

**Carter Lauren** Construction Ltd.

# **Company Safety Policy 2009**








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## Reviewing Procedure

1. This Health and Safety Policy will be formally reviewed every 12 months by the Company's Board of Directors in conjunction with the Company's Safety Advisers, and any alterations ratified as necessary.
2. The Directors on the recommendation of the Safety Advisers will consider alterations and amendments, which become essential between review dates.
3. Only the Company shall have the authority to issue the Health and Safety Policy and make amendments to it.

<b>Review Date</b>	<b>Principal Amendments</b>	<b>Signature</b>
12 <sup>th</sup> . February 2003	Major alterations & amendments in line with HSG65 Several Appendices moved to new Procedures Manual	
30 <sup>th</sup> . April 2004	Minor Amendments Appendix 'Q'; 'R'; & 'S'; added	
11 <sup>th</sup> . July 2005	Minor amendments & rewording throughout. Appendix B omitted- duplicated in other Appendices. Reference to new & amended regulations added - Work at Height Regulations 2005 Amended COSHH Regulations 2004 Control of Vibration at Work Regulations 2005.	
1 <sup>st</sup> . May 2007	Alterations throughout the Policy to accommodate the [revised] Construction (Design & Management) Regulations 2007. Minor alterations & rewording throughout. Policy updated with reference to – Control of Noise at Work Regulations 2005 Regulatory Reform (Fire Safety) Order 2005 Smoke-Free Premises Regulations 2007	
2 <sup>nd</sup> . June 2008	Designers duties – Amended to include information for CDM Co-ordinator Principal Contractors Duties – Minor amendment Appendix P Environmental Policy – Amended to include reference to the Company Environmental Management System & The Site Waste Management Plan Regulations 2008	

<b>Review Date</b>	<b>Principal Amendments</b>	<b>Signature</b>
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1 <sup>st</sup> . June 2009	Minor alterations to Parts 1 & 2	

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# **PART I**

## **Safety Policy**

# General Policy Statement

## Health and Safety at Work etc Act 1974

Overall and final responsibility for health and safety in Carter **Lauren Construction Ltd.** is that of R. **Woollacott** who is the director responsible for safety.

The company will comply with the *Health and Safety at Work etc. Act 1974*, Regulations subsequently laid under it and other relevant legislation and meet the standards required therein.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who under take work on its behalf.

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Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

- The provision and maintenance of plant and systems of work that are safe and without risk.
- The provision of adequate arrangements and resources for the regular assessment of work activities in order to identify associated hazards and controls the risks arising.
- Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the company.
- Providing any necessary personal protective clothing and equipment required as the result of a risk assessment.
- The provision and maintenance of any workplace under the control of the company in a condition that is safe to use and without risk to health, and the provision and maintenance of means of access to and egress from it that are safe and without risk.
- The provision and maintenance of working environments that are without risk to health and adequate with regard to, First Aid; Fire Prevention and Control; Welfare Facilities and Arrangements for employees of the company.
- The cooperation of employees of the company to enable statutory obligations to be met.
- A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed regularly.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out below.

Signed:



Date: 1<sup>st</sup>. June 2009

## ***Chain of Responsibility***

1. The overall responsibility for health and safety lies with the board of directors. The named Safety Director will keep the Board of Directors advised as to their responsibilities, and those of the company, in respect to health and safety matters.
2. The Company's safety Advisers, The Building Safety Group Limited, will carry out site safety inspections, advise on all matters of Health and Safety, and liaise with the Company Health & Safety Manager, Site Managers, and Foremen.
3. The Health & Safety Manager will co-ordinate the health & safety arrangements for the company, and will liaise with The Building Safety Group Limited and the Safety Director.
4. The Contracts Managers will ensure the implementation of the company safety policy and ensure that safe systems of work are in place and effectively monitored.
5. Site Managers and Foremen are responsible for implementing and monitoring the Health & Safety Plan, and all health and safety regulations, on their sites. Co-operating with The Building Safety Group Safety Officers, H.S.E. Inspectors, environmental Health Officers, the CDM Co-ordinator, Clients, and others. They will appoint and delegate a competent person to be in charge during their temporary absence.
6. Subcontractors will sign a declaration that they understand the Company's Safety Policy, and are conversant with the Health and Safety at Work Act 1974, and The Construction (Design & Management) Regulations 2007, and all appropriate Statutory Regulations governing their operations.

## ***The Company's Duties will be in particular:***

1. To observe the requirements of the **Health and Safety at Work Act 1974, The Construction (Design & Management) Regulations 2007**, and all other relevant legislation, Approved Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers.
2. The provision and maintenance of plant and systems of work that are safe and without risk to health.
3. Ensuring the control of risks to health and safety in handling, storage, and the transportation of materials, articles and substances.
4. To put in place a Risk Management system, suitable and sufficient for the company's operations, and to develop risk assessments for, hazardous substances and materials; noise and vibration; manual handling; working at height; and any other assessments that may be required.
5. The provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other person affected by the company's operations.
6. The provision of all necessary Personal Protective Equipment (PPE).
7. The encouragement of discussion on safety matters within the organisation, and also to liaise closely with the company's Safety Consultants; The Building Safety Group.
8. To consult with the company's employees on safety matters.
9. The provision of adequate welfare and First Aid facilities including trained First Aiders as are required by the relevant statutory provisions.
10. To prevent injury or damage to any person and adjacent property affected by the company's operations.
11. To comply with **The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995**, and to include where appropriate provision for the investigation and reporting of the same.
12. To ensure that all contractors, sub-contractors, and self employed persons comply with this policy, the Construction Phase Health & Safety Plan, all relevant health and safety legislation, and the method statements and risk assessments associated with their work.
13. To comply with current Fire Safety legislation, **The Regulatory Reform (Fire Safety) Order 2005**. To include a Fire Plan for all construction projects. The Fire Plan will include a risk assessment, arrangements for the provision of fire prevention measures and fire fighting equipment, and emergency evacuation procedures.
14. To ensure as far as is possible that it will not allow its employees, subcontractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety.
15. To ensure that Smoke-Free Premises Regulations are enforced on all our construction sites and offices.
16. To provide satisfactory levels of finance human resources, time and any other resources necessary to ensure the health and safety of the workforce

# **PART 2**

## **Organisation**

### **Responsibility & Duties**

## ***Duties as Principal Contractor.***

### **The Construction (Design and Management) Regulations 2007**

Where the Company is appointed by the Client as Principal Contractor, the following arrangements will apply to all construction work.

1. Satisfy ourselves that the client is aware of his duties under **The Construction (Design & Management) Regulations 2007**, and that a CDM Co-ordinator has been appointed.
2. To ensure that all designers and contractors, appointed by the company, are competent.
3. To ensure the Construction Phase is properly planned and the Health & Safety Plan is developed and in place before work starts.
4. Ensure the Construction Phase Health & Safety plan is implemented, managed, updated, adequately resourced, and that the site management is competent.
5. Ensure that suitable & sufficient welfare facilities are provided from the start of construction.
6. Organising arrangements for the control, co-ordination and co-operation between all Contractors, sub-contractors, and designers, involved in any construction contract on which the company is involved.
7. Provide all contractors, sub-contractors and self employed persons, who are to work on a construction site, with information from those parts of the Safety Plan that effect their operations.
8. Ensure that all sub-contractors are informed of the minimum amount of time they will be allowed for planning and preparation before they start work on the site.
9. Display, in a readable condition, the information notified to the Health and Safety Executive (form F10), at a location where it can be easily read.
10. Provide all the workforce with an adequate site induction including specific Site Rules.
11. Co-operate with CDM Co-ordinators, to provide information they need in order for them to comply with their duties under the regulations, and to provide information that the CDM Co-ordinator should require for inclusion in the Contract Health and Safety File.
12. Ensure that effective measures are taken to prevent unauthorised entry to site during working hours and at any other time.
13. Ensure that contractors, sub-contractors, and self employed, provide health and safety information in the form of risk assessments, method statements, and training given to their operatives, to ensure the health & safety of their employees and all those on the construction site who may be affected by their works.
14. Hold regular site Health and Safety co-ordinating meetings during a project to discuss all safety matters relevant to the work.
15. Ensure that all contractors, sub-contractors and self employed persons, who work on a construction site, report all injuries, diseases and dangerous occurrences to the Site Management.
16. To ensure that employees and self-employed persons engaged on construction work are able to discuss and offer advice on matters, which may affect their health and safety.
17. To make arrangements to consult and co-ordinate views of employees in matters of health & safety as required by the CDM Regulations.

## ***Duties as a Contractor.***

### **The Construction (Design and Management) Regulations 2007**

Where the Company is to work as a Contractor under a Principal Contractor, the following arrangements will apply to construction work.

1. Satisfy ourselves that the client is aware of his duties under **The Construction (Design & Management) Regulations 2007**, and that a CDM Co-ordinator has been appointed.
2. Comply with the Principal Contractors Safety Policy, the Health & Safety Plan, Site Rules, and any instructions given during the course of our works.
3. Co-operate with the Principal Contractor, and other contractors and to co-ordinate our activities to ensure the health & safety of all persons working on a project and any others who may be affected by the work.
4. Provide the Principal Contractor and other Contractors with assessments of risks, hazardous substances, safe systems of work, and any other information concerning our activities that may affect the health and safety persons working on the project.
5. Inform all our employees and self-employed and sub-contractors of those details in the safety plan that may effect their operations and any safety rules they are required to comply with whilst working on the construction site.
6. Provide the Principal Contractor with details of all health and safety training given to our managers and operatives and any other training information that the Principal Contractor may from time to time require.
7. Promptly provide the Principal Contractor with any relevant information that the Contract Co-ordinator should require for inclusion in the Health and Safety File.
8. Ensure that our managers and site operatives co-operate fully with the Principal Contractor for them to comply with their duties under the regulations, and to attend any health and safety co-ordination meetings during the project.
9. Ensure that all injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 1995, are promptly reported to the Principal Contractors site management.

## ***The Safety Director's Duties***

1. To provide a visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company
2. To monitor the effectiveness of the Safety Policy and to ensure that the policy is regularly reviewed and revised when necessary.
3. To ensure all Company employees are aware of the Safety Policy and understand their individual duties.
4. To monitor the company's safety performance review procedure, and to read and act upon reports produced by the Health & Safety Manager in conjunction with the company's safety consultants, and the recommendations contained therein.
5. To ensure adequate arrangements are made for Health and Safety training of all employees as is required to ensure the health & safety of all the company's employees.
6. To ensure that documentation relating to accidents, diseases, insurances, training, plant registers and certificates are maintained and to ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
7. To keep the Board of Directors advised as to their responsibilities, and those of the company, in respect to health and safety matters.
8. To ensure adequate financial arrangements are made to meet statutory requirements.
9. To ensure that the management of health and safety within the company is periodically audited so that high standards of health and safety performance are maintained, and areas where improvement is required are identified.
10. To ensure that a satisfactory level of resources is provided in finance, time, human resources and anything else that may be required for the health & safety of the workforce.

## **The Safety Advisers Duties - (The Building Safety Group Ltd.)**

1. To advise when required on safety related matters.
2. To carry out regular site inspections, in company with the Site Manager, Supervisor or other person, and to discuss and advise on matters affecting health, safety and welfare.
3. To notify the Site Supervisor of all defects found and provide a signed report on site, with copies for the Health & Safety Manager / Safety Director and The Building Safety Group Ltd office records.
4. To notify the Company's Health & Safety Manager and/or Safety Director if serious defects are continually not remedied.
5. Immediately to contact the Health & Safety Manager and/or Safety Director if situations are found, that in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation.
6. To advise safety training requirements, when considered necessary, for new entrants and all employees.
7. To supply all relevant statutory documents in accordance with the regulations, if requested by the company.
8. In accordance with the agreed procedures, to carry out investigations into and report on Dangerous Occurrences and Serious Accidents, when required.
9. To check site documentation is being completed correctly and that risk assessments and method statements are available, when conducting site inspections.
10. To carry out inspections of the company's offices, when requested.

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## ***The Health & Safety Managers Duties***

11. To co-ordinate all the health & safety arrangements of the company.
2. To advise the company directors on health and safety matters that affect the company's operations.
3. To liaise with the companies Safety Consultants and their inspectors, to monitor their site safety reports, and to advise on, and arrange any action that may be necessary.
4. To keep abreast of all new and revised safety legislation, guidance, and industry best practice. To obtain information and advice on health & safety matters, and pass that information to the workforce, managers and directors.
5. To advise on, and arrange training for the workforce when necessary.
6. To make the necessary notification of accidents and dangerous occurrences to the statutory authorities.
7. To investigate accidents and dangerous occurrences, and produce a report and discuss the findings and implications with the directors.
8. To visit the company's construction sites, as often as possible, and to assist the Site Managers in preparing risk assessments and method statements, to pass on information and help with the general management of health & safety on site.
9. To collect and assess the risk assessments and method statements from sub-contractors and issue to the Site Managers.
10. To ensure that the Health & Safety Executive has been notified on Form F10, if site operations are expected to last more than 30 working days, or 500 person days; and that each site is issued with a copy to display as required by the CDM Regulations.
11. Liaise with the CDM Co-ordinator to produce the Construction Phase Health & Safety Plan for each new contract, and ensure that it is appropriately updated during the contract.  
To co-ordinate the collection of information required for the Contract Safety File and issue that information to the CDM Co-ordinator.
12. To conduct a regular review of the company's safety performance in conjunction with the Safety Consultants, and to produce a report for consultation with the directors.

## ***The Contract Managers Duties***

1. To facilitate co-operation and co-ordination with the CDM Co-ordinator, contractors, designers, and all interested parties involved in a construction project, so that all duty holders can comply with their duties under the CDM Regulations 2007.
2. To monitor the implementation of the Company's Safety Policy, the Construction Phase Health & Safety Plans, client's safety requirements and all other safety legislation.
3. To provide adequate site supervision, to encourage good health & safety practices by their site managers and other staff and to assess their competence.
4. To pre-plan safe methods of construction, the provision of adequate welfare facilities, to ensure trained first aid persons are appointed, and ensure adequate financial provision is made for health and safety.
5. To set a personal example to all operatives on site, by wearing the appropriate personal protective equipment.
6. To ensure that Statutory and legal Notices, Insurance Certificate are displayed and maintained in prominent locations.
7. To assess the risks to health and safety of all construction operations and ensure that safe systems of work are developed and implemented, monitored and reviewed as necessary.
8. To ensure that information, instruction and training is given, when appropriate, to all employees, and to advise them of all risks to their health and safety and the measures in place to protect them.
9. To ensure that members of the public, affected by the Company's operations are adequately protected.
10. To ensure that incidents, accidents and dangerous occurrence are thoroughly investigated and reported to the relevant statutory authorities.
11. To monitor the maintenance of all relevant site safety records.
12. To ensure the co-operation & co-ordination between contractors, designers, and all interested parties, involved in a construction project.
13. Ensure that adequate welfare provisions are in place from the first day of a contract.

## ***Site Manager's Duties***

1. To organise and co-ordinate site work with minimum risk to health and safety.
2. To comply with and implement the Company Safety Policy, Procedures Manual, Site Rules and all relevant safety regulations.
3. To implement, supervise and monitor the Construction Phase Health & Safety Plan, and Fire Safety plan.
4. To ensure agreed safe systems of work, Codes of Practice, Risk Assessments, Method Statements are adhered to and all Registers and Records are kept up to date.
5. To ensure that operatives are competent and hold, where applicable, certificates to operate work equipment.
6. To provide all site personnel and visitors with a site induction.
7. To give precise instructions with regard to health & safety, and to implement and enforce the Site Rules.
8. To ensure that the storage of materials and substances, that are hazardous to health, comply with statutory requirements.
9. To maintain a tidy site, to prevent slip & trip hazards, and with safe access and egress to places of work, the site accommodation and welfare facilities.
10. To ensure that all work equipment is safe to use and properly maintained.
11. To control and co-ordinate the work of sub-contractors and others with regard to implementing the Safety Policy and the Health & Safety Plan.
12. To ensure a suitable supply of Personal Protective Equipment (PPE) is available, and is used when required, and that the company's policy and specific site rule with regard to PPE are enforced.
13. To ensure all accidents are entered in the Accident Book (the book entry to be sent immediately to the Health & Safety Manager for secure filing), and to implement the Company's accident reporting procedure.
14. To notify the Health & Safety Manager of accidents that are to be reportable under RIDDOR, and to assist him in the investigation of accidents and dangerous occurrences.
15. To carry out site safety inspections with the companies safety advisers and to rectify as a matter of high priority all defects and contraventions of the regulations.
16. To discuss with the Safety Adviser or Health & Safety Manager, site problems in matters relating to health and safety.
17. To produce, with the assistance of the Health & safety Manager, a traffic management plan, to segregate as far as is possible, pedestrians from site traffic.
18. To set a good example of behaviour with regard to health, hygiene and safety.
19. To provide and maintain adequate site welfare facilities, in a clean and hygienic condition
20. To closely supervise young persons, ensuring that adequate induction training is given. To comply with legislation which requires a specific assessment to be made in respect of persons under 18 years of age.
21. To ensure compliance with the **Public Health, Smoke-Free (Premises & Enforcement) Regulations 2007**, and to display the required signage.
22. To appoint a competent person to take charge during his temporary absences

## **DESIGNERS DUTIES**

### ***(Where there are contractor design elements within a standard contract or a Design & Build Contract)***

#### **The Construction (Design and Management) Regulations 2007**

Where the Company is required by the contract to design some elements of the construction work or is appointed by the Client in a Design and Build contract, the following arrangements will apply to the project.

1. The Company will advise the Client of his duties under the **Construction (Design and Management) Regulations 2007**
2. The company will appoint designers that are competent and understand their duties as designers under the **Construction (Design and Management) Regulations 2007**, and the Approved Code of Practice.
3. The Company and their designers will take all reasonably practicable steps to identify the significant Health and Safety hazards and risks of the design.
4. When preparing the design, the Company and their designers will take all reasonable steps, having regard to the hierarchy of risk control, to reduce the risk to the health and safety of those persons involved in the construction of the project and of those persons who will have to carry out maintenance on, and use the structure.
5. The Company and their designers will provide adequate information about those risks, identified during the design that cannot be eliminated, either during the construction, maintenance, or use of the structure.
6. The Company will co-ordinate the work of their designers and co-operate with the CDM Co-ordinator in providing the information for inclusion in the Pre-construction Information Pack, and as work progresses, information regarding residual risks for inclusion in the Safety File.



## ***Responsibilities of Employees***

1. To comply with the Company's Safety Policy, risk assessments and method statements; and the Smoke-Free Premises Regulations.
2. Comply with notices displayed in the workplace, giving information and instruction, and comply with risk assessments and method statements and any other safety instructions given.
3. To use only suitable work equipment, for which they are trained and authorised to operate.
4. To report any accident, dangerous occurrence or dangerous condition, to the Site Manager, immediately they occur or are detected.
5. To be aware of their responsibilities to ensure the safety of themselves and others.
6. To avoid improvised arrangements and 'short cuts' which may prove to be unsafe, and suggest safe ways of eliminating hazards.
7. Not to operate any work equipment unless authorised to do so.
8. To refrain from travelling as a passenger on a vehicle unless fitted with a passenger seat(s), and to dismount from mobile plant while loading is in progress.
9. To observe all Site Rules relating to personal behaviour including conducting themselves in a respectful manner towards members of the public.
10. To ensure that suitable guards are in position whilst plant and portable tools are in use.
11. To switch off and secure unattended plant.
12. To wear the appropriate safety clothing as instructed, and to use and take care of the issued Personal Protective Equipment. (PPE) and not misuse or abuse it.
13. To report defective work equipment to the site management and put such defective equipment out of use until repaired or replaced.
14. To inform their employer if they suffer from any allergy, health problem or are receiving medication likely to affect their ability to work.
15. Inform their employer of previous training undertaken and provide such proof as necessary.

## ***Protection of Young Persons***

Every Employer shall ensure that young persons (under 18 years of age) employed by him are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured. Therefore a specific risk assessment must be undertaken before work commences. Where this concerns a child (someone not over compulsory school age), in addition, this assessment must be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process. Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Woodworking machinery;
2. Mobile Plant,
3. Lifting appliances.
4. Acting as slinger/signaller in a lifting operation.

## ***Sub-contractors Duties***

1. All sub-contractors will sign a declaration stating that they are conversant with the Health and Safety at Work Etc. Act 1974, all relevant health & safety legislation,

Approved Codes of Practice, and that they will conduct their activities to comply with the requirements of this Safety Policy.

2. The Special Regulations for persons under 18 years of age will apply to all sub-contractors employees.
3. Sub-contractors will be required to submit risk assessments and method statements and any other relevant health & safety information, for approval, before their work is due to start, and to ensure only competent persons are employed or adequately supervised.
4. No substance will be brought onto site, unless it is correctly labelled and in approved containers or packages, and COSHH data sheets and assessments are provided.
5. Before work commences on hazardous operations a Permit to Work procedure will be adopted. These operations will include, but will not be restricted to -
  - Excavation
  - Lifting Operations
  - Hot Work
  - Confined Spaces
  - Work on live electrical switchgear
6. No construction operation specified as requiring a method statement will commence until such time as the method statement has been approved.
7. It is the duty and responsibility of all sub-contractors and their employees to co-operate with Carter Lauren Construction Ltd and their site managers, in complying with health and safety legislation, specific site rules, and the provisions of **The Construction (Design & Management) Regulations 2007**, so that Carter Lauren Construction Ltd can comply with their duties under the regulations
8. Operators' certificates of competence and test certificates for the various types of plant and work equipment to be used will be presented to site management before operation commences.

### **Contractor Declaration**

I hereby declare that my employees and I are fully conversant with the requirements of the *Health and Safety at Work Etc. Act 1974* and all Health & Safety Legislation, and that we will conduct our operations and activities in accordance with the provisions of Approved Codes of Practice, Risk Assessments, Method Statements and the Company's Safety Policy.

### **Misconduct**

#### **Subject to disciplinary procedures.**

1. Evidence relating to deliberate or reckless violation of the Regulations.
2. Symptoms of the use of proscribed drugs and alcohol abuse, as set out in the Alcohol and drugs Policy (Appendix Q).

3. Unauthorised driving of vehicles.
4. Unauthorised operation of plant and machinery.
5. Horseplay.
6. Removal of safety devices, e.g. guardrails, toe boards, machine guards, etc.
7. Unauthorised removal of warning signs and notices.
8. Smoking or using naked lights in prohibited places.
9. Damaged or abuse of safety equipment.
10. Unauthorised repairs to electrical plant and equipment.
11. Abuse of welfare amenities.
12. Removal of materials and equipment from site without authority.
13. Uncontrolled/unauthorised throwing of materials from above, e.g. bombing.
14. Overloading plant and equipment and structures beyond safe limits
15. Giving false information during enquiries or investigations of accidents and occurrences.
16. Failure to report defective equipment or hazardous situations and operations.
17. Failure to wear personal protective equipment issued in respect of Head Protection, Control of Substances Hazardous to Health, Personal Protective Equipment and other Regulations, when instructed to do so.
18. Failure to conduct themselves in a respectful manner toward members of the public.
19. Smoking in site accommodation & welfare cabins, or buildings under construction, in contravention of the Smoke-Free Premises Regulations 2007.

Before any disciplinary procedures are instigated, reference should be made to current employment legislation.

# **PART III**

## **ARRANGEMENTS**

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# Appendix A

## *Information, Training, Consultation*

### **Health & Safety Information**

Copies of this policy will be available to all company employees and other interested parties.

Health & Safety information is contained in the CITB Construction Site Safety Manual (GE700). All site managers have a copy of this manual, which is updated annually.

The Company is advised by The Building Safety Group Ltd, who provide information, advice, and training, and assist with guidance for the implementation of work place health and safety.

### **Training**

Suitable training will be provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools, plant and work equipment.
- Receive adequate site induction.

Training needs will be identified so as to provide suitable and appropriate training for new starters, to familiarise themselves with the hazards and precautions relevant to their work, and with this Policy.

### **Site Induction**

All site personnel will be given a site induction when they arrive on site for the first time. This induction will provide them with detailed information on the specific site hazards and risks, and will include - emergency procedures, welfare & first aid arrangements, work permits necessary, arrangements for reporting accidents, and personal protective equipment to be worn.

The induction will be given to all directly employed, self employed, sub-contractors personnel and visitors.

### **Consultation**

Employees and self-employed persons working under the Company's control will be provided with copies of the General Policy Statement, details of their individual responsibilities and other parts relevant to their work.

Initiatives from employees on health and safety are encouraged. The Safety Director and Health & Safety Manager are available for consultation on any matter concerning health and safety. Arrangements will be made for consultation with employees as required by legislation.

### **Sub-Contractors**

All workers on site working directly or indirectly under the control of the Company shall be required to work to the general standards laid down in this company's Health and Safety Policy. These standards also apply to the self-employed.

Failure to employ the good site practices herein described may result in Contracts being determined or other sanctions being employed by the Company to restore the requisite safety standards to site.

# Appendix B

## ***Health – Welfare - First Aid.***

### **Health and Welfare**

The company undertakes to ensure that following assessment all reasonably practicable means shall be applied to achieve a safe working environment with suitable and sufficient standards of Health, Safety & Welfare for persons under our control.

Schedule 2 of **The Construction (Design & Management) Regulations 2007** provides the detailed requirements for the provision of welfare facilities on site.

This will include provision of the following: -

#### **Site Welfare facilities**

1. Sanitary and Washing facilities.
  - Sanitary facilities sufficient with the number of persons expected to work on the site.
  - Adequate washing facility to be maintained with soap and towels and a supply of hot or warm water.
  - Supply of barrier cream.
2. Canteen facilities  
Mess huts or suitable places for eating and drinking away from the working area will be provided.
  - Supply of mains or bottled drinking water
  - Means of heating food and boiling water.
  - Drying areas will be provided for wet clothing.

### **First Aid**

First Aid arrangements shall be in compliance with *First Aid Regulations 1981* (Revised 1991), and the Approved Code of Practice. Where the company is the principal contractor, sufficient First Aid arrangements shall be assessed as part of the welfare requirements.

The company will arrange the necessary training so that all contracts will have the appropriate number of qualified first aiders on each site.

A fully maintained First aid box will be available at all times. The kit will contain (at least) the scale of equipment in accordance with the Regulations.

In addition a supply of sterilised bottled water for irrigation of eyes, plasters and antiseptic wipes.

Employees shall be advised of these arrangements during site induction.

It should be noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care should be taken to avoid the injured person's blood entering into a cut or abrasion and first aiders should wash their hands after providing any treatment.

The correct site address, emergency telephone numbers and details of emergency services will be available and displayed on each site.

### **Health Surveillance.**

All employees will be required to fill in a medical questionnaire, and to advise the company of any changes to their health and wellbeing.

The company's work does not involve the regular or prolonged exposure to any substance or process that could result in serious health risks. It has therefore been assessed that the work undertaken by the company, in general, does not require the necessity for regular or continuous health surveillance.

However, should the need arise, either due to an employees health record, or as the result of a particular health hazard identified by risk assessment, the appropriate arrangements would be put in place.

In circumstance where health surveillance is deemed necessary, the personnel concerned will be required to co-operate fully with the company's arrangements.

# Appendix C

## *Accidents/Dangerous Occurrence Procedures*

### **Reporting:**

All accidents must be entered in the site Accident Book (2003 version). The entry is then to be sent to the office for secure filing to comply with **the Data Protection Act**.

The Site Manager shall advise the Safety Director/Health & Safety Manager immediately in the event of a serious accident or incident, including near misses, and also when an employee or self-employed person working under the Company's control is absent from work for more than 3 days following an accident or have been detained in hospital or where a member of the public has been injured.

### **Investigation:**

Where appropriate, the accident or incident will be investigated by The Health & Safety Manager with assistance from The Building Safety Group Adviser. He will prepare a written report for the Safety Director who will respond in a positive manner to try and ensure, where possible, that the occurrence is not repeated.

### **Note:**

A National Incident contact centre has been set up at Caerphilly to receive reports required under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**. Telephone: 0845 3009923 or Fax: 0845 3009924 or email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

The Health & Safety Manager will ensure the following reporting action is taken in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995*.

**Death, Major Injury, Dangerous Occurrence :** For accidents on site the regional office of the Health & Safety Executive shall be informed immediately by telephone, and a written report on form F2508 submitted within 10 days in accordance with Guidance. For accidents at the company's offices, reports shall be made to the Local Authority.

**Three Day Accidents:** Accidents which incapacitate for work an employee or self-employed person working under the control of the Company for more than 3 days (excluding the day of the accident) a written report to the HSE or Local Authority (as above) shall be submitted on form F2508.

**Member of Public:** An injury to a member of public, which required hospital treatment. (F2508 as above).

**Acts of Violence:** Any person employed by the company or visiting the office or site under the control of the company who following an act of violence requires Hospital Treatment or if an employee refrains from work for three days then an F2508 is required to be forwarded to either the HSE or EHO within 10 days.

**Work Related Reportable Diseases:** A written notification that an employee, or self-employed person working under the control of the company, is suffering from a reportable disease and where that person is currently employed on work associated with a risk of that disease then a formal report on form F2508a shall be submitted to the HSE or Local Authority.

# Appendix D

## ***Emergency Procedures.***

The company and its site management shall ensure that adequate procedures for managing emergencies are established.

The main emergency requiring a site evacuation will probably be fire, however other emergencies which may arise could be; Gas Explosion, Building Collapse, Scaffold Collapse, Flooding,

### **Fire Plan:**

Each site will have a fire safety plan prepared, and included in the Construction Phase Health & Safety Plan.

This Fire Plan will include;

- Provision of fire fighting equipment
- Means of escape, evacuation procedure and location of an Assembly Point
- Means of raising the alarm and Fire Action Notice.
- List of Emergency Telephone Numbers, the site address & telephone number.

Details of the emergency procedures will be included in the site induction.

#### **1. Risk Assessment:**

The risk of fire on any site will depend on, **a.** The nature and position of the site. **b.** The construction of any existing buildings involved. **c.** Proximity of adjacent buildings. **d.** Work in occupied premises or premises trading with the public. **e.** The nature of the contract works involved.

#### **2. Control Measures:**

The control measures set out will be designed to reduce the risk of fire starting in the contract works and spreading to other areas of the contract or adjoining buildings.

- All Hot Work must be undertaken with a Permit to Work.
- The use of flammable liquids, gases, and other flammable substances, to be strictly controlled.
- Gas cylinders and flammable substances will be securely stored away from sources of ignition and heat.

#### **3. Escape Routes:**

A plan showing the escape routes from the contract works will be displayed at the Fire Point, and on the Safety Noticeboard.

These routes will be clearly signed and kept clear and unobstructed.

#### **4. Fire Points:**

The control measures will include the setting up of Fire Points at suitable locations within the contract area. Each Fire Point will contain; a) Fire Extinguishers.

b) Plan showing the escape routes and Assembly Point. c) Fire Action Notice detailing the emergency evacuation procedure.

#### **5. Evacuation Procedure:**

Detailed arrangements for the emergency evacuation of the site, will be included in the Fire Plan, including the appointment of 'Fire Wardens', evacuation procedures, method for raising the alarm, fire fighting, warning other occupiers and taking roll calls.

#### **6. Assembly Point:**

The position of an **Emergency Assembly Point** will be marked on the escape route plan and the location on site will be signposted.

Contingency plans for dealing with major emergencies will be prepared for sites where a project risk assessment considers it to be necessary

# 1 Appendix E

## *Working at Height*

The company will make every effort to comply with **The Work at Height Regulations 2005** by ensuring that all work at height

is:-

- properly planned, which will include the selection of appropriate work equipment.
- supervised by trained and competent personnel.
- undertaken from a safe place of work which complies with the schedules of the regulations.
- carried out in a safe manner.
- undertaken by appropriately competent persons.
- not undertaken when weather conditions are likely to adversely affect the health and safety of persons involved.

and is:-

- subject to a risk assessment in compliance with **The Management of Health & Safety at Work Regulations 1999**.

and:-

- where work is carried out at height, suitable and sufficient measures will be taken, by the company, to prevent a person falling a distance liable to cause personal injury.
- if the measures taken cannot eliminate the risk of a fall occurring, then equipment will be provided to minimise the distance, or the consequences, of a fall.

Access equipment for working at height -

The traditional use of ladders and stepladders will be re-assessed for each operation and consideration given to the use of access equipment with a more stable platform from which to work, e.g., tower scaffolds, podium steps, and the like.

Scaffolding -

Where work at height is to be undertaken on scaffolding, the company will ensure as far as possible that the scaffolding contractor is a member of The National Access and Scaffolding Confederation (NASC).

Scaffolding will be erected to comply with The Work at Height Regulations and designed and erected to comply with BS 597

# Appendix F

## *Risk Assessment*

### **General**

All construction activities will be risk assessed as required under **The Management of Health and Safety at Work Regulations 1999**. The purpose of the risk assessment is to identify hazards, and evaluate the risks arising from them in order to establish the necessary preventive and protective measures required for the health & safety of all persons involved in the work and those who may be affected by it.

It is the responsibility of the management to ensure that the significant findings of the risk assessments are brought to the attention of all site personnel, and that all control measures identified are to be adhered to at all times.

A set of generic Risk Assessments are available from The Building Safety Group Ltd. It is necessary for the site management to complete the applicable assessment to make it site specific and ensure that the recommended controls are implemented.

The Company Health & Safety Manager has also prepared a further set of semi-specific risk assessments. Both sets of risk assessments have been included in one file, which is issued to each Site Manager.

### **Review of Risk Assessments**

Management will review and revise as necessary, any risk assessment;

- On an annual basis or;
- When there is reason to suspect the assessments are no longer valid. This may be apparent through accidents, complaints or ill health or;
- When there has been a significant change to matters to which the assessment relates. This could be by the introduction of a new or revised process or by the introduction of new equipment or;
- Where a specific proposed site activity is deemed by the contract manager sufficiently hazardous during the initial site risk evaluation to require a detailed assessment.

Any changes or amendments made to the assessments are to be brought to the attention of all concerned.

# Appendix G

## *Site Safety*

### Site Security -

Construction work requires careful planning, management and control to ensure the health and safety of all employees, members of the public and visitors; and those who gain unauthorised access to the site.

- All construction sites under the company's control will have secure barriers, hoardings or fencing securely erected around the site, to prevent, as far as possible the unauthorised access of persons and children.
- Suitable warning signs will be erected around the perimeter of the site.
- When sites are unattended, we will ensure that all materials are safely stacked, potential falls guarded, construction plant immobilised, and ladders locked away or climbing prevented.

### Safe Access -

In so far as is reasonably practicable, the company will ensure that:-

- A safe access to and egress from any place of work, will be provided and maintained.
- Every place of work will be safe for all persons working there.
- Every place of work will have sufficient working space for safe access and egress, and for the work to be undertaken.
- Work areas will be kept clear and tidy, to prevent trip hazard.
- Control measures put in place to protect persons from falling, barriers will be erected around holes and excavations, steps and stairs will be fitted with guardrails, and edge protection erected wherever a person could fall and suffer injury. All such protective measures will be inspected regularly and kept in good order.

### Traffic Management –

**The Construction (Design & Management) Regulations 2007**, requires all construction site will be organised as far as is possible, so that pedestrians and vehicles are segregated and move around the site safely.

In so far as is reasonably practicable, the company will ensure that:-

- Separation of pedestrians and construction traffic at the site entrance.
- Provide safe pedestrian access to and from work areas.
- Provide safe vehicle routes around the site, and planning these routes to reduce the need for reversing as far as possible.
- Traffic and pedestrian routes will be indicated by suitable barriers and signage.
- Where it is not possible to segregate pedestrians and vehicles, a safe system of work will be considered which may need to include a 'Banksman' to direct traffic.
- Consideration will be given to the need for wheel washing for vehicles leaving the site.
- A traffic Management Plan will be produced for this purpose.

### Work in Clients Premises –

Where construction work is carried out in a continuing activity, business or occupied premises, careful consideration will be given to the planning and progress of the work.

- It is advisable that the work should be completely segregated from the client's activities, and if complete closure of the premises is possible, it should be recommended.
- Consideration will be given to phasing of the work.
- As far as is possible construction work will be segregated from occupied areas, and controlled using barriers and suitable warning signs.
- Where it becomes necessary for client's staff to enter the work area, it will be minimised and strictly controlled.
- Safe systems of work will be established, so that hazards and risks can be controlled, and the client's personnel can be adequately protected.
- Regular contact with the client will be established for co-ordination of work and client activities.
- The Client's Fire Plan and Emergency Procedures will need to be considered, so that construction work will not affect it, or alternative arrangements made while the work is in progress.

# Appendix H

## *Office Safety*

All office staff have a duty to assist in minimising the risk of accidents, ill health and fire.

The following rules shall be observed:

- Tripping hazards will be minimised by properly storing materials, limiting trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear;
- Where it has been assessed that there is a risk of injury from manual handling, the first consideration should be whether the load needs to be handled at all, or if manual handling can be minimised by the use of mechanical aids. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations.
- Chemical hazards will be minimised by correctly storing cleaning and other harmful substances, and subject to COSHH assessment.
- A fire Risk Assessment has been completed and is reviewed regularly, as required by **The Regulatory Reform (Fire Safety) Order 2005**. Fire extinguishers are located at several Fire Points in the building. Emergency evacuation instructions are posted at the fire point locations, and all staff instructed in the emergency evacuation procedure.
- Fire fighting equipment is regularly serviced and maintained.
- Fire hazards will be minimised by keeping fire doors closed, escape routes kept clear and unobstructed, fire extinguishers in place, paper and other flammable materials tidy, and control measures identified in the Risk Assessment complied with.
- A No-Smoking Policy is enforced to comply with **The Smoke-Free Premises (Wales) Regulations 2007**.
- Electrical hazards will be minimised by ensuring that all cables and connections are sound, and maintained in good condition; electrical equipment is properly earthed and correctly fused, sockets are not overloaded and that water is kept away from all electrical installations. Electrical equipment shall be subject to annual testing, and taken out of service if a fault is identified or suspected. The inspection and servicing to be carried out by competent electrician and no unauthorised person will install, repair or tamper with electrical equipment.

## *Visual Display Screens*

Risk Assessments should be completed if applicable and should cover the following points:-

- Work stations are to be tailored to suite the individual operator, and the equipment provided appropriate for the work.
- Work station must have adequate lighting, with Adequate shading of windows no glare or distracting reflections
- Distracting noise to be kept to a minimum.
- Adequate space to be maintained in the workstation, to allow a safe & comfortable posture with adequate leg room.
- Screen to have stable image, adjustable and readable
- Keyboard to be useable, adjustable and legible
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable to cater for individual needs, with five points of contact with the floor  
Footrests will be provided if requested.
- Users should take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user and to be carried out by competent person

# Appendix I

### ***Safety Inspection – Monitoring – Review.***

The monitoring of the CDM Regulations, the Health and Safety Plan and safety in general will be a joint responsibility between the Site Manager, Contracts Manager and the Health and Safety Manager with the support from The Building Safety Group Limited.

The Building Safety Group will visit the site regularly. These visits are at two or three week intervals. On these visits the Safety Adviser will carry out a safety inspection with the Site Manager and prepare a report.

These inspections will be comprehensive and cover all aspects of the contract work including sub-contractors. The inspections will highlight any problems that need attention. These problems will be dealt with immediately and if sub-contractors are involved they will be notified both at site and office level. The Site Manager will discuss these reports with the Health and Safety Manager and Contracts Manager and any further action judged necessary will be implemented.

The Site Manager will have the overall responsibility for day-to-day health and safety and compliance with the Health and Safety Plan but with the support of Contracts and Safety Managers.

The Health and Safety Manager will co-ordinate the collection of all necessary safety information from suppliers and sub-contractors and arrange distribution to site. He will also update the Health and Safety Plan when necessary; liaise with the CDM Co-ordinator when required and collect information for the Safety File.

### ***Safety Review.***

The Building Safety Group will submit a report to the Health & Safety Manager annually. The Report will detail the company's safety performance, compiled from the site inspection records over the previous twelve months. Each report shows Safety Performance in different categories;

Various safety regulations,  
Accident statistics,

and shown as; Overall totals,  
Individual site totals,

These reports are discussed between the Building Safety Group and the Health & Safety Manager. A report is then prepared by the Health & Safety Manager for discussion with the company directors.

# Appendix J

## *Use of Work Equipment, Plant & Tools*

The Provision and Use of Work Equipment Regulations 1998 impose health and safety requirements with respect to the provision and use of work equipment.

- In general, all construction plant, tools and equipment will be hired from one of the national hire companies that are used by Carter Lauren Construction.
- Work equipment must be suitable for the purpose for which it is used or provided; maintained in an efficient working order and in good repair; Inspected and maintained as required by the regulations.
- Where plant, tools and equipment are hired, they must be inspected when delivered, and not accepted if considered either damaged, unsuitable, or in any way defective.
- Excavators, fork lifts, telescopic material handlers, and similar equipment, must have a current 'Certificate of Thorough Examination' issued with the machine when delivered.
- Work equipment must be inspected weekly, and the results of the inspection recorded in the site register.
- Persons who are required to drive or operate work equipment will receive the appropriate training, information, instruction and supervision as necessary.
- Measures will be taken to ensure that persons are protected against dangerous parts of machinery and also specified hazards associated with the equipment.
- Equipment will only be used in a suitable environment sufficient lighting and ventilation, including the provision of dust or fume extraction equipment where necessary.
- Employees must be prevented from being carried on mobile work equipment unless it is designed for that purpose.
- Where there is a risk of mobile equipment turning over, roll-over protection and operator restraint must be fitted, used and maintained in good order.

### **Electrical Equipment.**

- Electrical power for site works will be provided by generator, or a temporary power supply, and transformed down to 110volts.
- Temporary power supplies must be tested before use and a test certificate issued.
- All portable generators and other electrical equipment will be used in accordance with the manufacturer's instructions.
- Only 110 volt or battery powered electrical tools and equipment are to be used on site as far as is practicable. If 240 volt powered equipment will not be permitted on any of the company's contracts.
- If a 240volt power supply is required, such as for commissioning lift installations, an appropriate risk assessment and method statement must be provided.

## *Lifting Appliances and Equipment*

**The Lifting Operations and Lifting Equipment Regulations 1998** will be complied with in all respects.

- All lifting operations to be planned and supervised by competent persons.
- Lifting operations involving cranes must be planned by suitably qualified persons, a Lift Plan prepared, and the lift supervised by trained and competent appointed persons.
- Competent, certificated and authorised personnel only will operate lifting equipment.
- Slinger/signallers must be trained and competent.
- It is company policy that if crane lifting operations are required, the crane hire company will undertake the work as a 'Contract Lift'.
- Crane lift operations by sub-contractors must be thoroughly checked to ensure that those concerned are qualified to undertake the work.
- Evidence of thorough examinations and testing, where appropriate, in respect of all Lifting Appliances and Lifting Equipment must be available for inspection before use.
- Where necessary barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Sites will be checked for proximity of Hazards, Overhead Cables, Ground Conditions etc, before use of any Lifting Appliances, and necessary precautions taken in respect of signs, and barriers.
- The Safe Working Load (SWL) of all lifting equipment must be clearly displayed and not exceeded.

# Appendix K

## *Protective Clothing and Safety Equipment (PPE)*

### **General**

Carter Lauren Construction Ltd., shall ensure that suitable and sufficient protective clothing and equipment is available on site, and worn wherever appropriate. Employees are responsible for maintaining such items, reporting defects and using the equipment as required.

The use of Personal Protective Equipment (PPE), will be:-

- To comply with **The Personal Protective Equipment Regulations 2002**.
- Assessed for use and suitable for the purpose for which it is required.
- Used correctly by employees, who will be provided with instructions in its use.

### **Safety Helmets**

Safety helmets shall be worn at all times in compliance with the **Protection of Head Regulations 1989**. Sufficient helmets shall be provided to each site and site workers comply with the specific site rules. Helmets which have been subjected to a sharp blow or, cracks or deep scratches are evident in the shell are to be removed from use and destroyed immediately.

### **Eye Protection**

Eye protection shall be worn wherever there is a foreseeable risk of eye injury, and in compliance with the above regulations. Sufficient goggles and/or visors to the relevant standard shall be provided to each site and site workers comply with the specific rules laid down for work with abrasive wheels or discs, masonry nail cartridge tools, mechanical saws and cutting equipment, power tools generally, welding and burning equipment.

### **Ear Protection**

Hearing defenders shall be supplied and worn in accordance with the risk assessment and detailed arrangements for controlling exposure to noise levels above those specified by **The Control of Noise at Work Regulations 2005**.

### **Gloves**

Gloves shall be provided and worn to protect hands during the handling of abrasive, corrosive, irritant and other harmful skin agents.

### **Respiratory Protection**

Respiratory protection shall be worn wherever there is a foreseeable risk of significant exposure to airborne harmful agents or the absence of adequate oxygen, and in compliance with the **Control of Substances Harmful to Health Regulations 1999**. Suitable equipment to the relevant **British Standard** shall be provided to each site, and workers comply with the specific site rules. Nuisance dust masks shall only be issued in the absence of toxic dusts, fumes or vapours. Employees required to wear respiratory protection shall be trained in its use.

### **Safety Harnesses**

Wherever there is a risk of a falling where a person is likely to be injured, and a suitable working platform cannot be erected, arrangements will be made to minimise the distance or consequences of a fall. In such circumstance safety harnesses shall be provided and worn. Such harnesses shall conform to BS 1397 and, as necessary, may be used together with a fall arrest device conforming to BS 5062. Harnesses shall be carefully inspected prior to each use. Employees shall be trained and instructed in the use of safety harnesses.

Such arrangements will comply with **The Work at Height Regulations 2005**.

### **Footwear**

All employees, sub-contractors, and self employed persons, will be required to wear suitable safety footwear at all times whilst on site.

### **Wet Weather Clothing:**

Employees will be provided with wet weather clothing when necessary and will be responsible for its maintenance and upkeep.

# Appendix L

## ***Control of Substances Hazardous to Health (COSHH Regulations)***

Any material encountered, which has the potential for harming health is deemed to be hazardous for the purposes of **The Control of Substances Hazardous to Health (Amended) Regulations 2004**.

Dusts, fumes, vapours, gases, fibres, mists, bacteria and micro-organisms, whatever the route of entry to the body – eyes, skin, cuts and abrasions breathed in or swallowed, shall be subject to the provision of these regulations. The amended regulations introduce a workplace exposure limit (WEL) which replaces the previous maximum exposure limit (MEL) and the occupational exposure standard (OES). The WEL is the exposure limit approved by the Health & Safety commission for that substance as listed in the HSE publication EH/40 Workplace Exposure Limits.

### **Suppliers.**

Suppliers of materials and substances should provide full information on the hazards and risks of their use, with the relevant COSHH data sheet.

Any substance supplied for the purposes of construction, must comply with **The Chemicals (Hazard Information & Packaging for Supply) Regulations 2002 (As Amended)**.

### **Assessments.**

If the material or substance can harm health, it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product will be investigated.

If use is confirmed, the safety data sheet for the substance will be obtained and a COSHH assessment made, and if appropriate, establishes if the substance has a WEL.

The COSHH assessment will dictate the safety precautions needed to prevent or control the exposure

If the assessment requires specific PPE, or other safety equipment, it will be provided and employees required to use the equipment, and report any defects immediately.

Any equipment preventing or controlling exposure will be maintained and tested at regular intervals.

### **Construction Phase.**

Relevant COSHH assessments for materials in use will be provided to operatives. For sites with hazardous substances present or suspected a formal site-specific procedure shall be drawn up. Operatives will be expected to ensure that the precautions outlined in the relevant assessments are implemented.

### **Equipment.**

Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Employees are required to make appropriate use of such equipment and report any defects without delay.

### **Sub-Contractors.**

All sub-contractors must provide valid COSHH assessments for substances hazardous to health, which are to be used in their work.

### **Staff and Employees.**

Site personnel will be provided with information on hazardous materials and substances to be used or found on site, and instructed in safe working methods. All site personnel will be expected to comply with the instructions issued and co-operate with any monitoring exercises.

## **Appendix M**

### ***Asbestos in the Workplace***

**The Control of Asbestos Regulations 2006**, and the associated Approved Code of Practice, now regulates all aspects of the removal, maintenance and management of asbestos containing materials (ACM's).

These regulations amalgamate all previous asbestos regulations covering the prohibition of asbestos, control of asbestos at work, and asbestos licensing. They prohibit the importation, supply and use of all forms of asbestos, and the use of second hand asbestos containing materials.

Working with asbestos includes the removal, repair, disturbance, maintenance, and management of asbestos containing materials.

When the company is involved with refurbishment contracts in existing premises, an appropriate asbestos survey must have been undertaken, or an Asbestos register for the premises be available. These documents are generally provided by the client or building owner.

Where asbestos containing material, ACM's), have been identified, and are to be removed, a licensed contractor must be employed to remove it. This will generally be undertaken by the client, or included in the contract works, and removed by a licensed contractor prior to any other works are commenced.

Where asbestos material is to remain, an assessment of the risk to those liable to be exposed, will be made and appropriate control measures introduced.

Arrangements will be put in place to manage the material for the duration of the contract, including a system of regular inspections to check on damage or deterioration, and the results kept in an asbestos register. In this situation it is the company policy to employ a qualified surveyor to undertake the regular inspections.

Where notification of the removal of asbestos is required by the regulations, the enforcing authority, The Health & Safety Executive, will be notified at least 14 days prior to any work commencing.

All asbestos material was banned in 1999, therefore all new buildings constructed after that date should be asbestos free.

On refurbishment works undertaken in buildings constructed after 1999, no work must commence until the relevant documents have been produced and the necessary risk assessments made.

Before starting a refurbishment contract, where ACM's are known to exist or be suspected, relevant awareness training will be provided to those personnel involved in the work.

## **Appendix N**

### ***Manual Handling***

The company will endeavour to provide its staff and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing The Manual Handling Regulations 1992.

In all cases a suitable and sufficient risk assessment will be carried out in accordance with the regulations. All personnel are to:-

- Avoid the need to undertake manual handling activities that involve the risk of them being injured. This can be achieved through avoiding the manual activity itself, or, mechanising it so that there is no chance of injury.
- Any manual handling operation that cannot be avoided will be subject to a risk assessment.
- Reference should be made to the risk assessments which have identified activities involving manual handling and the necessary control measures required to be complied with in order to either remove or reduce risks associated with manual handling activities.
- Make full and proper use of handling aids;
- Exercise due care and diligence at all times, giving due consideration to others who may be affected by your activities;
- Ask for assistance when lifting or moving heavy objects or awkward loads;
- Inform the supervisor/foreman/manager of any physical condition suffered that might affect your ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

# Appendix O

## *Control of Noise at Work*

The revised **Control of Noise at Work Regulations 2005, (enforced April 2006)**, have reduced the previous levels at which action must be taken.

First action level is 80dB(A)

Second action level is 85dB(A)

And a new Limit Value of 87dB(A), taking into account the reduction afforded by hearing protection.

Where persons are liable to be exposed to noise levels which **exceed 80 dB(A) measured over a working day**, a risk assessments will be made. The assessment will identify, as far as is possible, the likely risk of such exposure, and an action plan introduced to control the risks involved.

Such assessments will be specific to the site, but may be related to the work and reused.

Any precautions deemed necessary will be implemented.

Where noise levels will **exceed 85dB(A) measured over a working day**, hearing protection will be made available which those liable to be exposed will be instructed to wear.

In enclosed areas inside buildings, Noise Hazard Zones will be established in which the wearing of ear protection will be enforced.

Operatives will be expected to comply with the control measures introduced in the noise control action plan and comply with the instructions issued, follow the safe working procedures, the use of personal protective equipment and co-operate with noise reduction measures.

Plant and equipment shall be maintained such that noise emissions are kept to a minimum. Staff and employees are required to make appropriate use of such equipment, and report any defects without delay.

Where noise levels are unavoidably high, consideration will be given to occupants of adjoining or neighbouring properties regarding working hours, in as far as it is possible to do so, given the restraints of the contract.

## *Control of Vibration at work*

The company will comply, as far as is reasonably practicable, with the **Control of Vibration at Work Regulations 2005**.

Any work liable to expose an employee to vibration, from work equipment, in excess of the exposure action value of  $2.5\text{m}^2$  over a working day, shall be subject to risk assessment.

The company will assess the risk to the health and safety of those employees and identify measures needed to meet the requirements of these regulations.

Where an exposure limit value of  $5\text{m}^2$  is exceeded, measures will be taken to reduce the exposure below that level and to introduce measure to prevent that limit being exceeded.

The company will ensure that suppliers of mechanical plant and equipment provide information on the vibration levels of the equipment that they provide, in order that adequate considerations can be given to the reduction of the effects of vibration on the workforce.

In certain circumstances, where the exposure of an employee to vibration is usually below the exposure action level, the exposure limit level may be exceeded occasionally, provided the exposure averaged over one week is less than the exposure limit value.

# Appendix P

## ***Environmental Policy.***

In recognition that our activities have an impact on the environment and our committed to improve our environmental performance and minimise harmful effects on the environment, we have prepared a separate Environmental Management System. This management system includes procedures to comply with the Site Waste Management Plan Regulations 2008 which came into force on the 1<sup>st</sup>. April 2008.

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far, as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect our undertaking, and the implementation of procedures detailed in our Environmental Management System.

Due care and attention will be given to the protection of all water courses from spillage and wastes arising from the workplace.

All waste materials from site will be handled by registered waste carriers and in accordance with the 'Duty of Care' requirements contained in the Environmental Protection Act.

### **Disposal of Waste Materials:**

Waste material, packaging, demolition rubble, contaminated soil, etc., resulting from construction work, will be removed from site by Licensed Waste Carriers in compliance with:-

- 1) The Pollution Prevention & Control (England & Wales) Regulations 2000.
- 2) Environmental Protection Act 1990.
- 3) The Landfill (England & Wales) Regulations 2002
- 4) The Hazardous Waste regulations 2005

When any site requires the removal of more than 200kg of materials classed as hazardous, the site must be registered with the Environment Agency.

### **Control of Hazardous Materials.**

Hazardous Liquids: - Where such liquid materials are required on site, they will be used and stored in such away as not to spill or leak causing contamination or pollution which may enter local water courses and drainage systems. Waste or unused material must be disposed of to licenced landfill sites and transported by licensed waste removal operators.

Gas Oil Fuel: - Diesel for fuel will be stored to comply with current regulation. Drums must be stored upright and with appropriate spill and leakage containment. Tanks must be banded or have built in containment. Drums with gas oil that cannot be re-used, and waste from spill containment tanks, will be returned to the company's yard for eventual disposal as contaminated waste

### **Environmental Pollution.**

Smoke: - No Fires will be lit on any site.

Dust:- Where dust is liable to be generated from any construction operations, action will be taken to prevent nuisance to neighbouring properties, or to the site workforce. e.g.,

- Dust suppression fitted to tools and equipment being used.
- Damping down formation during excavation works and laying hardcore.

Noise: - Compliance with The Control of Noise at Work Regulations 2005.  
Compliance with Local Authority regulations regarding working hours.  
Noise levels of plant used on sites will be reduced as much as is practicable.

## **1Appendix Q**

### ***Alcohol - Drugs Policy***

The company recognises the potential dangers to its operations and its workforce, caused by the abuse of alcohol and drugs.

The company will ensure, as far as is reasonable practicable, the safety of its employees from the conduct of other employees or persons, caused by their abuse of alcohol or drugs.

The company will remove from its workplaces any person whose conduct or behaviour it considers will endanger the health and safety of the workforce or any other person who may be affected by their actions.

Employees of the company, or employees of sub-contractors, are expressly forbidden to consume alcohol or illegal drugs when at work, under any circumstances.

Any breach of this rule will result in disciplinary action being taken, which could result in summary dismissal.

Any one who feels that any employee's performance is being affected by the misuse of drugs or alcohol must inform their immediate line manager. Managers will then investigate the complaint and disciplinary action instigated, if considered appropriate.

An employee who has to take a prescribed medication on a regular basis should advise his line managers of his situation.

Managers should be watchful for signs of the behaviour patterns that might be an indication of drug or alcohol related problems.

- Absence from work without adequate explanation
- Excessive levels of sick leave
- Higher than normal levels of personal accidents
- Decreasing quality of work performance
- Loss of concentration; memory loss; mistakes
- Irritability; depression; confusion

### **Disciplinary Procedures**

Employees who take drugs, which have not been prescribed on medical grounds, while at work or on any company premises or construction sites will, in the absence of mitigating circumstances, be committing an act of misconduct which could result in dismissal.

If an employee is known to be, or suspected of being unable to work safely caused by being intoxicated by drugs or alcohol during working hours, the immediate line manager must be informed immediately. Arrangements will then be made to escort the employee from the company premises and they will be suspended without pay, pending disciplinary action. A written warning will be issued and that person will not be allowed to return to work until they are in full control of all faculties.

If that employee is again found to be under the influence of alcohol or drugs during working hours, they will be removed from the site, suspended without pay, and a final written warning will be issued, warning that a further repetition will lead to instant dismissal.

An employee, when suspended, may appeal for a second opinion. In such cases the company will require the employee to be medically examined by the company's appointed doctor.

When disciplinary procedures have been instigated against an employee, alcohol or drug related problems may be treated as mitigating factors in certain circumstances, provided the person concerned agrees to undergo treatment.

If an employee agrees to, or seeks voluntarily, medical help it will be on the understanding that:-

- While undergoing treatment they will be on sick leave, providing a proper medical certificate is produced.
- On recovery, further employment by the company can only be guaranteed if suitable employment can be found and that such a return would not jeopardise either a satisfactory level of performance or the employee's recovery.

### **Sub Contractors:**

If an employee of a sub-contractor is found under the influence of alcohol or taking drugs, that person or persons will be removed from site immediately.

Their employer will be informed and will be expected to instigate their own disciplinary procedure.

Before the person(s) involved are allowed back on to any of the company's contracts, an undertaking must be given that the offence will not be repeated.

If the offence is repeated on any of the company's contracts by the same sub-contractors employees, then they will be excluded permanently from all future company contracts.

If sub-contractor's employees continually offend, then that sub-contractor will be removed from the company's tender lists.

# 1Appendix R

## ***Company Vehicles.***

### **Drivers.**

- All drivers of company vehicles will hold a full licence for the class of vehicle that they drive, and be at least 21 years old.
- Comply with **The Road Traffic Act 1974,**
- **The Road Vehicles (Construction & Use) (Amendment) (No. 4) Regulations 2003,**
- and The Highway Code.
- All employees will be required to report any driving convictions or penalty points on their licence. Driving licences will be checked annually.
- No driver or passenger is to smoke in a company vehicle at any time, to comply with the

### **Public Health, Smoke-Free (Premises & Enforcement) Regulations 2006,**

and the

Smoke-Free Premises (Wales) Regulations 2007.

### **Vehicles.**

- Vehicles will be serviced at regular intervals according to the manufacturer's recommendations.
- Vehicle defects will be reported immediately and repairs effected at the earliest opportunity. No vehicle will be driven in an unroadworthy condition.
- No driver is to take alcohol, drugs, or medication while in charge of a company vehicle, which could affect their ability to drive.

### **Mobile Phones.**

- To comply with the regulation concerning the use of hand held communication devices while driving. Company employees have been informed of the policy regarding the use of mobile phones while driving.
- Drivers of company vehicles with company mobile phones, used in the course of company business, are expressly forbidden to make or receive phone calls while driving, unless their vehicle has a hands free system fitted.
- Phones which have a wired or radio hands free system can be used as long as the phone is permanently held in a fixed cradle.
- If no hands free system is fitted, mobile phones may be left switched on but not used to make or receive calls. Incoming calls will not be answered but allowed to transfer to the message answering service. Messages can be collected later when drivers have stopped or reached their destination.
- For drivers, without hands free phones, to make or receive calls, the vehicle should be parked off the highway with the engine switched off.

# 1Appendix S

## ***Management of Stress***

The company acknowledge that stress in the workplace can effect staff at all levels and can be caused by a number of diverse factors both inside and outside the workplace;

e.g., Working environment, job satisfaction, relationships with others, communications, excess workload, excess working hours, inadequate training; personal problems.

The company will make every effort to identify instances of stress in it's employees, and to manage, help and support those affected and promote a full return to health.

# Appendix T

## 1 Smoke- Free Policy

### **Purpose -**

This policy has been developed to comply with the provisions of The Health Act 2006 and related Smoke-Free Premises etc. (Wales) Regulations 2007, which come into force on 2<sup>nd</sup>. April 2007; and the equivalent regulations that will apply in England, and which come into force on 1<sup>st</sup>. July 2007.

The object of the regulations and this policy is to protect all those who work on or visit the construction sites under the control of Carter Lauren Construction Ltd., from exposure to second hand smoke, and known as passive smoking. Exposure to second-hand smoke increases the risk of lung cancer, and other smoking related diseases, for both smokers and non-smokers.

### **Policy -**

It is the policy of Carter Lauren Construction Ltd., that all those who work on, or visit our construction sites, and other premises, have a right to work in a smoke-free environment.

With effect from 2<sup>nd</sup>. April 2007 on contracts in Wales, and 1<sup>st</sup> July 2007 on contracts in England, smoking is prohibited in the company's administration office, and in all site accommodation and welfare facilities. This includes, site offices, meeting rooms, mess rooms, drying rooms, and toilet facilities, and any other enclosed temporary building that may be placed on a site.

The policy will also include buildings under construction. At some stage during construction, a building when it is considered to be substantially enclosed as defined by the regulations, will be subject to those regulations and smoking will be prohibited in that building for the remainder of the construction period.

The above regulations also apply to all company fleet vehicles, and therefore smoking is prohibited in all company commercial and light goods vehicles.

### **Signage -**

By law, appropriate signage must be clearly displayed at or near the entrances to all premises, temporary buildings, and buildings under construction, to which these regulations will apply.

### **Implementation -**

The overall responsibility for the implementation and review of the policy rests with the Board of Directors. The person responsible for the enforcement of the policy on individual construction sites will be the Site Manager and Contracts Manager.

Those responsible for the implementation of the policy will ensure that all company employees, Sub-contractors, consultants, and visitors to construction sites under our control, are informed of the company's Smoke-Free Policy. All site personnel and visitors will be informed of the company policy during their site induction.

### **Procedure for Non-Compliance -**

If a person is found smoking in a smoke-free premises or building -

1. Advise the person that they are in breach of company policy, site rules, and is committing a criminal offence.
  - If the person is a company employee, they will be advised that any further offence will attract disciplinary action.
  - If the person is not an employee of the company, they will be advised that should they commit a further offence they will be expelled from the site.  
That person's employer will be advised of the offence.
2. If the person continues to smoke or repeats the offence the company's disciplinary procedure will be implemented

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