate.</p>	

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**SP 2**

**PROCEDURE FOR NEW EMPLOYEES ENGAGED BY THE COMPANY**

The procedure is to be carried out by Mr Mark Eames, Director or nominated person for the induction of all new employees to the company.

- 1) Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- 2) Issue the new employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show the new employee where the complete Company Policy for Health, Safety and Welfare is kept and explain its purpose.
- 3) Ascertain if the new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measure.
- 4) Show the new employee where copies of Regulations are kept.
- 5) Warn new employees of any potentially dangerous areas of operations on jobs or in the workplace.
- 6) Warn the new employee of any prohibited actions, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- 7) Ascertain whether there is any training or instruction required and liaise with MSM Safety Management Services, as appropriate, to arrange, e.g. abrasive wheels, cartridge tools, scaffold inspections etc.
- 8) Issue to the new employees any protective clothing or equipment necessary, e.g. safety helmet, eye protection, ear defenders/ plugs, wet weather clothing etc., and obtain their signature for the items issued.
- 9) Where necessary, inform the new employee of vehicle servicing procedures etc.

**ADDITIONAL PROCEDURE FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE**

- a) Inform them that they must not operate any plant, give signals to any crane driver, use any power tools or equipment unless being trained under the direct supervision of a competent person.
- b) Where persons are employed under the age of 18 an individual risk assessment will be carried out for the operations and tasks they will be required to carry out. This will take into account the individual experience and capability to undertake the operations and tasks. All young persons will be briefed into the contents of the assessment as part of their induction training.

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## **ONGOING TRAINING**

Our strategy for ongoing training within the organisation is that we maintain a training plan for all existing employees which identifies the level of training when joining the company together with additional training required to reach a satisfactory level of competence for working within the organisation.

This is then reviewed at a three monthly frequency and any future training identified arranged. This review and implementation of the training is undertaken by Mr Mark Eames, Director or nominated person. Michael J Errington CMIOSH OSHCR will then where necessary make arrangements for the training required to be carried out.

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**SP 3**

**CONTRACT NOTIFICATIONS**

A Director will notify MSM Safety Management Services of all new contracts, where site visits are required, using Contract Notification Form as attached, giving as much notice as possible.

This applies to workshops, offices or other workplaces.

MSM Safety Management Services will then:

Inform the Health and Safety Executive in writing, where required, of the commencement of operations.

Provide necessary statutory notices, regulations and registers, where requested.

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**NOTIFICATION OF COMMENCEMENT OF WORK**

**Company Name:**.....

**Site Address (in full):** .....

.....

.....**Postcode** .....

**Site Telephone Number:** .....

**Site Email:** .....

**Description of works to be carried out:**

.....

.....

**Contract start date:** .....

**Probable duration of contract:** .....

**Visits required (i.e. monthly/weekly):**.....

**Site Supervisor/Foreman:** .....

**Additional information (location details i.e. map/sketch).**

**Form to be returned to:**

**MSM Safety Management Services**

**Room 426, Breckland Business Centre**

**St Withburga Lane, Dereham, Norfolk, NR19 1FD**

**Tel: 01362 854647**

**Email: info@msm-safety.co.uk**

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MSM Safety Management Services use only

Date received: .....

First visit carried out: .....

**SP 4**

**SUPPLIERS**

Suppliers or Hire Companies providing any material, plant or equipment to Contact Electrical (Norwich) Limited will be expected to comply with the requirements of Section 6 of the Health and Safety at Work etc. Act 1974.

To meet this requirement they will be asked to confirm that any article or substance supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned and maintained. They will also be requested to supply details of any tests or examinations carried out and full instructions for the safe use, etc. of the article or substance.

The responsibility to pass on the information received to those employees carrying out the work is that of the Supervisor/Foreman.

Our procedures for the supply of contractors include the completion of the attached Contractor Assessment Form.

On completion of the attached SP Form Mr Mark Eames, Director, or nominated person will be responsible for undertaking a review of the information supplied to assess the competency of the contractor to undertake the work for which they are providing quotations.

Where necessary assistance will be provided by Michael J Errington CMIOSH OSHCR of MSM Safety Management Services in this evaluation.

Where negative responses are obtained i.e. the company have been prosecuted this would not necessarily preclude the company if they could demonstrate action taken to prevent a re-occurrence of the situation.

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**CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015  
NOMINATED CONTRACTOR AND CONTRACTOR HEALTH AND SAFETY  
ASSESSMENT QUESTIONNAIRE**

Contract Title: .....Contract No: .....

Date: .....

Company Title and Address: .....

.....

The purpose of this document is to assist us in assessing the capability of your company to effectively control risks to the health and safety of your employees and others who may be affected by your work operations.

**1.00 HEALTH AND SAFETY POLICY**

1.01 Please enclose a copy of your latest policy statement, organisation and arrangements, as required under the Health and Safety at Work etc. Act 1974.

1.02 Please give the name and title of the person in your company responsible for co-ordinating health and safety matters and reporting on these to your Senior Executive.

.....

1.03 Please indicate the methods you adopt to promote and enforce your Company Health and Safety Policy at sites.

.....

.....

**2.00 SAFETY SURVEILLANCE AND ADVICE**

Please give the name, title and qualification of your competent person who has been appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations 1999. This may be your Safety Officer, Adviser or Consultant.

.....

.....

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HEALTH AND SAFETY MANAGEMENT SYSTEM

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**3.00 HEALTH AND SAFETY TRAINING**

3.01 Please give details of what Health and Safety training has been given, or would be given, to your managers and foremen involved in the project (identify any specialist training for scaffold inspection, confined space working etc.).

.....  
.....

3.02 Please give details of what Health and Safety training has been given, or would be given, to the operatives involved (identify any specialist training for plant and equipment etc.)

.....  
.....

3.03 Please enclose a copy of your Company Safety Handbook issued to your employees.

**4.00 ACCIDENT INVESTIGATION AND RECORDS**

4.01 Please attach your Company accident statistics for the year-to-date and the previous year and indicate their basis.

4.02 Please give details of your procedure for investigating and reporting accidents, dangerous occurrences or occupational illnesses.

.....  
.....

4.03 Please attach a copy of your Company Accident Report Form

**5.00 SAFETY PERFORMANCE AWARDS**

Please give details, with dates, of any awards received (e.g. ROSPA, British Safety Council).

.....

**6.00 MEMBERSHIP OF SAFETY GROUPS**

Please give membership details of groups such as ROSPA, British Safety Council, local industry safety groups etc.

.....

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**7.00 HEALTH AND SAFETY EXECUTIVE NOTICES, PROSECUTIONS OR FEES FOR INTERVENTION**

Please give details of any improvement prohibition notices issued, prosecutions against your company, or sub-contractors to your company, or any fees for intervention issued by the enforcing authorities.

.....  
.....

**8.00 PLANT AND EQUIPMENT MAINTENANCE AND INSPECTION**

Please give details of the procedures to ensure that plant and equipment, for use on site, is issued and kept in a safe condition.

.....  
.....

**9.00 SAFE SYSTEMS OF WORK**

9.01 Please give brief details of any laid-down safety procedures or permit-to-work systems that you have developed.

.....  
.....

9.02 Please give details of all substances used in your work operations that are classified as hazardous to health and attach an example copy of an assessment record as required under statutory regulations (e.g. C.O.S.H.H., Control of Lead at work, Control of Asbestos etc.).

.....  
.....

9.03 Please give details of your formal system for monitoring and auditing the safety of your systems of work at sites.

.....  
.....

9.04 Please attach a copy of your Company Site Inspection Report Form.

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**10.00 CONTRACTORS**

Please give details of how you assess the competency and health and safety record of companies with whom you place contracts and the means to ensure that sub-contractors comply with your own safety policy.

.....  
.....

**11.00 SAFETY COMMUNICATIONS**

11.01 Please give details of your systems for communicating safety information (e.g. bulletins, memoranda etc.).

.....  
.....

11.02 Please give details of the structure and frequency of safety meetings held with members of staff/site representatives.

.....  
.....

**12.00 FURTHER INFORMATION**

Please include any other relevant information we should have to assist us in assessing the capability of your company to effectively control risks to the health and safety of your employees and others who may be affected by your work operations.

.....

Signed: .....

Name of Signatory (block capitals): .....

Position in Company (block capitals): .....

On behalf of (name of Company): .....

Date: .....

**COMPLETED FORMS TO BE SENT BACK TO:**

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HEALTH AND SAFETY MANAGEMENT SYSTEM

**CONTACT ELECTRICAL (NORWICH) LIMITED  
CONTRACTORS EVALUATION ASSESSMENT IN ACCORDANCE WITH  
THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

**Contractor:**

**Assessment Date:** .....

**Completed by:** .....

ITEM NO.	ITEM	COMMENTS	MARKS
1.00	<p><b>HEALTH &amp; SAFETY POLICY</b></p> <p>Health &amp; Safety Policy requires to be in three sections to include a statement, organisation chart and duties and responsibilities outlined for various persons. The arrangement section requires to include typical work activities.</p>		Max 20
2.00	<p><b>SAFETY SURVEILLANCE &amp; ADVICE</b></p> <p>A person appointed to provide advice, guidance and monitoring. The person requires to hold a recognised safety qualification such as the NEBOSH Certificate. A consultant may fulfil this role within the organisation.</p>		Max. 20
3.00	<p><b>HEALTH &amp; SAFETY TRAINING</b></p> <p>A health and safety training plan requires to be submitted or copies of certificates outlining health and safety training provided to all staff.</p>		Max. 20
4.00	<p><b>ACCIDENT INVESTIGATION &amp; RECORDS</b></p> <p>Accident statistics showing the incident or frequency rate requires to be provided together with details of all reportable accidents. This should cover the previous 3 year period where possible.</p> <p>A copy of accident reporting procedure and forms to be provided</p>		Max. 10



## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>5.00</b>	<p><b>SAFETY PERFORMANCE AWARDS</b></p> <p>Details of any safety awards either external or internal.</p>		Max. 5
<b>6.00</b>	<p><b>MEMBERSHIP OF SAFETY GROUPS</b></p> <p>Provide a copy of certification for membership of any safety organisations.</p>		Max. 5
<b>7.00</b>	<p><b>HEALTH &amp; SAFETY EXECUTIVE NOTICES, PROSECUTIONS OR FEES FOR INTERVENTION</b></p> <p>Provide details of any enforcement action taken against the company to include details of remedial action to prevent a re-occurrence</p>		Max. 5
<b>8.00</b>	<p><b>PLANT &amp; EQUIPMENT MAINTENANCE &amp; INSPECTION</b></p> <p>Where plant and equipment is used which requires recorded inspections and thorough examinations outline the procedure for implementation and recording.</p>		Max. 10
<b>9.00</b>	<p><b>SAFE SYSTEMS OF WORK</b></p> <p>Provide details of permit systems in use.</p> <p>Attach an example of risk and COSHH assessments for activities and substances.</p> <p>Provide details of your system for monitoring and auditing your site activities to include a copy of the site inspection report used.</p>		Max. 20
<b>10.00</b>	<p><b>CONTRACTORS</b></p> <p>Provide details of your system for selection of any sub-contractors you would use.</p>		Max 10
<b>11.00</b>	<p><b>SAFETY COMMUNICATIONS</b></p> <p>Provide details of your system for communicating health and safety within your organisation.</p>		Max. 10

## HEALTH AND SAFETY MANAGEMENT SYSTEM

	COMMENTS		Total marks available 135  Total marks awarded.
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Contractor considered to be competent to award contracts – Yes/No (*delete not applicable*)

Signed: ..... Date: .....

HEALTH AND SAFETY MANAGEMENT SYSTEM

**CONTACT ELECTRICAL (NORWICH) LIMITED  
THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015**

**THIS FORM IS TO BE USED FOR THE ASSESSMENT OF CONTRACTORS  
WITH LESS THAN 5 EMPLOYEES**

<b>Name:</b>	<b>Trading Name:</b>
<b>Address:</b>	
<b>Previous Work History:</b>	
<b>Competence:</b> <i>Include details of CPCs Cards together with any health and safety training (attach certificates)</i>	
<b>Approved for placement of order:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**SP 5**

**POLICY FOR HEALTH AND SAFETY CONSULTATION WITH EMPLOYEES**

The company recognises its duties under the Health and Safety Consultation with Employees Regulations 1996 and the company undertakes within its procedures to include consultation with employees on the following matters:

- ◆ Notification to employees of any measures in the workplace which may substantially affect their health and safety. This includes the provision of both induction training and ongoing training to keep persons aware.
- ◆ Notification to all employees of who is appointed as the ‘competent person’ to advise the employer of health and safety issues together with the representative of the employees appointed to represent the view of the employees.
- ◆ The method statement and risk assessment for each project will be explained to employees by the Supervisor/Foreman who holds either the 5 Day SMSTS Certificate or the 2 Day SSSTS Certificate following which both the Supervisor/Foreman and the Employee will sign to confirm their understanding of the task.
- ◆ Notification to employees of the risk identified by the Risk Assessments for the works together with both the preventative and protective measures.
- ◆ Emergency procedures to include procedures for evacuation will also be advised to all employees.
- ◆ Representative of employee safety elected under the Health and Safety Consultation with Employees Regulations 1996 will be provided with relevant training to enable them to undertake their task.
- ◆ Toolbox talks will be provided as required but on a minimum of every 4 weeks.

**Summary**

Information provided will be enough to allow our employees to understand:

- ◆ What the likely risk and hazards are arising from their work together with any changes that are made to their work procedures.
- ◆ The measures in place, or will be introduced, to reduce them.
- ◆ What employees should do when encountering risks and hazards.

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**SP 6**

**POLICY FOR ACHIEVING COMPLIANCE WITH THE CONSTRUCTION  
(DESIGN AND MANAGEMENT) REGULATIONS 2015**

The company undertakes to achieve compliance with the above regulations by ensuring that procedures are implemented to include the following:

- ◆ On receipt of tenders including the Pre-construction Information Pack an evaluation is carried out to ensure all information required is provided to enable adequate consideration to be given as to procedures to be adopted for managing health and safety on the project. This includes ensuring that there is the appointment of a competent Supervisor/Foreman to manage the works and also ensuring that there is a qualified first aider on site at all times whilst work is being undertaken.
- ◆ A planned approach is then made as to procedures to be adopted to include the development of the Construction Phase Health and Safety Plan to ensure that adequate resources are allocated to ensure health and safety statutory legislation is met throughout the construction phase of the project. The contents and layout of the Construction Phase Health and Safety plan will consist of the following:
  - 1) Description of the project.
  - 2) Management of the work.
  - 3) Arrangements for controlling significant site risks.
  - 4) The health and safety file.

The role of the competent Supervisor/Foreman is then to ensure that risk assessments and method statements are available for all the works to be undertaken and as part of the procedure ensuring that there is co-ordination between contractors whilst undertaking this work. Prior to any work commencing on site arrangements will be made to ensure that there is available on site suitable welfare arrangements to meet the requirements of schedule 2 of the CDM Regulations and to ensure that these facilities are maintained until the completion of the project.

- ◆ Throughout the project co-operation and co-ordination on health and safety issues will be met by implementation of the following:
  - 1) Weekly meetings with persons on site to ensure a clear understanding of activities planned for the following week.
  - 2) Also with staff toolbox talks will take place dependent on the activities in progress with appropriate toolbox talks being selected.
- ◆ Where contractors are invited to tender for packages of work associated with the contracts pre selection procedures are adopted to include the completion of the health and safety assessment questionnaire.
- ◆ Where construction works are taking place we will supervise contractors working under our control and monitor their health and safety performance. This will be undertaken by a competent person who has either attended the 2 Day Site Supervisor course or the 5

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

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Day Site Management course. Once the inspection has taken place we will discuss any relevant issues with the contractor to enable improvements in their health and safety performance where necessary.

- ◆ Records will be maintained using the form 001 Weekly Health & Safety Monitoring included in section 4 of this Policy.
- ◆ All contractors are provided with the relevant parts of the health and safety plan to ensure their adequate allocation of resources.
- ◆ Throughout the construction process the company undertakes to provide information to the Principal Designer for inclusion in the Health and Safety File.

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**SP 7**

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

**RISK ASSESSMENT FOR NEW AND EXPECTANT MOTHERS**

Legislation: Management of Health and Safety at Work Regulations 1999

Guidance: New and Expectant Mothers at Work – A Guide for Employers HSG 122

The risk assessment process is to ensure the protection of female staff within the operations of the organisation and consists of a two stage approach, with stage one considering the risk to female workers of child bearing age in the organisation with stage two being specific individual risk assessment carried out as a result of notification by the employee that she is pregnant.

Managers have responsibility to ensure that on notification of pregnancy or when a female returns to work following birth of a child, that MSM Safety Management Services is contacted and arrangements made for an individual risk assessment on the activities carried out by that person where requested.

Where the assessment shows that the activities may present significant risk which goes beyond the level of risk found outside the workplace consultation with MSM Safety Management Services, the Manager and the individual to reach one of the following conclusions:

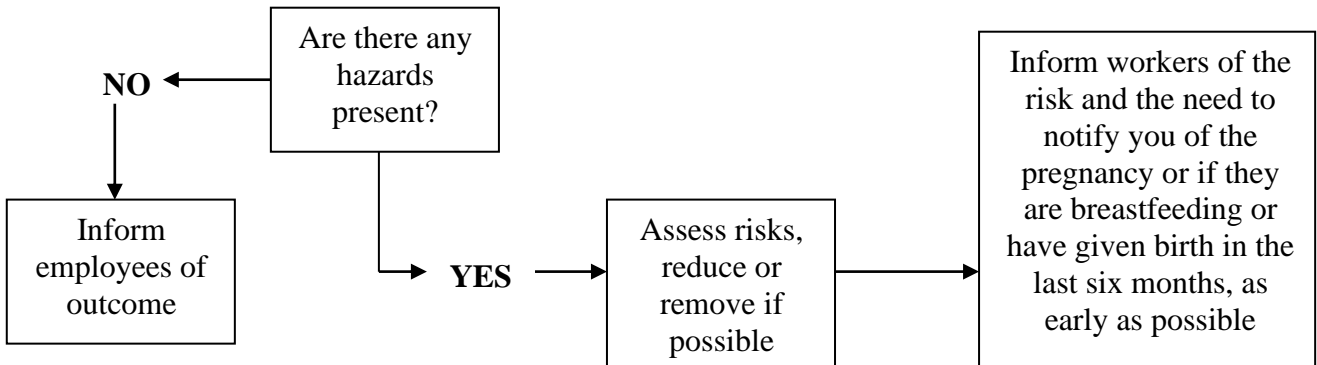
- 1) Temporarily adjust her working conditions and/or hours of work; or if this is not reasonable to do so, or would not avoid the risk action the following:
- 2) Offer her suitable alternative work (at the same rate of pay) if available or if that is not feasible action the following:
- 3) Suspend her from work on paid leave for as long as necessary to protect her health and safety and that of her child.

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**HEALTH AND SAFETY MANAGEMENT SYSTEM**

**STAGE ONE INITIAL RISK ASSESSMENT FOR FEMALES OF CHILD BEARING AGE**

**RISK ASSESSMENT PROTOCOL**



<b>DEPARTMENT:</b>		<b>DATE OF ASSESSMENT:</b>	
<b>NAMES OF INDIVIDUALS OR TASKS:</b>			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	



## HEALTH AND SAFETY MANAGEMENT SYSTEM

### STAGE ONE – HAZARDS FOR CONSIDERATION THAT MAY AFFECT THE HEALTH AND SAFETY OF NEW OR EXPECTANT MOTHERS

Indicate with a ✓ where a hazard exists and X where no hazard exists

PHYSICAL HAZARDS			WORKING CONDITIONS		
1.	Movements and postures		13.	Facilities (including rest rooms)	
2.	Manual handling		14.	Mental and physical fatigue and working hours	
3.	Shocks and vibrations		15.	Stress (including postnatal depression)	
4.	Noise		16.	Passive smoking	
5.	Radiation (ionising and non ionising)		17.	Temperature	
6.	Compressed air and diving		18.	Working with visual display units (VDU's)	
<b>BIOLOGICAL AGENTS</b>			19.	Working alone	
7.	Infectious diseases		20.	Work at heights	
<b>CHEMICAL AGENTS</b>			21.	Travelling	
8.	Toxic chemicals		22.	Violence	
9.	Mercury		23.	Working with Personal Protective Equipment	
10.	Pesticides		24.	Nutrition	
11.	Carbon monoxide				
12.	Lead				

**WHERE HAZARDS ARE IDENTIFIED LIST HOW PERSONS MAY BE HARMED AND THE CONTROL MEASURES IN PLACE**

<b>METHOD OF CONSULTATION WITH EMPLOYEES TO INFORM THEM OF ANY RISK</b>	<b>Individual</b>	
	<b>Group Briefing</b>	

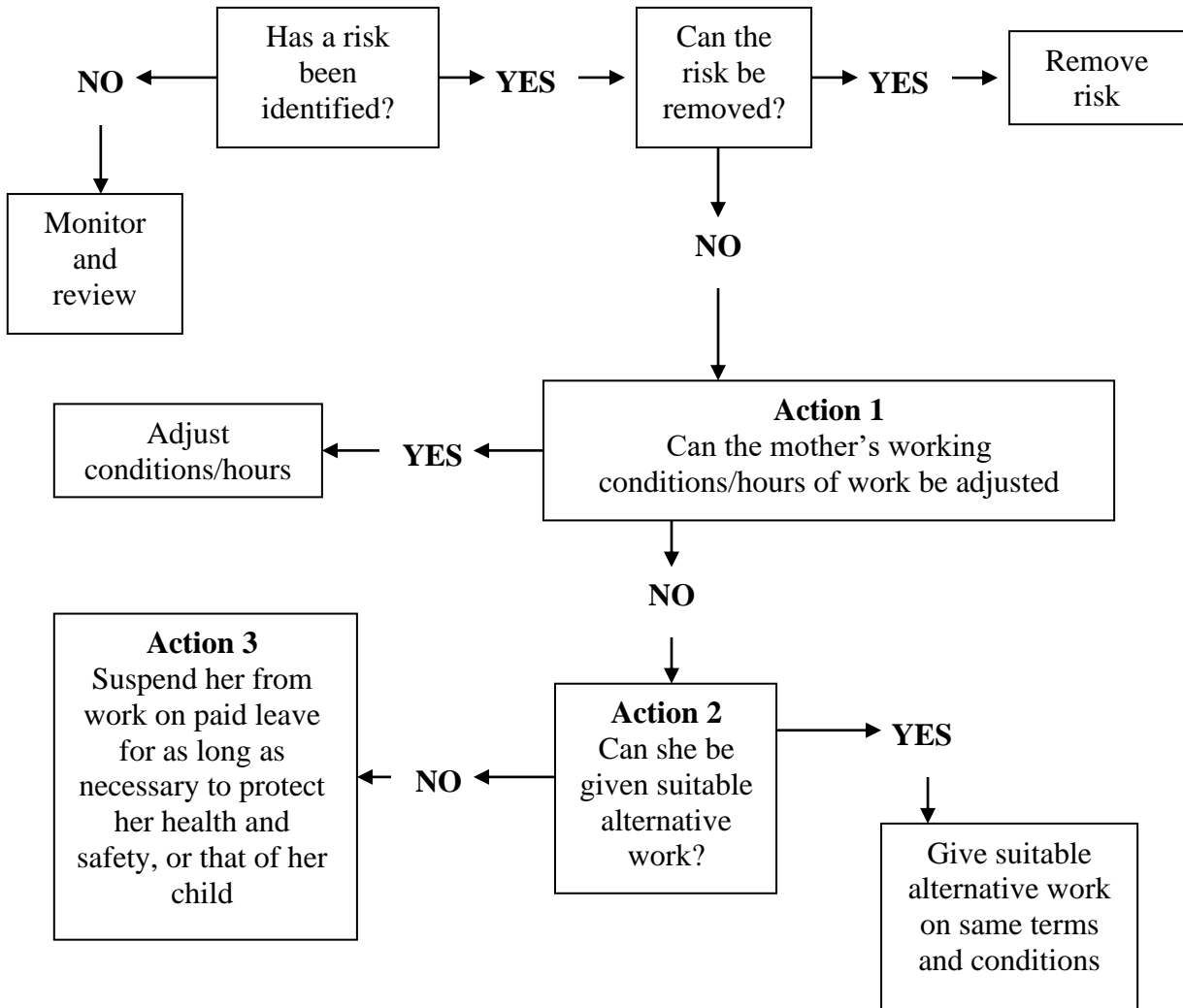
**Name of Assessor:**

**Distribution:**

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**STAGE TWO RISK ASSESSMENT ON NOTIFICATION OF PREGNANCY BIRTH OR BREASTFEEDING**

**RISK ASSESSMENT PROTOCOL**



**All the above actions should be monitored and reviewed on a regular basis.**

**NAME OF INDIVIDUAL:**

**DEPARTMENT:**

**DATE OF ASSESSMENT:**

**Is this assessment one of the following:**

**Initial Assessment**

**Review of Existing**

**If review of existing, date of last assessment:**

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## HEALTH AND SAFETY MANAGEMENT SYSTEM

### STAGE TWO – HAZARDS FOR CONSIDERATION THAT MAY AFFECT THE HEALTH AND SAFETY OF NEW OR EXPECTANT MOTHERS

Indicate with a ✓ where a hazard exists and X where no hazard exists

PHYSICAL HAZARDS		WORKING CONDITIONS	
1.	Movements and postures	13.	Facilities (including rest rooms)
2.	Manual handling	14.	Mental and physical fatigue and working hours
3.	Shocks and vibrations	15.	Stress (including postnatal depression)
4.	Noise	16.	Passive smoking
5.	Radiation (ionising and non ionising)	17.	Temperature
6.	Compressed air and diving	18.	Working with visual display units (VDU's)
<b>BIOLOGICAL AGENTS</b>		19.	Working alone
7.	Infectious diseases	20.	Work at heights
<b>CHEMICAL AGENTS</b>		21.	Travelling
8.	Toxic chemicals	22.	Violence
9.	Mercury	23.	Working with Personal Protective Equipment
10.	Pesticides	24.	Nutrition
11.	Carbon monoxide		
12.	Lead		

**WHERE HAZARDS ARE IDENTIFIED LIST HOW PERSONS MAY BE HARMED  
AND THE CONTROL MEASURES IN PLACE**

<b>METHOD OF CONSULTATION WITH EMPLOYEES TO INFORM THEM OF ANY RISK</b>	<b>Individual</b>	
	<b>Group Briefing</b>	

**Name of Assessor:**

**Distribution:**

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**SP 8**

**HEALTH AND SAFETY TRAINING POLICY AND ARRANGEMENTS**

On recruitment of new employees to the organisation the Director will assess their competence against the skills matrix for the tasks they are to undertake.

In the event of further training being required examples of this may include such items of plant and equipment as abrasive wheels and tower scaffolds. Arrangements will be made for the employee to receive this training.

When new equipment is introduced to the organisation relevant information, instruction and training will be provided to employees on the use of this equipment.

All training for individuals will be recorded on a matrix chart as below.

Name:
Position:
Training Certificates held and courses attended:
Future training planned and dates of scheduled courses:

**SP 9**

**INDIVIDUAL COMPANY SAFETY RULES**

Each individual has a duty to both assist the employer in complying with their duties under current legislation and to co-operate with their employer. The following are our basic arrangements for ensuring the ongoing health and safety of individuals and other persons whilst working on projects which are under our control:

- 1) On site locations you will be briefed into the contents of the method statements or risk assessments applicable to the work. You are required to implement the control measures within the requirements of the above.
- 2) Where personal protective equipment is identified as being required this should be worn at all times where identified. Examples of this include eye protection when using angle grinders.
- 3) In the event of any situation where you are of the opinion that it is unsafe you are to stop work and immediately report to the supervisor or the office the situation.
- 4) In the event of you receiving any injury this requires to be entered into the accident book.
- 5) Within the office environment particular care requires to be taken to ensure your safety at all times. In the event of you requiring to use display screen equipment an assessment will be provided on the use of the machine.
- 6) In the event of any extension leads requiring to be used these need to be positioned so as not to present a tripping hazard.

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**SP 10**

**COMPANY VEHICLES**

The Company undertakes to maintain vehicles in accordance with the requirements of legislation.

In order to achieve this employees who drive company vehicles are required to take the following action:

- (1) In the event of any problem being experienced with vehicles that may present a health and safety risk report the fault immediately to the office to enable a decision to be made as to the action required.
- (2) Recorded weekly checks are to be carried out on the vehicle to confirm the operation of items on the vehicle as the schedule below.
- (3) Any event that may preclude you from driving requires immediate notification to the Company examples include notification of speeding or any other event.
- (4) You are required to produce twice a year your driving licence for records to be maintained at the office.
- (5) Mobile telephones must only be used with the vehicles fitted with the hands free facility and where ever possible the use of mobile telephones should be limited to when the vehicle is stationary.

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HEALTH AND SAFETY MANAGEMENT SYSTEM

**COMPANY VEHICLES WEEKLY CHECKLIST**

Registration Number of Vehicle	
Date of Checks	
Name	Signature
<b><i>The following checks require to be carried out and ✓ as satisfactory or add comments where appropriate</i></b>	
(1) Tyres, travel and tyre pressure	
(2) Lights to include brake and stop lights	
(3) Operational controls to include brakes and parking brake	
(4) Window washers and wipers	
(5) Emergency hazard lights	
(6) Fuel, oil, water	
(7) First aid kit	
(8) Fire extinguisher where appropriate	
<b><i>Any other items checked to be specified</i></b>	
(9)	
(10)	
(11)	

**SP 11**

**SMOKING POLICY**

Effective from the 1<sup>st</sup> July 2007 employers are required to create a smoke-free workplace in order to protect both employees and visitors to the premises.

This applies not only to our premises but also to other public places such as shops and restaurants.

In order to comply with the legislation our Policy is as follows:

- 1) All areas within the Company Premises are designated as no-smoking areas and signs are displayed to confirm this, there will however be a single designated area on the premises for smoking during breaks.
- 2) With regards to Company vehicles these also are classed as a place of work and no-smoking is permitted in vehicles.

If you wish to smoke this must be in your own time outside your normal hours of work and not on the Company Premises. The Policy is that additional smoking breaks will not be permitted throughout the day.

Failure to comply with the Policy will be classed as a disciplinary offence.

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**SP 12**

**ALCOHOL AND DRUGS POLICY**

**POLICY**

The company in concern to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedures as appropriate.

The company will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

- a) disciplinary action for refusal to accept help
- b) conditions for accepting treatment
- c) future employment if treatment proves to be successful
- d) observation of medical confidentiality
- e) effects upon pensions, benefits and employment rights.

**INFORMATION AND TRAINING**

The company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required to understand:

- a) the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this
- b) the company procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- c) the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the affects of alcohol or drugs upon work performance.

**SUMMARY**

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety.

The three most important steps are to:

- a) look after your own health and safety by developing a responsible attitude towards alcohol and drugs
- b) be aware of colleagues or others who may put safety at risk by their actions
- c) recognise when and how to ask for help.

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**SP 13**

**POLICY FOR NON ENGLISH SPEAKING EMPLOYEES**

This Company is committed to ensuring the health, safety and welfare of all its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons whose health and safety may be affected by our activities. We will take steps to ensure our statutory duties are met at all times to include the provision of adequate resources to protect both our employees and others who may be affected by our work activities.

We will ensure that all non-English speaking or non-English employees fully understand the site safety requirements and their duties covering health, safety and welfare whilst on site. This will include any emergency procedures i.e. fire drills. The language needs to non-English speaking personnel will be adequately catered for during induction, other training and supervision.

This will be implemented by where necessary the provision of a colleague who understands the English language and has the ability to communicate to the non-English speaking colleague. This will be at induction training stage and the briefing of the method statement and risk assessments for the project together with any toolbox talks carried out.

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SP 14

**WORKPLACE MENTAL WELLBEING AT WORK RISK ASSESSMENT AND ACTION PLAN**

**Name of Individual:**

<b>REASON FOR RISK ASSESSMENT:</b>	<b>RISK ASSESSMENT COMPLETED BY:</b>
<input type="checkbox"/> <b>Initial Assessment</b>	<b>Name:</b>
<input type="checkbox"/> <b>Review (timing to be agreed)</b>	<b>Signature:</b>
<input type="checkbox"/> <b>Trigger (state reason)</b>	<b>Job Title*:</b>
<input type="checkbox"/> <b>Review (state reason)</b>	<b>Date:</b>
<input type="checkbox"/> <b>Other (state reason)</b>	<b>Review Date:</b>

*\*Mental wellbeing at work Risk Assessments are normally to be undertaken by the Manager with operational responsibility for member of staff.*

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**MENTAL WELLBEING AT WORK RISK ASSESSMENT – GUIDANCE NOTES  
FOR MANAGERS**

**Introduction:**

Stress is defined as “*the adverse reaction people have to excessive pressures or other types of demand places on them*”. However, pressure itself is not necessarily bad, most people need some level of pressure in order to function. For this reason, manager should ensure that Personal Performance Agreements are \*SMART and a joint agreement between manager and individual. It is only then the pressure experience is perceived as excessive and long terms by an individual that ill-health can result and a clear job description and a personal training plan is designed to counter this.

It should be noted that there is no such things as “*positive stress*” and that “*stress*” itself can depend upon individual perceptions.

Ownership of the Mental Wellbeing at Work Risk Assessments, which will follow the “*HSE Management Standards*”, normally rests with the manager with operational responsibility over the individual concerned. Managers will be supported by the person who has attended the Mental Health Awareness course. Where necessary additional specialist advice and guidance will be provided.

Good management, delivered by professional managers who operate with integrity in an open, honest, inclusive and fair manner will in itself reduce work related stress “*Risk Factors*” and the level of stress within their area of operational responsibility.

This guidance note provides advice and guidance on how to conduct a Mental Wellbeing at Work Risk Assessment of stress at work in five clear stages using the risk assessment form, overleaf. This is adapted from guidance contained with the HSE paper, “*Managing the causes work-related stress*”.

\*SMART (Specific, Measurable, Achievable, Realistic, Time Constrained, Evaluated and Reviewed).

**Implementing Reasonable Adjustments:**

Implementing effective “*Control Measures / Reasonable Adjustments*” to address issues raised within a Mental Wellbeing at Work Risk Assessment in a timely manner is very important if the level of stress is to be reduced or eliminated so far as is reasonably practicable. When deciding on reasonable adjustments Managers should prioritise these risks and decide how quickly each adjustment should be implemented and the time periods for review to ensure the adjustment is effective. Organisations should build review times into any mental wellbeing at work policy they develop. Any reasonable adjustments introduced should be based on SMART (Specific, Measurable, Achievable, Realistic, Time Constrained, Evaluated and Reviewed) principles.

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**THE 5 STEPS TO COMPLETING A MENTAL WELLBEING AT WORK RISK ASSESSMENT ARE AS FOLLOWS:**

**1. Identify the mental wellbeing at work risk factors:**

The HSE Management Standards have already identified the issues which are more likely to cause work related stress. The key mental wellbeing at work risk factors with potential to cause stress related illnesses (the risk factors) are:

- a) Demands
- b) Control
- c) Support (management and peer)
- d) Relationships
- e) Role
- f) Change

**2. Decide who might be harmed and how:**

Although some people may be more susceptible or vulnerable to developing work related stress than others, any individual could be working under conditions that could cause undue pressure and so be at risk from work-related stress. Sources that may be useful in making this assessment include: surveys, sickness absence data, staff turnover rates, exit interviews, number of referrals to occupational health, information from existing staff forums, as well as standard day-to-day meetings and other interactions with staff.

**3. Evaluate the risks:**

Use the 35 questions from the HSE Management Standards to identify issues affection the member of staff. These are used to identify stress in the workplace. Managers should also note non work-related stress factors as these can and do affect staff in the workplace. See attached proforma.

**4. Record the findings; develop and implement action plans:**

Having recorded the findings use these as a basis for an action plan. Template action plan attached.

**5. Monitor and review the Corrective Action Plans and assess effectiveness:**

The Mental Wellbeing at Work Risk Assessment should be reviewed on an ongoing basis, ordinarily through normal line management practices at least annually. Where appropriate, formal review dates may be built in.

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### 3. Evaluate the Risks:

Identifying stressors before absence occurs / return to work questionnaire.

Cause of Stress	Question	Was it a problem for you? <i>Use this space to detail what the problem was. If it was not a problem leave it blank</i>	What can be done about it? <i>Can we make any adjustments?</i>
Demands	Did different people at work demand things from you that were hard to combine?		
	Did you have unachievable deadlines?		
	Did you have to work very intensively?		
	Did you have to neglect some tasks because you had too much to do?		
	Were you unable to take sufficient breaks?		
	Did you feel pressured to work long hours?		
	Did you feel you had to work very fast?		
	Did you have unrealistic time pressures?		
Control	Could you decide when to take a break?		
	Did you feel you had a say in your own speed?		
	Did you feel you had a choice in deciding how you did your work?		
	Did you feel you had a choice in deciding what you did at work?		
	Did you feel you had some say over the way you did your work?		
	Did you feel your time could be flexible?		
Support* (Manager)	Did your manager give you enough supportive feedback on the work you did?		
	Did you feel you could rely on your manager to help you with a work you did?		
	Did you feel you could talk to your manager about something that upset or annoyed you at work?		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Cause of Stress</b>	<b>Question</b>	<b>Was it a problem for you?</b> <i>Use this space to detail what the problem was. If it was not a problem leave it blank</i>	<b>What can be done about it?</b> <i>Can we make any adjustments?</i>
<b>Support* (Manager)</b>	<b>Did you feel your manager supported you through any emotionally demanding work?</b>		
	<b>Did you feel your manager encouraged you enough at work?</b>		
<b>Support* (Peers)</b>	<b>Did you feel your colleagues would help you if work became difficult?</b>		
	<b>Did you get help and support you needed from your colleagues?</b>		
	<b>Did you get the respect at work you deserved from your colleagues?</b>		
	<b>Were your colleagues willing to listen to your work-related problems?</b>		
<b>Relationships</b>	<b>Were you personally harassed, in the form of unkind words or behaviour?</b>		
	<b>Did you feel there was friction or anger between colleagues?</b>		
	<b>Were you bullied at work?</b>		
	<b>Were relationships strained at work?</b>		
<b>Role</b>	<b>Were you clear about what was expected of you at work?</b>		
	<b>Did you know how to go about getting your job done?</b>		
	<b>Were you clear about what your duties and responsibilities were?</b>		
	<b>Were you clear about the goals and objectives for this department?</b>		
	<b>Did you understand how your work fits into the overall aim of the organisation?</b>		
<b>Change</b>	<b>Did you have enough opportunities to question managers about change at work?</b>		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

Cause of Stress	Question	Was it a problem for you? <i>Use this space to detail what the problem was. If it was not a problem leave it blank</i>	What can be done about it? <i>Can we make any adjustments?</i>
Change	<b>Did you feel consulted about change at work?</b>		
	<b>When changes were made at work, were you clear about how they would work out in practice?</b>		
Other issues	<b>Is there anything else that was a source of stress for you, at work or at home, that may have contributed to you going off work with work-related stress?</b>		

### Factors outside work:

This list of questions on return to work has mainly focused on factors at work. However, there may be factors outside work, for example in your family life, which may have contributed to or added to the pressure at work. These may have made it harder to cope with demands at work that you would normally be able to cope with.

You may want to share these issues with your manager – they may be able to help at work and make adjustments, for example, being more flexible with working hours or just being sympathetic to the pressures you are under.

If you do not feel happy telling your manager about these things, is there anyone else you can turn to, for example, your human resources department or employee assistance programme at work? You may also like to look at the links at <http://www.hse.gov.uk/Work-Related-Stress>.



HEALTH AND SAFETY MANAGEMENT SYSTEM

**MENTAL WELLBEING AT WORK RISK ASSESSMENT ACTION PLAN**

**Role:** *“Whether people understand their role within the organisation and whether the organisation ensures that the person does not have conflicting roles”.*

<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
1.	Lack of clarity over role.	Ensure job description clearly defines the role, expectations, reporting lines, etc. Consider any necessary revisions.		
2.	Lack of clarity over who individuals report to.	Confirm line management reporting structures to individuals.		
3.	Perception of being pulled in different directions by conflicting roles.	Ensure appropriate communication mechanisms are in place and operating effectively (individual and group). Make effective use of team meetings. Make effective use of PPA discussions.		
4.	Overlap/duplication of work with staff in other departments	Ensure PPA objectives are aligned to the outputs of the unit and encourage communication between different departments/units.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Demands: “Issues such as workload, work patterns and the work environment”.</b>				
<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
1.	Workload/deadlines	Re-allocation of duties (temporary/ permanent).		
2.	Hours and patterns of work	Guidance over prioritisation of tasks, adjustments of hours/work patterns (temporary/permanent).		
3.	Individuals capabilities, including training needs	Provide additional training e.g. time management.		
4.	Requirement for urgent deadlines to be met – often at short notice	Provide realistic deadlines. Develop a system to notify employees of unplanned tight deadlines. Provide training to help staff prioritise work.		
5.	The physical working environment (temperature, noise, light, etc.)	Physical adjustments – hazards properly controlled, staff able to adjust the lighting, temperature, ventilation, etc. to suit personal preference.		
6.	Lack of welfare facilities e.g. place to eat away from the desk	Set aside a space for staff to take lunch away from their desks.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Control: “Issues on how much say/influence the person has in the way they undertake/do their work”.</b>				
<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
1.	Pattern/pace work	Appropriate empowerment of staff members.		
2.	Setting priorities	Appropriate flexibility over work schedules.		
3.	Poor work patterns, including timing of breaks	Flexible working, compressed working week, term time working, home working, etc.		
4.	Limited opportunity to act on initiative and to utilise/develop skills	<p>Ensure appropriate communication mechanisms are in place and operating effectively (individuals and group).</p> <p>Provide staff with more variety/ challenging workload.</p> <p>Provide staff with training to enable personal development.</p>		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Support: “The encouragement, sponsorship and resources provided by the organisation, line management and colleagues”.</b>				
<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
1.	Staff feel ill-informed about workplaces issues	Ensure appropriate communication mechanisms are in place and operating effectively (individuals and group).		
2.	Staff feel they do not have the opportunity to raise concerns	Reference to appropriate existing policies and procedures within the organisation. Ensure appropriate communication mechanisms are in place and operating effectively (individuals and group).		
3.	Staff feel isolated or unsupported by management/colleagues	Staff are to be made aware of supportive mechanisms available within departments e.g. from line manager and wider organisation and how to access them (e.g. Health and Safety Officer, counselling service, occupational health, etc.).		
4.	Support for disabilities/ illness related issues (including stress)	Advice sought from Health and Safety Office, Occupational Health Advisor and/or Human Resources.		
5.	Failure to praise/recognise good performance	Ensure Managers receive appropriate training on how to support and provide recognition for their staff.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Relationships: “Promoting positive working to avoid conflict and dealing with unacceptable behaviour”.</b>				
<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
1.	Low team spirit	Create a culture where colleagues trust and encourage each other. Identify ways to celebrate success (e.g. lunches/bonus).		
2.	Staff feel bullied, harassed or victimised	Develop a written policy for dealing with unacceptable behaviour at work and communicate to all staff.		
3.	Staff feel no mechanism exists to enable them to raise issues	Encourage good communication at all levels. Develop a policy/ procedure for staff to raise issues.		
4.	Staff perceive there to be a lack of awareness of diversity and equality issues	Communication from management to department to reinforce organisations position and policy in relation to work interactions. Diversity and equality training for all staff.		
5.	Ongoing grievances raised between staff	Management intervention to resolve specific issues appropriately and at an early stage in accordance with Organisational Policy. Reference to appropriate existing policies and procedures including grievance/ complaint procedures.  Advice sought from DHR and Bullying Harassment Advisors.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>Change: “How organisational change (large or small) is managed and communicated in the organisation”.</b>				
<b>Action Point No.</b>	<b>Issues Identified/Area for Potential Improvements</b>	<b>Proposed Control Measures/ Corrective Actions Required</b>	<b>Named Responsibility/ Ownership</b>	<b>Date Completed DD/MM/YY</b>
<b>1.</b>	Staff feel ill-informed about changes to role/department/ unit etc. and how these may be affected by them	Ensure appropriate communication mechanisms are in place and operating effectively (individuals and group).		
<b>2.</b>	Staff feel under-supported during change	Ensure staff receive timely and appropriate training before changes begin and there is a member of staff they can approach to provide support during periods of change.		
<b>3.</b>	Staff feel they have not been consulted and do not have a voice	Additional efforts should be made to involve/engage/consult staff in a timely manner during key change initiatives, allowing opportunities for staff to feed in their views. Efforts made to explain reasons for changes to staff, and the benefits, as well as information on timescales. Changes to be discussed at all team meetings and feedback sought.  Training or regular staff briefings needs considered.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

### INTRODUCTION:

The purpose of the Action Plan is for use where there is an “*issue identified / area for potential improvement*” which will require action steps to implement improvements.

An Action Plan used with reasonable adjustments should help to reduce hazards, control risk and prevent injury to staff, members of the public, etc. and therefore protect the interests of the organisation and its staff.

The Action Plan is broken down into 6 areas as follows:

Each item/point is to be assigned a specific action point number.

### Action Point No.

**Issues Identified/Area for Potential Improvement:  
Corrective Action Required:**

Details of issues identified or area for potential improvement explained here. Detailing what specific actions are to be implemented to improve the situation identified.

**Person Responsible:**

This is normally the line manager with operational responsibility for the individual or activity proposed. The Responsible Person would have responsibility for raising an action point and ensuring that the work is completed.

**Date Completed:**

Enter an appropriate (SMART) “*Target Date*” for implementation/completion in the format dd/mm/yy. It is not acceptable to put in “ongoing” as this is not a Target Date and is not to be used.

**Stress Risk Assessors Completion Certificate:**

When all actions have been fully implemented the Action Plan is to be “*Signed Off*” by the staff member and the line manager and a copy issued to Human Resources for audit purposes.

### Stress Risk Assessors Completion Certificate:

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**ADDITIONAL COMMENTS** *(By Stress Risk Assessor/Reviewer, Individual, Health and Safety Advisor, Occupational Health Advisor or HR Manager)*

**Date Protection:** *Where a specific Stress Risk Assessment is completed for a named individual the Stress Risk Assessment should be treated as “Medical in Confidence” and appropriate security and confidentiality rules apply. Individuals who are subject of the Stress Risk Assessment are to be given a copy of the Stress Risk Assessment pertaining to them.*

<b>Manager</b>		<b>Signature:</b>		<b>Date:</b>	
	<i>(Print Name)</i>				
<b>Individual</b>		<b>Signature:</b>		<b>Date:</b>	
	<i>(Print Name)</i>				
<b>H&amp;S Advisor</b>		<b>Signature:</b>		<b>Date:</b>	
	<i>(Print Name)</i>				
<b>Occ. Health Advisor</b>		<b>Signature:</b>		<b>Date:</b>	
	<i>(Print Name)</i>				
<b>HR Manager</b>		<b>Signature:</b>		<b>Date:</b>	
	<i>(Print Name)</i>				



**SECTION 4**



## HEALTH AND SAFETY MANAGEMENT SYSTEM

### FORM 002 – RISK ASSESSMENT AND METHOD STATEMENT REVIEW

Contract no.		Contract name	
Risk Assessment and Method Statement for activity .....  Preparing company: .....Prepared by (name) .....  Document reference no (if any) .....Revision .....  Record of principal contractors review. (Results of review to be formally communicated to preparing company.)			
Check	Guidance on aspects that should be covered	Adequate (See comments overleaf)	
Scope of work	Brief description of work with scope defined by area, floor or structure (where specified conditions dictate). Should also define any limitations of use and <b>must be site specific</b> .	Yes / No*	
Organisation	Key staff involved in managing and supervising the work and the anticipated type of labour required, including any required induction, training and proof of competence.	Yes / No*	
Materials	Materials required including storage location, any identifying marks and any special safety measures to be taken during storage, handling, use and protection. COSHH details as required.	Yes / No*	
Plant / equipment	Major plant and equipment required, including any lifting equipment and any plant or equipment calibrating/certificate/ 12-monthly or 6-monthly for chains/weekly inspections.	Yes / No*	
Preparation	Details of any permit approvals, notices or completion of other work needed prior to starting work (such as permit to dig work or load) electrical isolations, mechanical isolations, commissioning, access proposals, restrictions and requirements.	Yes / No*	
Safety and Health	Safety and health of all who may be affected (employees / third parties) including anticipated hazards and required precautions (included or by reference to risk assessment). PPE access, egress, control of work at height, husbandry, first aider, barriers, training, planning, inspections, communications, etc.	Yes / No*	
Environment	Anticipated hazards or special conditions requiring precautions (such as traffic conditions, waste management / disposal, dust or noise, ground conditions, watercourses, environmentally sensitive areas and wildlife protected) and appropriate mitigation measures.	Yes / No*	
Emergency procedures	Procedures and arrangements for dealing with health, safety or environmental incidents and accidents (overarching is company/site management incident investigation process)	Yes / No*	
Method and Sequence	Definition of how the work is to be carried out, including the proposed sequence and any temporary works. (Required for complex operations only)	Yes / No*	
Protection	Protection of partly and fully completed work against damage, deterioration, third parties and/or the public.	Yes / No*	

## HEALTH AND SAFETY MANAGEMENT SYSTEM

Inspections / checks /tests	Required prior to, during and on completion of work. Any hold points where approval to continue is required and who can release them.	Yes / No*
Records	To be obtained or produced during and on completion of the work	Yes / No*
This document is/is not* considered suitable and sufficient to allow the work outlined above to commence.		
Checked by	Name	Signed
All Supervisors/Foremen and operatives undertaking the activity must be aware of and understand the risk assessment and method statement. It is important that the risks and controls are explained and understanding tested.		

## HEALTH AND SAFETY MANAGEMENT SYSTEM

Contract no.		Contract name	
Comments			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

HEALTH AND SAFETY MANAGEMENT SYSTEM

**FORM 003 – OCCUPATIONAL HEALTH ASSESSMENT**

The purpose of this form is to ensure the ongoing health of our staff. It is to be completed on first joining the Company as part of the induction training and thereafter on an annual basis.

<b>Name:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Occupation:</b>	
<b>Employer's Company Name:</b>	
<b>Date of Assessment:</b>	
<b>Project Name:</b>	
<b>Name of Assessor:</b>	
<b>On behalf of:</b>	

<b>HAND ARM VIBRATION</b>	<i>delete as applicable</i>
<b>1.</b> Have you ever suffered from your fingers going white and numb when exposed to the cold?	<i>Yes/No</i>
<b>2.</b> Do you suffer from tingling in your hands?	<i>Yes/No</i>
<b>3.</b> Are you suffering from loss of grip strength in your hands and do you have pain in your wrist and arm?	<i>Yes/No</i>
<b>4.</b> Do you feel that the sensation of touch in any of your fingers isn't what it used to be?	<i>Yes/No</i>
<b>5.</b> Is there a reduction in how you can do fiddly and fine tasks because your fingers don't work like they used to?	<i>Yes/No</i>

*If you have answered 'Yes' to any of the above questions please inform your employer as your work may be affecting your health. You are also recommended to visit an 'Occupational Health Provider' or your 'GP'*

<b>NOISE INDUCED HEARING LOSS</b>	<i>delete as applicable</i>
<b>1.</b> Do you have trouble hearing the telephone or doorbells?	<i>Yes/No</i>
<b>2.</b> Do any of your family or friends complain that you have the television or radio on too loud?	<i>Yes/No</i>
<b>3.</b> Do you have difficulty hearing conversation against a noisy background?	<i>Yes/No</i>
<b>4.</b> Do you suffer from permanent/constant ringing in your ears?	<i>Yes/No</i>

*If you have answered 'Yes' to any of the above questions please inform your employer as your work may be affecting your health. You are also recommended to visit an 'Occupational Health Provider' or your 'GP'*

## HEALTH AND SAFETY MANAGEMENT SYSTEM

<b>DERMATITIS</b>	<i>delete as applicable</i>
<i>Since your last review or in the last 12 months have you had any of the following symptoms:</i>	
<b>1.</b> Redness and swelling of fingers or hands?	<i>Yes/No</i>
<b>2.</b> Cracking of skin on fingers of hands?	<i>Yes/No</i>
<b>3.</b> Blisters on fingers of hands?	<i>Yes/No</i>
<b>4.</b> Flaking or scaling of skin on fingers or hands?	<i>Yes/No</i>
<b>5.</b> Itching of fingers or hands with cracks or splits?	<i>Yes/No</i>
<b>6.</b> Problems with the arms or other parts of the body?	<i>Yes/No</i>

*If you have answered 'Yes' to any of the above questions please inform your employer as your work may be affecting your health. You are also recommended to visit an 'Occupational Health Provider' or your 'GP'*

<b>GENERAL QUESTIONS</b>	<i>delete as applicable</i>
Are you aware of your employer's Occupational Health Management Arrangements?	<i>Yes/No</i>
Are you aware of your employer's management arrangements for the rehabilitation of workers in respect of Hand Arm Vibration Syndrome, Dermatitis, Muscular Skeletal Disorders and Noise Induced Hearing Loss?	<i>Yes/No</i>
Have you received a Tool Box Talk at any time in respect of Occupational Health or specifically on ill health topics such as HAV, Dermatitis, MSD or NIHL?	<i>Yes/No</i>
Do you think you could benefit from taking part in these Tool Box Talks?	<i>Yes/No</i>

<i>As a result of the assessment carried out and in recognition that I may have one or more of the related occupational health conditions, I confirm that I have been referred to an occupational health provider or my general practitioner, by the assessor and that I shall make an appointment accordingly.</i>	<i>Delete statement if this does not apply</i>
---	--

<b>Person Assessed Print:</b>	
<b>Signed:</b>	
<b>Dated:</b>	
<b>Assessor Print:</b>	
<b>Signed:</b>	
<b>Dated:</b>	

### **MUSCULAR SKELETAL DISORDER:**

- ◆ Establish exactly what the duties of the individual are.
- ◆ Establish how limiting the injury is and have they had the same injury in the past.
- ◆ Ensure that the individual is restricted from high-risk manual handling activities as indicated by the manual handling assessment.

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- ◆ If the injury is to the lower back, in the majority of the cases there may be no need for the individual to be restricted from all duties. Advice for the individual should focus on keeping the back moving as much as possible within the limits of pain. Most medical practitioners advise that maintaining mobility is of a benefit to most of the those suffering from back pain.

### **NOISE INDUCED HEARING LOSS:**

- ◆ Monitor employees working practices to identify potential sources of high level noise.
- ◆ Reduce exposure to work involving exposure to high noise levels.
- ◆ Ensure ear protection is provided (by their employer) with the appropriate level of attenuation and that the individual is instructed in the correct use and care of them.

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### FORM 004 – PERSONAL PROTECTIVE EQUIPMENT ASSESSMENT

The purpose of this form is to ensure the correct selection of personal protective equipment and to ensure its compatibility with other personal protective equipment issued. In selection care must be taken to ensure reference is made to the latest standards.

<b>Work Activity</b>	
<b>Date of Assessment</b>	
<b>Assessor</b>	

***LIST IN THIS SECTION YOUR SELECTION TO INCLUDE THE STANDARD***

<b>Type of PPE</b>	<b>If Applicable add details</b>	<b>X if not applicable</b>
<b>Head Protection i.e. Safety Helmet</b>		
<b>Eye Protection</b>		
<b>Hearing Protection</b>		
<b>Respiratory Protection</b>		
<b>Hand Protection</b>		
<b>Foot Protection</b>		
<b>Clothing i.e. High Visibility Vest</b>		
<b>Fall Protection</b>		
<b>Additional Notes/ Information</b>		

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**FORM 005 – ENFORCEMENT AUTHORITIES VISIT**

The purpose of this form is to assist in the management of Health, Safety and Environmental issues following a visit from the Enforcement Authorities.

The form requires to be completed ***immediately*** following the visit and forwarded to the office to include any notices of contravention that are issued.

Where fees for intervention are incurred the present charges are at £157.00 an hour on time spend dealing with the issues it is therefore imperative that all issues are dealt with promptly.

MSM Safety Management Services as the “Competent Person” under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 must be informed of any visits carried out by the HSE.

Contact Details as follows:

***MSM Safety Management Services  
Room 426, Breckland Business Centre,  
St Withburga Lane, Dereham, Norfolk, NR19 1FD  
Tel: 01362 854647  
Email: info@msm-safety.co.uk***

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<b>Project/Site Name and Address:</b>	
<b>Contact Person:</b>	
<b>Tel/Email Contact:</b>	
<b>HSE Details:</b>	
<b>Inspector's Name:</b>	
<b>Tel/Email Contact:</b>	
<p><b>Record in this Section the following:</b></p> <ul style="list-style-type: none"> <li>◆ <i>Details of any areas of concern that are raised.</i></li> <li>◆ <i>Any documents removed or copies taken from site.</i></li> <li>◆ <i>Any photographs taken i.e. if HSE take photographs take the same photo of the area.</i></li> <li>◆ <i>Deal with any contraventions immediately where possible photograph action taken, date and time.</i></li> </ul>	

**CLOSE OUT PROCEDURE**

**Record in this section actions to close out the visit to include action to prevent a reoccurrence attach to this form where applicable the final invoice from the HSE, this will be 2 months from the date of issue.**

**Discuss the issues with all site staff.**

**Directors Signature:**

**Date:**

**MSM Safety Management  
Services Signature:**

**Date:**

HEALTH AND SAFETY MANAGEMENT SYSTEM

**FORM 006 – NEW EMPLOYEE INDUCTION CHECKLIST/RECORD**

	PRINT NAME	SIGNATURE
Name of Employee:		
Name of Manager or Supervisor responsible for Induction Training:		
Date Induction Training Commenced:		
ITEM	COMPLETED	COMMENTS
(1) Application for employment form completed		
(2) Introduction to Manager or Supervisor		
(3) Explanation of Terms and Conditions		
(4) Issue of Health and Safety Policy together with an explanation of relevant sections		
(5) Introduction to the work area to include information on Risk Assessments		
(6) Emergency arrangements to include fire precautions		
(7) First Aid arrangements to include names of First Aiders and location of boxes		
(8) PPE/RPE Face Fit Test		
(9) Week 8 issue Contract of Employment		
Review progress at end of Week 1		

Induction Training Completed – Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Induction Training Completed – Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*Items 1, 2, 3 & 8 – Manager*

*Item 5 – Supervisor/Foreman*

*Items 4, 6 & 7 Health & Safety Co-ordinator or Manager*

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FORM 007 – NOTIFICATION OF NEAR MISS

**SECTION 1**

<b>COMPANY</b>	
<b>SITE</b>	
<b>REPORTED BY</b>	
<b>DATE</b>	

<b>WHAT HAPPENED?</b>	<b>WHAT COULD HAVE HAPPENED?</b>

<b>WHO WAS INVOLVED?</b>

<b>HAVE YOU DONE ANYTHING TO REMOVE OR REDUCE THE IMMEDIATE DANGER?</b>
<b>YES</b>
<b>NOT POSSIBLE</b>

**SECTION 2**

<b>FURTHER ACTION REQUIRED?</b>	<b>NO/YES:</b>	<b>BY WHOM?</b>

- ◆ Originator to complete Section 1, and if action complete give to Supervisor/Foreman.
- ◆ Supervisor/Foreman to complete Sections 2 to 4 and send to Contracts Manager.
- ◆ Contracts Manager to complete Section 5 and send to Health and Safety Advisor.
- ◆ Health and Safety Advisor to assess the severity and action if required.

**REMEMBER!!**  
**REPORT IT TODAY**  
**SAVE A LIFE TOMORROW**

# HEALTH AND SAFETY MANAGEMENT SYSTEM

## **SECTION 3**

### **ASSESS THE IMMEDIATE CAUSE:**

#### **A. NON-CONFORMITY**

- 1)  Operating equipment without authority
- 2)  Failure to warn
- 3)  Failure to secure
- 4)  Making safety devices inoperable
- 5)  Removing safety devices
- 6)  Using defective equipment
- 7)  Using equipment improperly
- 8)  Failing to use PPE properly
- 9)  Failing to work to method statement
- 10)  Improper loading
- 11)  Improper lifting
- 12)  Improper position for task
- 13)  Horseplay
- 14)  Under influence of alcohol and/or other drugs

#### **B. NON-CONFORMITY**

- 1)  Inadequate guards or barriers
- 2)  Inadequate or improper protective equipment
- 3)  Defective tools, equipment and/or materials
- 4)  Inadequate warning systems
- 5)  Poor housekeeping; disorderly workplace
- 6)  Hazardous environmental conditions (gases, dusts, smokes, fumes, vapours)
- 7)  Noise exposures
- 8)  Weather conditions (rain, snow)
- 9)  High or low temperature exposures
- 10)  Inadequate or excessive illumination
- 11)  Inadequate ventilation

## **SECTION 4**

### **THE BASIC CAUSE:**

#### **A. PERSONAL FACTORS**

- 1)  Inadequate physical/metal capability
- 2)  Lack of skill
- 3)  Excess physical/mental pressure
- 4)  Improper motivation
- 5)  Lack of training/knowledge
- 6)  Lack of concentration
- 7)  Other

#### **B. JOB FACTORS**

- 1)  Inadequate leadership and/or supervision
- 2)  Inadequate maintenance
- 3)  Inadequate tools, equipment, and/or materials
- 4)  Inadequate work standards/methods
- 5)  Inadequate method statement
- 6)  Wear and tear
- 7)  Abuse or misuse
- 8)  Other

Other:

### **ASSESS THE POTENTIAL SEVERITY:**

**SIMILAR RISK ELSEWHERE**  YES  NO

#### **PROBABILITY IF REOCCURRENCE**

1)  Frequent 2)  Occasional 3)  Seldom

- 1)  Possible permanent disability or loss of limbs
- 2)  Possible lost time. Injury without permanent disability
- 3)  Little risk of serious injury

## **SECTION 5**

### **ACTION TAKEN:**

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**Contract Manager:** \_\_\_\_\_ **Contract Name/Number:** \_\_\_\_\_

**HAS ORIGINATOR BEEN INFORMED OF: COMPLETED ACTION:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN COMPLETED FORM TO HEALTH AND SAFETY ADVISOR**

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