



Belsize Construction Limited

Health and Safety Policy

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Section 1

General Policy Statement

Rev November 2010

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Part One – Health and Safety General Policy Statement

1.1.1 The Objectives and Principals

The objective of the Belsize Construction Ltd Health and Safety Policy is to prevent, insofar as it is reasonably practicable to do so, during the course of the work or duties being undertaken, any accidental occurrence resulting in:

- *Injury to any person.*
- *Damage to, or loss of any plant, equipment, property, materials or products.*
- *Delays in any processes or operation.*
- *Events that may otherwise be detrimental to efficiency and/or prestige.*
- *Adverse impact upon the environment.*

The Policy is applicable to all Belsize Construction Ltd Employees, as detailed in Part Three of this Section. This includes the Employees of Sub-Contractors, Self Employed Persons, Consulting Practices and the Client.

The application and promotion of the Policy is the responsibility of Senior Management of this Company. Whilst duties and tasks may be delegated, the overall responsibility remains that of Senior Management to ensure that the Company complies with all relevant statutory health and safety legislation, common law and Approved Codes of Practice.

All Company Employees, regardless of their status, are expected to abide by the principles of this Policy as and where applicable. We also expect the co-operation of all those mentioned within the Scope section of this Policy to work in such a way that accidents to themselves and others will be prevented.

Individuals can make important contributions to the development and implementation of policies and arrangements. The Company will give all opportunities for participation in this process and actively encourages involvement of Employees either directly or through their representatives.

To ensure that this Policy can be successfully implemented, the Company and its Board of Directors will provide such funds as is reasonably necessary.

1.1.2 Precautions and Planning

Suitable and adequate measures shall be taken to safeguard any person, plant, equipment, property, material or product likely to be exposed to any known or suspected hazards associated with or arising out of the processes, tasks or operations being undertaken. The Company will take into account at tendering stage, those factors which assist in eliminating injury, damage and waste.

All activities shall be conducted in a responsible manner and so planned and controlled that the possibility of unplanned events occurring is reduced to the practicable minimum. It is recognised that accident prevention is a joint responsibility of all those mentioned in Part Three of this section of the Policy and that to understand their joint responsibilities, good communication and consultation will be necessary.

1.1.3 Information, Training and Instruction

Information from Risk Assessments, performance monitoring activities, toolbox box briefing sessions Employee feedback and advice from our designated Health and Safety Consultants, will be used to identify the health and safety training needs of Employees.

An effective system for the communication of health, safety and welfare information will be maintained so that Employees are made aware of the known or suspected hazards associated with or arising out of the work or duties assigned to them.

Where necessary Employees will also be suitably trained or instructed to enable them to carry out their tasks in a healthy, safe and efficient manner by task briefing. The Company's Safety Consultants will carry out safety Training on behalf of the Company. The practicalities and Method of Work training will be carried out by the Company's Managers and overseen by the Safety Consultants.

Employees will be trained in the safe use of plant/equipment which they will be using for their work by the appropriate SMSTS, First Aid, CSCS, Scaffold Safety Inspection and Plant Operators course where required. Where CITB certification is not required, Employees will be instructed on how to use plant/equipment safely, directly by the Company Safety Consultants, manufacturer/supplier/hirer, or by the Company's Managers who themselves would have been instructed on how to use the plant/equipment properly and safely.

To ensure all the Company's Employees are kept up-to-date with safety matters the Company has formulated a library of safety information, Codes of Practices and Health and Safety Legislation etc. This library will be maintained with up-to-date information and changes in Law etc. The requirements of any Statutory Legislation or Code of Practice applicable to the processes or operations being undertaken and/or the premises that they are undertaken shall be observed.

1.1.4 Health, Safety and Welfare

Adequate provision shall be made for the Welfare needs of Employees whilst carrying out their tasks and duties and any hazard to health associated with the work shall be the subject of strict precautionary measures. This is further detailed within Section Two of the Health and Safety Policy which is implemented by line management.

1.1.5 Measuring, Monitoring, Reviewing and Auditing

All Company activities and the use of related plant, equipment and materials etc., which affect the safety of that place of work, shall be inspected in accordance with legal requirements; reports will be made and distributed to those concerned as necessary. Safety Inspections and other activities to measure, monitor and review health and safety performance, and conduct audit the effectiveness of the health and safety management system; will be carried out by competent personnel.

This Policy shall be reviewed and kept up to date by Mr. Eugene Rozidor , the Director responsible for Health and Safety, to take into account changes in legislation, reflect changes in the nature and range of activities and procedures or process carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

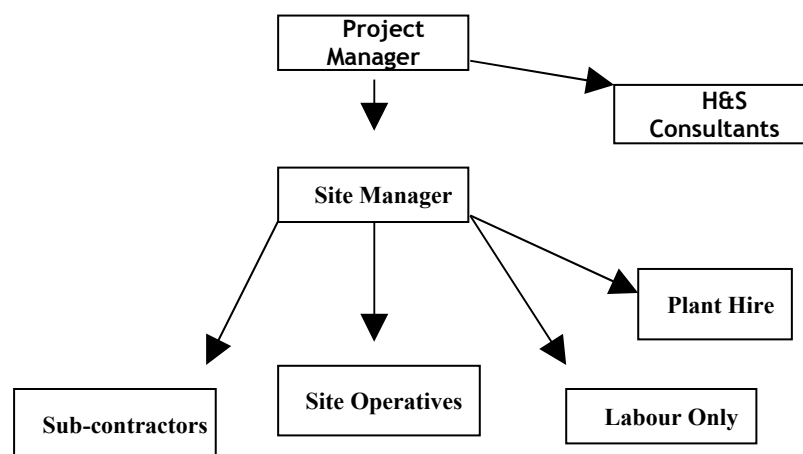
For and on behalf of Belsize Construction Ltd :

Mr. Eugene Rozidor

Date:

Part Two – Health and Safety Organisation Chart

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.



Part Three – Health and Safety Organisation Responsibilities and Duties

1.3.1 Director in Responsible for Health and Safety

1. The Health & Safety Director will ensure adequate resources including finances are made available for safety measures, and liaise all matters of Health and Safety with the other Members of Belsize Construction Ltd

The Director responsible for Health and Safety, Mr. Eugene Rozidor , is responsible for the overall effectiveness of the Company's Safety, Health and Welfare Policy: and the annual review and amendment of the Policy or, as may be necessary in the light of changes within the Company. He will ensure that regular reports are made regarding the Company's safety performance, accident record and of significant events affecting or arising out of the Company's operations.

2. Management of Health and Safety at Work Regulations 1999: The Director is responsible for providing adequate provisions within the Company for the assessment of risk, preventive measures, protection, emergency procedures, adequate Health and Safety surveillance and provides Employees with information and training about the workplace Health and Safety.

3. Construction (Design and Management) Regulations 2007 and Approved Code of Practice: Consideration will be given to the basic principles of risk avoidance and reduction at all stages of working, arrangements for co-ordination of health and safety during planning and execution, and improved communications between the various parties involved in a project, including those working on sites.

4. Competency of Personnel: To ensure that the competency of the Company's Management is adequate for the duties required of them, in

accordance with Construction (Design and Management) Regulations 2007. Ensure that all working activities are carried out by a competent work force. All on site staff must hold the appropriate valid CSCS cards relevant to the activities they are to undertake.

5. Managers compliance: To ensure that competent Manager's are given the duty of keeping the Head Office library of safety information and the C.O.S.H.H. master files up-to-date and that the appointed Safety Officers, Fire Officers, First Aiders, etc. and are carrying out their duties in a proper manner.

6. Provision and Use of Work Equipment 1998, Lifting Operations and Lifting Equipment Regulations 1998, and Workplace Health, Safety and Welfare Regulations 1992: Where there is likely to be a specific risk to Health and Safety use of work equipment must be restricted to the persons given the task of using it; and its repair and maintenance must be carried out only by specially designated persons; such persons must have received adequate training. This will ensure that competent Manager's are given the duty of keeping in good, safe order the Company's premises, offices, storage areas, the yard and workshops, eating areas, toilets and washing areas, access ways, machines, equipment, vehicles, materials etc.

7. The Safety Representatives and Safety Committees Regulations 1977/The Health and Safety (Consultation with Employees) Regulations 1996 (HSCER): To provide arrangements for a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation. By requiring Belsize Construction Ltd to consult all employees, including those who are not represented by safety representatives appointed by trade unions.

8. Safety Induction and Safety Awareness Training: To ensure that adequate provisions are in place for all Employees, self-employed and Sub-Contractors etc., to receive Safety Induction and Safety Awareness Training before they start work for the Company. To ensure that adequate safety vetting arrangements are in place for all potential new Employees.

1.3.2 Belsize Construction Ltd Managers/Supervisors

1. General Requirements: Belsize Construction Ltd Managers/Supervisors for The day – to – day responsibility for ensuring this policy is put into practice is designated to be responsible for the effectiveness of incorporating the Belsize Construction Ltd Health and Safety Policy and Procedures throughout the Company's operations to ensure safe working practices are adopted at all times. They are to apply the principles of the Policy to the operations under their control and ensure that any defects or faults brought to their notice are suitably corrected.

Company Managers/Supervisors are to co-operate and liaise with, the Company's Safety Consultants, Project CDM Coordinator and The Health and Safety Executive etc., with regards to safety measures. They are

required to report regularly or as often as necessary to the Director responsible for health and safety on the Company's Safety performance and compliance.

2. Managers/Supervisors Awareness of Safety Standards: To be familiar with and to observe all Regulations, Codes of Practices and British Standards applicable to their work and related industries.

3. Company Safety Policy: Managers/Supervisors are responsible for ensuring that the Employees, Sub-Contractors and suppliers under their control observe the Company's Health and Safety Policy and that all requirements necessary for effective compliance will be provided for.

4. Safety Appraisal: Managers/Supervisors will also be responsible for ensuring Sub-Contractors, self-employed persons and supplier's safety arrangements are adequately vetted to ensure that their safety arrangements are in accordance with the Company's Health and Safety requirements.

5. The Management of Health and Safety At Work Regulations 1999: Managers/Supervisors are to ensure compliance with the regulations for maintaining in a safe order the Company's places of work, premises, offices, storage areas, access ways, machines, equipment and materials etc.

6. Protecting the General Public: Company Managers/Supervisors, along with all Belsize Construction Ltd Operatives must ensure the general public are not put at any risk or hazard from the Company's operations and that security arrangements are kept in order at all times.

7. Fire: To ensure that fire precautions and emergency evacuation procedures for the Company's premises and places of work are maintained in order and complied with.

8. Health and Safety (First Aid) Regulations 1981: Managers/Supervisors are to ensure that First Aid and Welfare arrangements for the Company's premises/places of work are maintained in order.

9. Safety Inspections/Audits: Assist with any Safety Inspections or Audits commissioned by the Company or other Organisations including Principal Contractors and Project Clients.

10. Construction (Design and Management) Regulations 2007: Ensure Form F10 Notification of Project is submitted to the relevant Health and Safety Executive Office in good time, where Belsize Construction Ltd act as Principal Contractor.

11. Statutory Records: Ensure that statutory records and reports procedures are carried out, i.e., Registers for Lifting Appliances and Lifting Gear. Thorough Examinations and maintenance records for plant and equipment, The Working at Height regulations 2005 Inspection Report for Working Platforms, etc.

12. The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 1995 (R.I.D.D.O.R.): Ensure details of accidents that may occur are entered in the respective Company Accident Books/Safety File regardless of whether or not such accidents involve Sub-Contractors, Employees, visitors or members of the general public and to complete any further documents as may be required by the Regulations and forward such documents to the Head Office.

13. Displaying Statutory Information: Managers/Supervisors must ensure that notices provided by the Company are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned, i.e., Health and Safety Law Notices and safety signs for work areas, the Company Safety Policy, Appropriate Insurance Cover Notes and the Form F10 on sites.

14. The Safety Representatives and Safety Committees Regulations 1977: Maintain a good working relationship with the Safety Representatives and Safety Committees established in accordance with the current Legislation.

15. The Health and Safety (Consultation with Employees) Regulations 1996: Consult with all Employees not already represented by Trade Unions Safety Representatives with particular regard to evaluation of safe working procedures.

16. Client's Safety Requirements: Ensure that Company Operatives are made aware of the Client's Safety requirements, i.e., the Client's Safety Policy, Conditions of Contract and Safety Procedures, restrictions on working practices.

17. Discipline: Reprimand and discipline any Employees and Sub-Contractors who are careless in regard to their own or others safety

18. Personal Protective Equipment at Work Regulations 2002: Managers/Supervisors are to provide appropriate protective clothing and safety equipment to Employees and to ensure that Employees and all those mentioned in the Scope section of the policy use protective clothing and equipment as and when required. PPE should always be regarded as the 'last resort' to protect against risks to safety and health, engineering controls and safe systems of work should always be considered first.

19. Competency of Personnel: Managers/Supervisors are responsible for ensuring that Company personnel, including Sub-Contractors and Self-employed persons under their control, are adequately competent to carry out the work required of them. This includes ensuring that all Company personnel, Sub-Contractors and self-employed persons, receive Safety

Induction where appropriate before starting work. Ensure all visitors are made aware and comply with the Company's safety requirements.

20. Assessments: Managers/Supervisors are responsible for ensuring that all appropriate Assessments are carried out for the operations under their control. i.e., Risk Assessments, COSHH Assessments, Manual Handling Assessments, Noise Assessments, etc. Health and Safety risks must be reduced to a practical minimum. These Assessments shall form the basis of a Safe Method of Work Statement.

21. Safe Method of Work Statements, Safety Data Sheets, Engineering Designs and Drawings etc: To instruct Employees in precise terms as to work methods, this should outline the hazards associated with the job and detail any safety provisions required.

22. Welfare Facilities: Ensure canteen, toilets/washing and drying facilities etc. are adequate and kept clean as applicable.

1.3.3 Duties and Responsibilities of Office Manager

1. Read and understand the Company Policy for Health, Safety & Welfare and Office Policy, and ensure that it is brought to the notice of all employees under your control.
2. Ensure that the requirements of the Workplace (Health Safety and Welfare) Regulations 1992 and any other relevant statutory requirements are complied with.
3. Ensure that all office machinery is safe, fitted with any necessary guards or safety devices, and is serviced and maintained as recommended by the manufacturer.
4. Ensure that an assessment has been carried out of any substance or process hazardous to health and that appropriate control measures, training, instruction, protective clothing, etc., have been provided.
5. Ensure that staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
6. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
7. Arrange all necessary insurance's and carry out any necessary reporting of incidents to insurers. Provide accident investigation report to insurers where appropriate.
8. Ensure that first aid facilities are available.

9. Ensure that all accidents are reported in accordance with Company Policy for Health, Safety & Welfare.
10. Ensure that staffs work safely and do not take unnecessary risks.
11. Ensure all necessary welfare provisions are provided and maintained.
12. Set a personal example.
13. Arrange at six monthly intervals for all authorised company vehicle drivers to submit their driving licences for inspection.
14. Ensure that users of display screen equipment are aware of procedures to be adopted to ensure that the equipment is used correctly and positioned for safe use, eg. seating, lighting, etc.
15. Liaise with the Health & Safety Manager to ensure that all necessary assessments have been carried out in relation to workstations, fire procedures, fire risk assessments and Offices comply with current legislative requirements.

1.3.4 Belsize Construction Limited Employees and Self Employed Operatives

1. Health and Safety at Work etc. Act 1974: “It shall be the duty of every Employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. With regard to any duty or requirement imposed on their employer, or any other person by or under any of the relevant statutory provisions, they are to co-operate so far as it is necessary to enable that duty or requirement is performed or complied with. No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare”.
2. Company Health & Safety Policy: Read and ensure a full understanding of the Company’s Health and Safety Policy and carry out work in accordance with the Policy and Legal requirements.
3. Safety Induction: Ensure a Safety Induction is received before starting work for the Company. This should be given to by the immediate supervisor, which will include details of the Company’s Safety Policy and details regarding the Health and Safety requirements of the works expected.
4. Safe Method of Work Statement: Ensure an understanding of the Safe Method of Work drafted for the tasks to be undertaken and carry out the work in the correct designated area. Whenever ambiguity of a particular safety requirement occurs, staff are expected to ask the Supervisor/Manager for clarification.

5. Control of Substances Hazardous to Health: Before using substances that could be hazardous to health ensure an understanding of the requirements provided on safety data sheets and CoSHH Assessments. The Supervisor should give this information before starting any such works.

6. Plant/Equipment and Tools: Only operate Plant/Equipment for which you have been thoroughly trained on. Use the correct tools and equipment for the job. Ensure that they are supplied to you accompanied with the operators instruction and check that they are safe and fully efficient, that they are guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in plant/equipment and tools should be reported immediately to your Supervisor.

Do not use unsafe defective plant/equipment until it has been put back in good safe condition. Do not attempt to repair or maintain plant and equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating plant/equipment and tools, i.e., adequate space and lighting etc.

7. Reporting Hazards and Injuries: Report hazards to your Supervisor immediately and warn other persons that could be at risk. Additionally, any injury to yourself or others must be reported to your Supervisor immediately.

8. Personal Protective Equipment Regulations 2002: Employees are to wear all appropriate safety clothing/equipment as and when required by the safe working method statement.

9. Work in a safe manner at all times: Do not take risks, which could endanger yourself or others. Do not play potentially dangerous practical jokes, engage in horseplay or otherwise indulge in reckless or careless behaviour.

10. Alcohol and Drugs: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company premises and/or areas of work under the Company's control and would be subjected to appropriate disciplinary measures which could include dismissal for serious offences.

11. Competency

Belsize Construction Ltd Employee Acting as Site Foreman-Charge Hand

Belsize Construction Ltd are to carry out the responsibilities laid down as follows, as well as those found listed on a separate sheet under the heading 'general responsibilities'.

1. Be familiar with their obligations under the Health and Safety at Work Etc.

Act 1974 and the Construction Regulations applicable to the work on which their gangs are engaged, and insist that those regulations are observed as well as any related legislation and associated codes of practice.

2. Incorporate safety instructions in routine orders and see that they are obeyed.

3. Avoid taking unnecessary risks.

4. Ensure that new employees, particularly trainees and other young persons learn to take safety precautions.

5. Discourage those who constantly fail to consider their own well-being and that of others around them.

6. Report defects in plant or equipment to Belsize Construction Ltd

7. Set a personal example and encourage safe practices.

Belsize Construction Ltd – Basic/Trainee Operatives

All operatives, however employed by Belsize Construction Ltd, are reminded of their duty under section 7 of the Health and Safety at Work Act 1974 to take reasonable care of their own safety and the safety of others who might be affected by their own acts and omissions.

Co-operate with the company in its arrangements to perform and comply with any instruction, verbal or written, and satisfactorily carry out responsibilities as follows, including those duties under the heading of 'general responsibilities':

1. Use the correct tools and equipment for the job; use safety equipment and protective clothing supplied; for example, ladders, safety helmets, belts, eye protectors, safety harnesses.

2. Keep tools in good condition.

3. Report defects in plant or equipment to Belsize Construction Ltd

4. Develop a personal concern for safety – for themselves and others.

5. Avoid improvising, which entails unnecessary risks.

6. Suggest ways of eliminating hazards.

1.3.5 Sub-Contractors

1. General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health and Safety At Work Etc., Act 1974 and all other statutory requirements, Approved Codes of

Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

2. Carry out a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

3. Safe Method of Work Statements: These must be produced and submitted to Belsize Construction Team detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Works Risk Assessment.

4. COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.

5. Safety Advice: All Sub-Contractors will be expected to be able to obtain professional safety advice. In addition, Sub-Contractors will be required to appoint a named Safety Supervisor possessing suitable experience and training who will ensure that works are carried out in accordance with the works safety procedures and to observe all Belsize Construction Rules and Regulations and encourage good safety practice when undertaking their works.

6. First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their Employees unless shared welfare facilities are provided by others.

7. Co-operation: To co-operate with Belsize Construction Ltd Management and the Client's personnel in the furtherance of their duties and maintain good working relationship with safety representatives and safety committees established in accordance with current legislation, in addition to other contractors etc.

8. Competency of Personnel: To ensure that work is carried out by suitable and competent Personnel and to ensure that they are properly supervised and trained.

9. Safety Induction: Belsize Construction Ltd requires all Employees of Sub-Contractors to receive the respective site Safety Induction before they start work.

10. Discipline: To reprimand and discipline any of their Employees who are careless in regard to their own or others safety. (Note: Belsize Construction Ltd will not hesitate to instruct the removal of offenders from works).

11. Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their Employees use both clothing and equipment at all times when required by Law.

12. Statutory Registers and Forms: To complete all statutory registers and forms, as required.

13. Reporting Hazards and Accidents: To report all hazards and all accidents encountered by their Employees in conjunction with the Belsize Construction Ltd Management and in accordance with the requirements of the RIDDOR Regulations 1995 to the Health and Safety Executive where required.

1.3.6 Other Persons within or having responsibilities for areas of works or premises (including Suppliers).

1. Observing Safety Rules: All persons must observe the Company's safety rules and the instructions given by persons enforcing the Company's Health and Safety Policy.

2. Starting Works on Company Premises: Work on Company premises must not be started until all relevant safety rules are read, understood and accepted. Before starting work on Company premises show proof of full insurance cover for all risks. All persons are expected not to interfere with or misuse anything provided in the interest of health, safety and welfare.

3. Liaise with a Company representative: Liaise with a Company representative before starting work on any of the Company's premises or supplying any product variation.

4. Notification of Hazards: Notify the Company of any processes or materials, which will be used, that may present a hazard to the health and safety of the Company's Employees etc.

5. Safe Means of Access: Notify the Company of any hazards that may be encountered in obtaining a safe means of access and egress whilst on any of the Company's premises.

6. Alcohol, Drugs, and Smoking: Anyone found under the influence of or in possession of alcohol or an illegal drug will be removed from Company

premises and/or areas of work under the Company's control and the matter would be reported to the Company's Client's Representatives. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately in a safe manner and the matter would be reported to the Company's Client's Representatives.

7. COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.



Section 2

Health and Safety Procedures

Rev November 2010

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Part One – General Company Procedures

2.1.1 Accidents

Reporting of an accident must be carried out in accordance with the *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995* (RIDDOR). These Regulations came into force on 1st April 1996. The form F2508 (01.96), must be used for reporting to the HSE any death, injury, or dangerous occurrence as detailed by the Regulations.

All accidents and dangerous occurrences must be reported as soon as possible to Head Office so that the Safety Officer or Senior Management can give appropriate detailed advice on what action should be taken under the circumstances.

Facts and evidence regarding accidents and dangerous occurrences should be obtained as soon as possible. A copy of all accident documentation, photographs etc., must be sent to the Head Office 'Accident File'. Ensure the Company Accident Form BI 510 is completed for every accident/illness.

Reporting of Accidents (Management Responsibilities)

Listed below is the action to be taken in reporting the different categories of accidents and dangerous occurrences in accordance with the RIDDOR Regulations 1995.

A death, major injury or condition or dangerous occurrence. Inform the local Health and Safety Executive immediately by telephone. A completed F2508 Form (Rev. 1st April 1996) must be sent to the Local HSE, Office within ten days.

Injuries, which result in more than three days absence from work, must be reported on an F2508 Form (Rev. 1st April 1996) to the local HSE Office within ten days from the date of the injury.

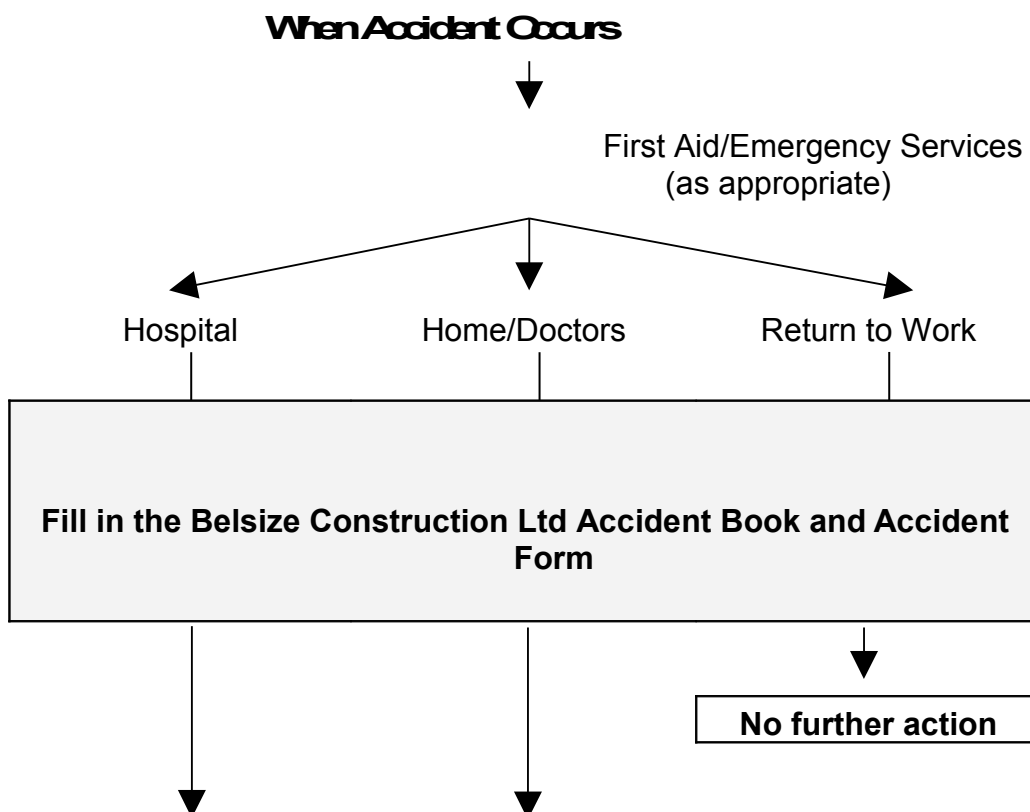
Diseases must be reported on F2508A (Rev. 1st April 1996) to the local HSE Office.

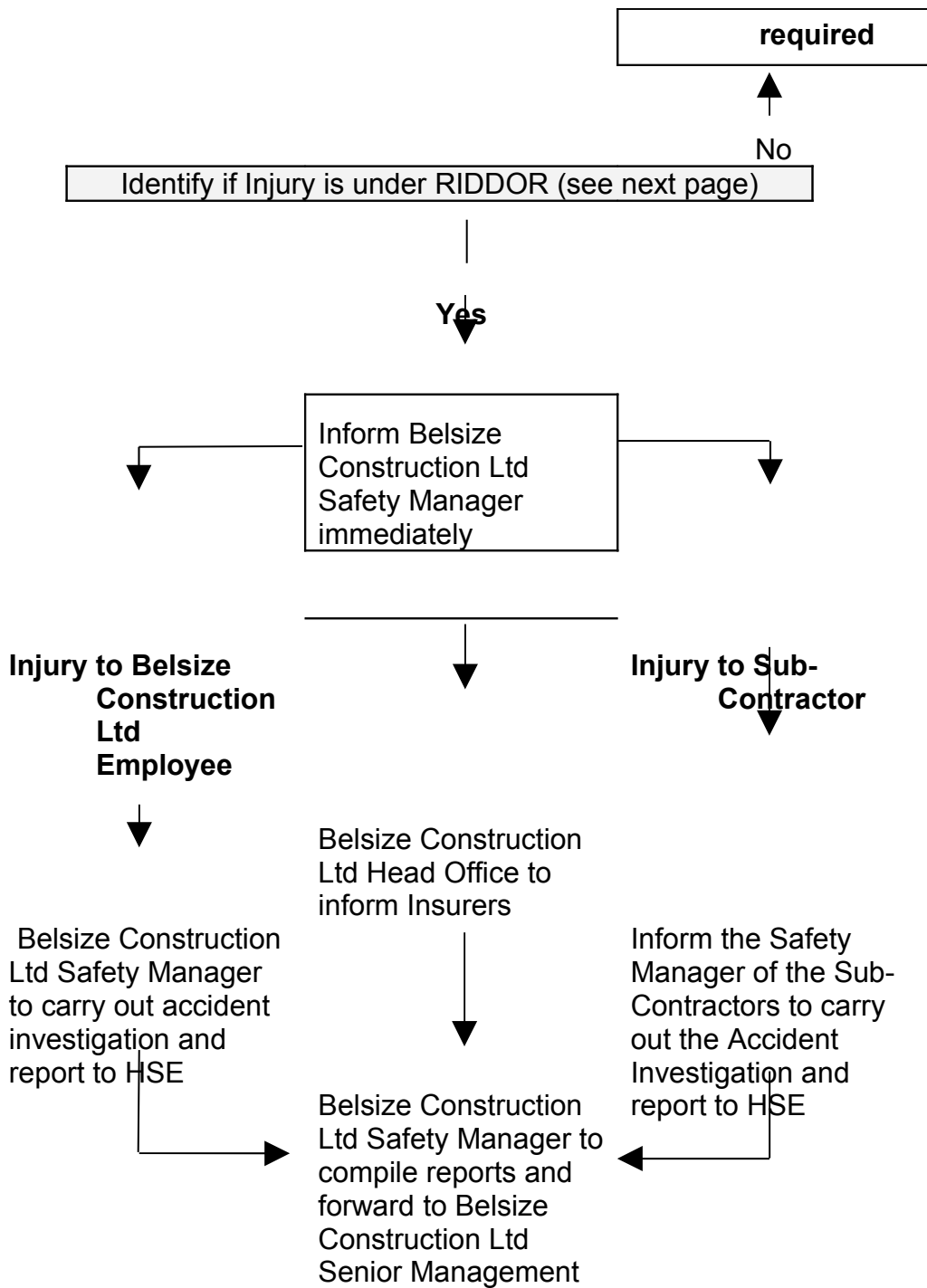
Enter details of all accidents in the appropriate Accident Book BI 510 or your own Company Accident Records.
Carry out an investigation of the accident taking care to ensure that written statements are obtained from all witnesses. A thorough investigation into an accident should provide Management with answers to the following questions:

- What caused the accident?*
- Who was involved?*
- When did it occur?*
- Where did it occur?*
- Why did it occur?*
- How could it have been prevented?*
- How can a recurrence be prevented?*

The procedure, which all Belsize Construction Ltd will adopt for the reporting of accidents, is contained overleaf. This can also be found within the Site Safety Register, along with copies of the F2508 (01.96) Form, the Company Accident Form B1 150 and an Incident Report Form.

Belsize Construction Ltd Group Accident Reporting Flowchart





For Notifiable Dangerous Occurrences and Diseases, please see Belsize Construction Ltd Health and Safety Policy or seek advise from Belsize Construction Ltd Consultants

Fatality

Reportable to HSE immediately by telephone, F2508 within 10 days

Major Injury

Reportable to HSE immediately by telephone, F2508 within 10 days

- Any fracture, other than fingers thumbs or toes;
- Any amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (whether temporary or permanent);
- A chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

- Any injury: a) leading to hypothermia, heart induced illness or to unconsciousness;
b) requiring resuscitation;
c) admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- Either acute illness requiring medical treatment or loss of consciousness, which result from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over 3 day injury

Any other injury that prevents a person from carrying out their normal duties for more than 3 days. Over 3 days include no working days such as weekends and Bank Holidays.

Reportable to HSE via F2508 only within 10 days.

If you are not sure about the categories above, or have any questions relating to accidents do not hesitate to contact the Belsize Construction Ltd

2.1.2 Alcohol and Drugs Policy

Anyone found under the influence of or in possession of alcohol or an illegal drug must be removed from Company premises and/or areas under the Company's control and would be subjected to disciplinary measures. Anyone found smoking in a designated 'No Smoking' area must be instructed to extinguish the cigarette immediately in a safe manner and be subjected to disciplinary measures. Special consideration must be given to Client conditions and requirements regarding this subject when working on their premises/Contracts.

Random drug screening may be carried out on Employees engaged on safety critical work. If tests prove positive for alcohol or drugs, this would be classified as a breach of the Company Health and Safety Policy and would therefore result in disciplinary procedures, which could include dismissal. The Company as the standard will use the standards for a positive test shown below for Drugs and Alcohol generally. Company Management should check the standards of positive tests with all the Company's Clients and if there are standards for positive tests lower than the figures below, then those lower standards will be adopted by the Company for that particular Client.

Employees should note that it might take more than 24 hours for alcohol in blood to disperse. Employees should carefully consider this aspect, particularly those who are engaged on safety critical work or those Employees engaged on Contracts where the Company's Clients specify very low acceptable alcohol levels.

Any Company Employee found under the influence, or in possession of illegal drugs whilst at work, will be removed from site immediately and the matter reported to the Police. This type of offence will be classified as a major breach of the Company Health and Safety Policy, which would result in the Employee being dismissed.

Company Standards

All Employees required to work on the Company's premises/Contract are required to be formally briefed on the Drugs and Alcohol Policy. Each Employee receiving the standard Company's pack of documentation, which is inclusive of the Drugs and Alcohol Policy, are to receive briefings covering this

subject as a part of their Induction for the Contract works prior to starting work.

Positive screening results

For the purpose of the standards, means screening for:

The presence of drugs, other than medication, which does not affect the work performance.

For the purpose of the standard, means screening for:

*More than 29 milligrams of alcohol in 100 millilitres of blood, or
More than 13 micrograms of alcohol in 100 millilitres of breath, or
More than 39 milligrams of alcohol in 100 millilitres of urine.*

2.1.3 Construction (Design and Management) Regulations 2007

The Construction (Design and Management) Regulations 2007 came into force on 6th April 2007 and apply to all construction works, with additional responsibilities where projects extend over 30 days

Certain principals underlie the structure and detail of the Regulations, place duties upon Clients, CDM Co-ordinators (a new Duty holder developed under the CDM Regulations 2007), Designers, Principal Contractors and Sub Contractors.

These basic principals which will be adopted by Belsize Construction Ltd are outlined as follows:

- a) Consider safety and health from the outset of the project, systematically and at each stage.

Clients - to seek and provide information about the site, the land, existing buildings;

Designers - to consider the principles of risk avoidance and reduction from the earliest stages.

- b) Involve all those who can contribute to improved Health and Safety

Clients, Designers, Contractors, Employees and those working on the site.

- c) Ensure proper co-ordination and communication again from the outset, and throughout a project.

CDM Co-ordinators to co-ordinate and review the design effort and act as a focal point for information and carry this function forward into the construction phase of the project.

- d) Check that adequate competency is held by any party appointed and is adequately resourced by competent persons.

Check competence and resources of CDM Co-ordinators, Designers, Contractors and Specialists.

- e) Plan and manage health and safety

Health and Safety plan initially developed by the CDM Co-ordinators, is taken forward by the Principal Contractor to become a central document for managing health and safety during construction work and reviewing and monitoring activities on site.

- f) Share and communicate information as and when necessary.

*Between the Client and Designers and their CDM Co-ordinators during the project development;
Between the Client and prospective Contractor;
Between the Planning Supervisor and Principal Contractor as the Health and Safety Plan is developed;
Between the Principal Contractor and Contractors;
Between the Principal Contractor, Contractors and those working on site as operations begin progress.*

- g) Record useful information to form the basis of future improved health and safety management.

The Health and Safety File, developed and maintained by the CDM Co-ordinators acts as a repository for information relevant to health and safety, but in the later stages of a project and during subsequent maintenance.

Further guidance on the Construction (Design and Management) Regulations 2007 can be obtained from the Company Health and Safety Consultants. The detailed procedures for the management and compliance with the Regulations is included within the site specific Health and Safety Plan as issued for each project (or detailed safe method of work statement where appointed as Contractor).

Where design works are undertaken, compliance with Regulation 11 will be achieved through following the hierarchy of risk control and providing information relating to residual risks identified.

2.1.4 Company Premises Fire Arrangements

It is important that all staff remain vigilant in the prevention and detection of fire on Company premises. If you consider there is a potential fire hazard inform your immediate Supervisor/Manager immediately.

Should a fire start, do not panic, shout out loud “Fire, Fire, Fire” and go to the nearest fire alarm point immediately and raise the alarm so that all other persons in the building are made aware of the danger.

After the alarm is raised, providing you have been trained in the use of fire extinguishers and as long as there is no personal risk, attempt to extinguish the fire using one of the extinguishers sited around the premises. Ensure that you use the correct fire extinguisher for the relevant type of fire; for example, do not use water extinguishers for electrical fires.

Leave the building by the nearest safe Fire Exit. Do not stop to collect personal belongings.

After leaving the building, go to the main assembly point; do not leave the fire assembly area until you have given your name to the person calling the register roll who will give any necessary further information. Do not re-enter the building.

The main fire assembly point is situated directly outside the main office any yard area in the car park, unless otherwise directed.

The person in charge of evacuation of the building in the event of a fire must be made known to all Employees. This person is to take the Employees attendance register and the visitor’s book to the fire assembly point to assist the roll call.

If the fire cannot be controlled quickly with the aid of extinguishers, the Fire Service should be called using 999 Emergency Services. The Reception Staff should carry this out where possible. If the telephone system is not working or a phone is not accessible, go to one of the adjoining buildings to make the call.

If the fire is spreading ensure occupants of adjoining buildings are made aware of the potential danger.

Be familiar with the position of the fire alarm points as well as the location of extinguishers.

General precautions to prevent fires

- a) Ensure all equipment that can cause a fire is handled with the utmost care.
- b) Do not leave any naked flames unattended.
- c) Extinguish cigarettes and matches properly and do not smoke in No Smoking Areas.
- d) Do not throw cigarette ends or any hot items into bins or containers. Use ashtrays.
- e) Ensure all electrical machinery and equipment is switched off after use.

Ensure that gas appliances are properly turned off after use.
Store gas and oxygen cylinders in a proper manner in the designated area.
Substances that have the potential of causing a fire must be used and stored correctly.

i) Ensure that the Company premises have adequate fire protection to reduce the possibility of the spread of a fire where appropriate.

The Company premises contain two diesel tanks used for refuelling of machinery and plant. These tanks must be bunded at all times to allow for the capture of 110% of the tank volume in the event of a rupture. The tanks must be inspected frequently and examined on an annual basis. No smoking signs must be displayed in the vicinity of the tanks and pressurised cylinders must be stored well away from the tank locations.

2.1.5 Company First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981

Employers must ensure adequate first aid provisions are made for their Employees. The Approved Codes of Practices explain 'adequate and appropriate' provisions. Detailed information regarding the first aid requirements can be found in the Company's library of safety information.

General Company Requirements for First Aid

Management should ensure the Company's legal requirements for first aid is fully complied with. Provisions for first aid vary depending upon the nature of the works and the number of personnel employed. First Aid should be able to be catered for without difficulty at the Head Office workshops and yard. Where personnel etc., are working on site, Management should negotiate arrangements with Principal Contractors whenever possible. Where gangs of workers are to be supplied to sites to carry out works, one should be a Trained First Aider. Where the Company has lone workers, special consideration should be given to the Accident Section of this Policy section.

For construction sites, where there are less than five Employees, there is no statutory duty to have a First Aider, but the Employer must ensure that an 'appointed person' is present to take charge of the situation if a serious injury or major illness occurs. An appointed person is someone who has attended a one-day HSE Approved First Aid Course. However, it is always advisable to have a trained First Aider available.

First Aid Kits and Boxes

All premises and places of work should have an appropriate amount of complete first aid kits. First aid kits/boxes must be easily accessible for the

First Aiders/Appointed Persons. Boxes/kits should be checked frequently to ensure they are fully stocked and that all items are in a useable condition. First aid boxes/kits locations must be clearly identified with a first aid

sign. Only specified first aid contents are allowed in first aid kits/boxes as detailed in the HSE Guidance Notes. All first aid cases that are treated must be recorded in the accident book. (Form B1 510).

Display of notices

All notices giving location(s) of first aid equipment and the name and location of the appointed person and first Aider (if appointed) or use the facilities provided by the principal contractor on site locations.

2.1.6 Company Vehicles

The Company vehicles, cars, vans, lorries, are vital pieces of equipment and must be treated with respect. Road accidents are one of the largest causes of death in this country.

Persons driving a Company vehicle will have a full drivers licence. Any convictions or disqualification must be reported to Senior Management. Only persons given permission by Senior Management are allowed to drive a Company vehicle. Persons are not allowed to drive vehicles under the influence of drink or drugs that may affect that person's ability to drive safely.

Maintenance: Company vehicles will be checked by the drivers' daily to ensure their vehicle is in a good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal tread limits of tyres, tyre pressure, lights, brakes, brake fluid levels, water and oil levels.

Vehicles will be serviced in accordance with the manufacturer's recommendations.

Vehicles should be kept clean and tidy. Items being transported in or on Company vehicles must be adequately secured in position and must not overhang the vehicle.

Vehicles carrying potentially dangerous substances must have the appropriate warning signs displayed on them so that in the event of an emergency, potential dangers will be known. If highly flammable substances are transported in vehicles, i.e., LPG Gas bottles, petrol cans, solvents etc., appropriate fire extinguishers must be carried in the vehicles. Petrol containers shall be anti-spillage/anti-explosive type.

Vehicle Accidents: Damage caused to vehicles, no matter how slight, must be reported immediately to Senior Management and on your next scheduled visit

to the office, you are to ensure that you complete an appropriate claims form giving all details of the occurrence.

In the event of a road traffic accident, the following procedures must be adhered to. Obtain the following information:

- Name and address of the other driver and owner.
- Make, model and registration number.
- Details of their Insurers.
- Names and addresses of any witnesses.
- Details of damage to all vehicles involved.

Mobile Telephones

Mobile phones have become a useful tool for those whose work entails visits away from their normal office and who need to keep in contact. They also provide a means for those who have to work alone to keep in touch with their office and can add to the measures for security and safety in lone working.

However, mobile phones can present a hazard in certain circumstances. They present a distraction and staff should note that the use of hand held mobile phones whilst driving is illegal. Even with hands free operation they distract attention from the road. Belsize Construction Ltd policy for the use of mobile phones whilst driving is DO NOT. The phone should be locked in the boot of the car prior to the journey commencing to avoid distraction

2.1.7 Safety Improvement Scheme

Belsize Construction Ltd aims to actively audit Company procedures in relation to Health and Safety procedures both on site and within the Company's offices to ensure compliance with the Company's Health and Safety Policy and all current legislation. The Company therefore expects the co-operation of all it's staff in the manner detailed within Section One of the Policy. Where it is highlighted the requirements of the Policy are not being adhered to the appropriate action will be taken to remedy any problems. This would include providing the appropriate training, equipment and where negligence of individuals is a factor, disciplinary action.

Safety Inspections

Belsize Construction Ltd will conduct a system of site safety where a site safety inspection is conducted, the site agent will be issued with a copy of the Safety Inspection Report, which will detail any issues, which have been noted during the inspection. The Site Agent will be expected to comply with any requirements stipulated by the Inspecting Person immediately (where practicable). Enquiries should be first addressed with the Inspecting Person. If further issues are to be addressed, Belsize Construction Ltd is to be contacted. Where requests for works to cease are made on safety grounds,

this should be complied with and any enquiries should be made with Belsize Construction Ltd Management.

The Company is always looking for ways to improve the standards of safety regarding operations. If you have any ideas which could contribute to safety on site, then the Company's Safety

Officer/Consultant would be pleased to hear from you, or if you feel that the Company is not doing it's best for you in the area of safety, please do not hesitate to contact the Safety Officer. You may do this either in person or in writing. Both will be in the strictest confidence.

Site Safety Register

Belsize Construction Ltd, have produced a various Safety Registers format as an aid to the effective management of the Company contracts. The documents having the dual function as a source of information and as the method of satisfying our obligation under law to maintain certain prescribed registers and certificates, along with permits or procedures, which are generated by Belsize Construction Ltd to achieve higher standards.

The register will be available on every contract; its use controlled by the Site Supervisor/Lead scaffolder and will replace the fragmented forms and registers prescribed by statutory regulations.

The forms in this register are legal documents, but they are designed to serve a useful practical purpose. They provide a convenient means of keeping records of the various tests, examinations and inspections the law demands. These records are intended to serve as evidence that the requirements have, in fact, been carried out and, therefore should be accurate and reliable.

The best reason for keeping these records is that they help draw attention to the weaknesses and defects, which might otherwise cause injury or even death. A careful and methodical system of record keeping should be regarded as an aid and not as a hindrance, to the efficient control of every well organised contract and its equipment.

The notes to various sections are as a guide to the statutory provisions, and the Company's procedures, to ensure an acceptable standard is maintained in discharging the duties and obligations imposed by the Health and Safety Work Etc. Act and such statutory instruments that are brought into force from time to time. Reference must be made to the appropriate statute for the full text of any particular regulation.

At the end of the contract, the folder is returned to the Company Head Office for review and to assist with the preparation of Company performance statistics.

2.1.8 Employment of Young Persons/Apprentice

Management of Health and Safety at Work Regulations 1999

Young Persons - Definition

- a) A young person means a person who has passed the appropriate school leaving date but has not reached the age of 18 years.
- b) Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risk, due to their immaturity and lack of experience.

Employers are required to:

- a) Assess risks to young people and apprentices under 18 years of age before they start work;
- b) Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- c) Address specific factors within the Risk Assessment;
- d) Provide information to parents/guardians of school age children about the risks and the control measures to be adopted;
- e) Take account of the Risk Assessments and determine whether the young person should be prohibited from certain work activities except where it is necessary for their training;
- f) Proper supervisor is to be provided by a competent person.

In respect of Sub-Contractors employing young persons or and apprentices, proof of Risk Assessments, information, instruction and training is to be provided prior to commencement on site.

A register of all young persons employed on site is to be maintained on site with copies supplied to the Company Head Office.

2.1.9 Environmental Policy

The objective of Belsize Construction Ltd is to run its operations avoiding unnecessary or unacceptable effects on the environment. Any effects will be minimised as far as practicable. Environmental considerations will be given equal importance to the more traditional business issues such as production, research, sales, safety and finance.

The Company will work towards achieving its environmental objectives by,

- Minimising the impact of all its operations on the local and global environment and the quality of life of the local communities in which the Company operates.
 - Meeting all relevant statutory regulations.
 - Maintaining the cleanliness and appearance of premises to the highest practical standards.
-
- Aiming for efficient use of all resources used in its operations and by reduction of waste through process improvements. Recycling of material is continued wherever feasible and further positive steps are taken to conserve resources, particularly those that are scarce or non-renewable.
 - Fully considering, in advance where possible, the environmental effects of any significant new development and adjust the Company's plans accordingly.
 - Providing customers with the information necessary to enable our products to be properly used, stored and disposed of so as to avoid unacceptable effects on the environment.
 - Working with suppliers to ensure that the products and the services they supply are environmentally acceptable.
 - Providing the necessary information to enable Employees to operate the processes properly and with minimal effects on the environment.

Where required, Belsize Construction Ltd will form an Environmental Plan for the proposed works.

This Policy shall be reviewed and kept up to date by Mr Eugene Rozidor, the Director Responsible for Environmental Management, to take into account changes in legislation, reflect changes in the nature and range of activities carried out by the Company and take advantage of operational experience, negative and positive, as often as may be necessary.

For and on behalf of Belsize Construction Ltd

Mr. Eugene Rozidor

Date: 13 June 2008

Director Responsible for Environmental Management.

2.1.10 Equal Opportunity Policy

Belsize Construction Ltd acknowledges the desirability of equal opportunities for employment and the observance of the codes of practice as far as it is reasonably practicable.

The intention of the policy is to see that no job applicant or Employee receives less favourable treatment on the grounds of disability, sex, marital status, race, colour, nationality or ethnic or national origins, or is disadvantaged by unreasonable conditions or requirements.

Individuals should be selected, promoted and treated on the grounds of their performance, attitude and abilities. All suitably qualified Employees will be given equal opportunity to progress within the organisation.

All those who come into direct or indirect contact with Employees or applicants for employment should ensure that they understand this policy and recognise the part they have to play in its fulfilment.

It is the policy of the Company to encourage the employment and career development of disabled persons. No unnecessary limitations are placed on the type of work that they can perform.

Full and fair consideration will be given to disabled applicants for employment; existing Employees who become disabled will have the opportunity to re-train and continue in employment wherever possible.

2.1.11 Smoking Policy

The policy is being written with the employees' best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke. From the 1st July 2007 all public places and workplaces in England will become smoke-free.

Pressure for a smoking ban has been building for some time – it has been shown that passive smoking, i.e. breathing in other people's smoke, can kill. Estimates have put the number of workers dying as a result of exposure to other people's smoke in the workplace at around 600-700 per year. Second-hand smoke can cause heart disease, lung cancer, asthma attacks and other illnesses. In addition, surveys and opinion polls have indicated that the public supports a smoking ban.

This policy seeks to guarantee the right of any member of staff or operatives to work in air free from tobacco smoke. Belsize Construction Ltd operates a No Smoking Policy throughout the premises. For the avoidance of doubt, smoking is not permitted in any public areas, toilets, Canteen/rest areas, railway arches, and areas of storage of substance materials, timber cutting area company vehicles and offices.

Policy implementation

This policy is intended to benefit all employees and visitors and all employees are responsible for its continued implementation. Overall responsibility for ensuring the policy is implemented, monitored and reviewed rests with line Management.

Information on the policy will be

- Circulated to all staff

- Provided to all new employees;
- Included in the Health & Safety Policy

Visitors

All visitors to Belsize Construction Ltd are expected to abide by the terms of this policy. Visitors will be made aware of the policy by means of adequate sign positing and formal advice. Signs will be put up where necessary to inform visitors. There will be no ashtrays or cigarette litter inside the building.

Enforcement of the policy

In the unlikely event of a member of staff not respecting the policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the policy will result in disciplinary procedures.

Offences

The main offences under the legislation, and the associated penalties, are summarised in Table 1 below.

Table 1: Offences and penalties under the smoke-free legislation		
<i>Offence</i>	<i>Duty holder</i>	<i>Penalty</i>
Failure to display no smoking signs	Any person who occupies or is concerned in the management of smoke-free premises	£1,000 maximum on conviction; £200 via the fixed penalty procedure, or £150 of the penalty is paid promptly
Smoking in a smoke-free place	Any person	£200 maximum on conviction; £50 via the fixed penalty procedure, or £30 if the penalty is paid promptly
Failing to prevent smoking in a smoke-free place*	Any person who controls or is concerned in the management of smoke-free premises	£2,500 maximum on conviction (there is no fixed penalty procedure)
*As regards to preventing smoking in smoke-free vehicles, it is intended that this duty will be placed on the driver, any person with management responsibilities for the vehicle and any person on a vehicle who is responsible for order or safety on it.		

2.1.12 Method Statements

A written method statement will be prepared for all construction activities undertaken by Belsize Construction Ltd. This method statement will be based on the findings from the risk assessment.

The method statement will be countersigned and approved by the Construction/Project Manager. The method statement will be communicated to all persons involved with the activity, including all relevant Sub-Contractors and Safety Officers. The method statement will be presented to Operatives in the form of a toolbox talk.

Method Statements will consist of the following information as a minimum:

1. Location of the activity
2. Works to be carried out
3. Maximum weight of the goods or materials to be installed
4. Plant and materials to be used, specifying capacities of lifting equipment
5. Labour and supervision required
6. Methodology
7. Emergency procedures and rescue plan
8. Environmental considerations
9. Interface with other works, parties and the general public
10. Access to the work location (including provisions for working at height)
11. Permits to work

The format of the method statement is included within Part Three of the Company Health and Safety Policy.

2.1.13 Occupational Health Policy

Belsize Construction Ltd is committed to the general provisions of occupational health care and to provide:

- Advice and guidance to management in relation to the health and welfare of employees.
- The provision of health monitoring, health surveillance and relevant records as required by the Control of Substances Hazardous to Health Regulations 2002, Chemical Hazard Information Packaging Regulations 1994 and the Health and Safety (First Aid) Regulations 1996.
- The provision for the care and rehabilitation of staff suffering from mental health disorders.
- Controls for the monitoring of extreme temperatures while at work.
- Controls and assessments for tasks and processes involving manual handling.
- Controls and systems for personnel involved in operating display screen equipment workstations.

- Controls and safe systems for personnel involved in the use of vibrating tools that present a risk of hand, arm vibration syndrome.
- Controls and safe systems for whose employees work in noisy environments and implementing effective noise control techniques.
- To provide reasonable adjustments for people with disabilities to support them in employment.
- To manage early return to work after sickness certification and wherever possible support rehabilitation after prolonged illness.

Occupational Health Screening

All new and potential employees will be required to complete a confidential pre-employment health-screening questionnaire. All employment is subject to medical clearance and personnel must be aware that the post is subject to medical clearance at the advertisement stage.

The company may arrange and finance health monitoring or screening for employees where required. The Managing Director may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as “Medical in confidence” information by the Managing Director.

The purpose of occupational medical examination is to identify cases of illness potentially induced

2.1.14 Pregnant Workers

Belsize Construction Ltd have drafted to state our commitment to provide a safe working environment for pregnant workers and to protect new or expectant mothers from any potentially hazardous process or working conditions or certain physical, chemical and biological risks within the workplace as defined by the Management of Health and Safety at Work Regulations 1999

The Directors of the company shall be responsible for the effective implementation and monitoring of this procedure across the company. Managers shall be responsible for ensuring that a safe working environment is achieved and maintained at all times and that where risks to the safety of ‘pregnant workers’ are identified, that the appropriate control measures are adopted.

Definitions

The phrase 'new or expectant mother' is defined as a worker who is pregnant, who has given birth within the previous six months or who is breast-feeding. 'Given birth' is defined as having delivered a living child or, after twenty-four weeks of pregnancy, a stillborn child.

Arrangements for Ensuring the Health and Safety of Workers

The primary requirement is for the organisation to conduct a 'risk assessment' of the specific risks posed to the health and safety of pregnant women and new mothers in the workplace and to then take steps to ensure that those risks are avoided. It must be remembered that risks included those to the unborn child or child of a woman who is still breastfeeding – not just risks to the mother.

Risks tend to fall in to one of the following categories;

- Physical agents:- shocks, vibrations, manual handling, noise and extreme heat or cold;
- Biological agents:- listeria, rubella, chicken pox virus, toxoplasma, hepatitis B, HIV and Cytomega lovirus.
- Chemical agents:- such as mercury, antimiotic drugs, carbon monoxide and other substances listed as capable of percutaneous absorption.
- Working conditions: working with ionising radiation, VDU's.

Where a risk has been identified following the assessment, affected employees or their representatives should be informed of the risk and the preventative measures to be adopted. The assessment shall be reviewed where it is suspected that circumstances may have changes so as to render the original assessment invalid.

The pregnant employee must notify the Company, in writing that she is pregnant, has given birth within the last 6 months or is breast-feeding before the following courses of action are considered.

Where it is practical to do so, the hazard must be removed or exposure to the hazard prevented.

- a) If the risk is still prevalent then due consideration is to be given to temporarily adjusting her working conditions or working hours (MHSW Reg 16(2))

- b) If it is not reasonable to do so or this would not reduce the risk, then suitable alternative work should be offered.
- c) If neither of the previous options is viable then it may be necessary to suspend them on full pay for as long as is necessary to protect her health and safety or that of the child.

Practical Precautions

Risk	Precautions
During manual handling, increased risk of postural problems when pregnant or limitations of ability when the woman has had a caesarean section.	Ensure the woman has light duties not requiring excessive physical exertion.
Risk of heat stress, dehydration or fatigue from extremes of hot or cold.	Ensure they have access to refreshments and can take regular short breaks.
Fatigue from prolonged periods of standing or workload involving physical effort can lead to problems with the development of the baby.	Ensure they can take short breaks. Ensure that seating is available where possible.
Raised blood pressure associated with stress.	Discuss and agree the volume of work and the pace of the work.
Morning sickness arising from early shift work.	Flexible rostering.
Morning sickness associated with nauseous smells.	Flexible work allocation
Poor balance in later stages of pregnancy can increase the risks from slippery surfaces.	Clean spillages immediately and ensure that sensible footwear is worn.

Night Work (as Applicable)

Night work in itself is not thought to present any special risks to new and expectant mothers or their children. However in some cases a doctor or midwife may consider that a risk exists and produce a certificate, in which case the company shall offer alternative daytime work or suspend the woman on paid leave.

Record Keeping

Risk Assessments shall be retained for a minimum period of two years. All documentation received from the expectant or new mother will be retained in the employee's personnel file.

2.1.15 Risk Assessments

As an Employer, recognises its duty to carry out a risk assessment of its works activities. The purpose of these risk assessments is to identify the risks to health and safety to Company employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with The Health and Safety at Work etc. Act, 1974 and the Management of Health and Safety at Work Regulations, 1999, Belsize Construction Ltd will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by our activities. This will include as a minimum all of our work sites and projects.

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

The method for undertaking assessments of risk will be in compliance with guidance issued by the Health and Safety Executive within document INDG 163 (rev 2). Fundamentally, this will follow a five-step procedure as such:

- Step 1
Identify the hazards
- Step 2
Decide who might be harmed and how
- Step 3
Evaluate the risks and decide on precautions
- Step 4
Record your findings and implement them
- Step 5
Review your assessment and update if necessary

These assessments will be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the

assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

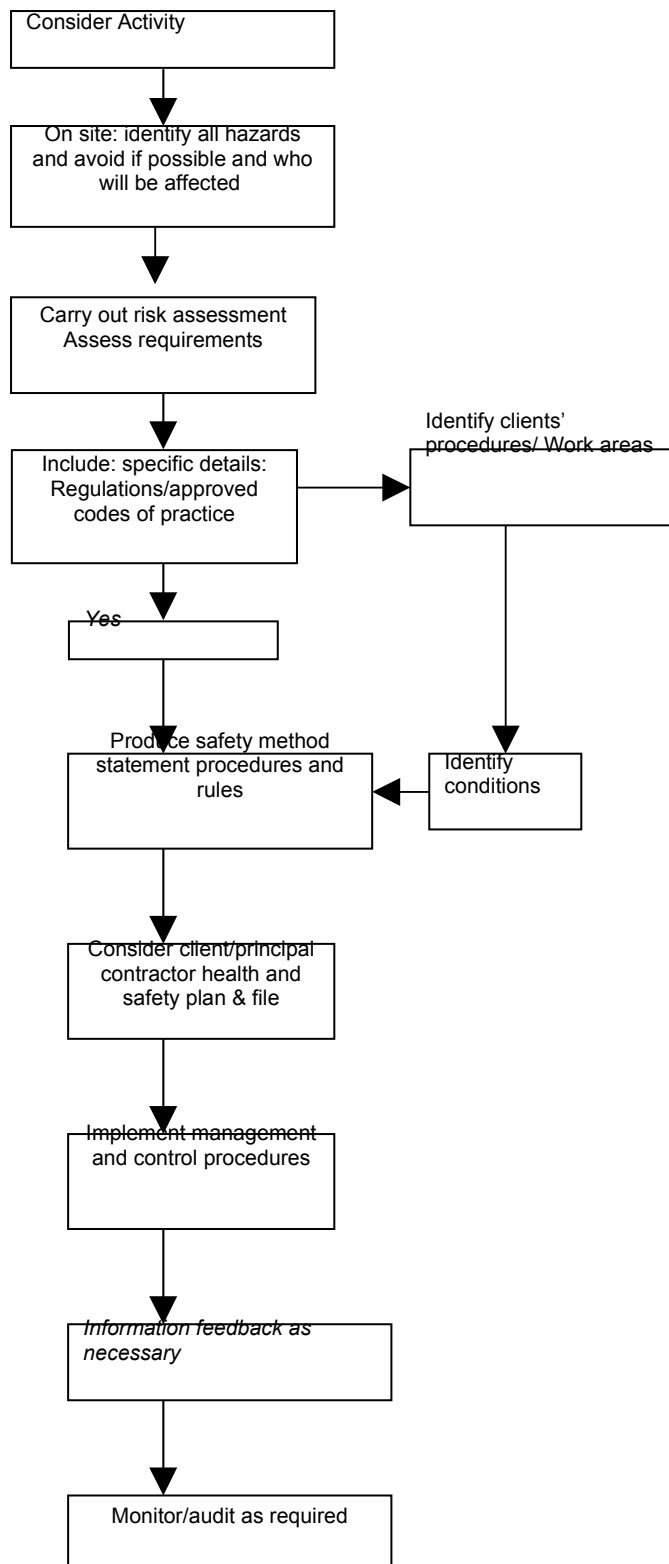
All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates. This will include times where projects progress as the programme develops.

Where it is assessed the risk of an activity is high and remains high following the implementation of control measures and specialist guidance, alternative methods of working will be adopted.

RISK ASSESSMENT CONTROL CHART

The procedures for carrying out risk assessments can be found within this flow chart

1. The risk control step-by-step chart is to assist in demonstrating the process the company uses to eliminate risk and thereby reduce accidents involving all operations.



Part Two – Office Procedures

2.2.1 Health & Safety in the Company's Offices Etc.

Application

These Regulation requirements apply to all the Company's workplaces provided for Employees and self-employed, which includes offices, workshops, stores and yards etc., and their associated corridors, staircases, access roads, and welfare facilities etc., other than those on a construction site where the Construction (Design and Management) Regulations 2007 would apply.

The Workplace Regulations require employers and others in control of workplaces to take measures concerning the following matters:

Maintenance

The workplace and associated equipment and systems must be maintained in a clean and efficient state, in efficient working order and in good repair. Maintenance of equipment and systems should be carried out in accordance with manufacturers' recommendations and authoritative guidance such as that published by the HSE or the British Standards Institution. Where appropriate (e.g., in the case of ventilation systems), maintenance records should be kept.

Ventilation

Where windows or other openings will not provide suitable ventilation, mechanical ventilation systems should be provided and properly maintained. Detailed advice is given in HSE Guidance Note EH22 *Ventilation in the Workplace*.

Temperature

The temperature in workrooms must be "reasonable" and where practicable, this should normally be a minimum of 16°C. Where work involves significant physical effort, the temperature should be at least 13°C. If, despite measures to heat or cool a workroom, workers are exposed to temperatures, which do not give reasonable comfort; suitable protective clothing and rest facilities should be provided. Sufficient suitable thermometers must be readily available to allow workers to check the temperature in the workplace.

Lighting

Natural lighting should be provided, where reasonably practicable; windows and skylights must therefore be kept clean. Lighting should be sufficient to enable people to work and move safely without visual fatigue. Local lighting should be provided where necessary. Where appropriate, emergency lighting must be provided and maintained. Further guidance is given in HSE booklet HS (G) 38 *Lighting at Work*.

Cleanliness and Tidiness

Floors, walls and ceilings, together with furnishings must be kept sufficiently clean, the standard of cleanliness depending on the use of the workplace. Some other Regulations, e.g., the Food Hygiene Regulations have specific requirements. Absorbent floor surfaces, such as untreated concrete or timber, which are likely to be contaminated by oil, grease, etc., should be sealed or coated, e.g., with suitable non-slip floor paint. Waste, dirt and refuse should be cleared regularly. Furniture, materials and tools should be placed so that they do not cause people to trip or fall and do not obstruct access or fire escape routes.

Space

Workrooms should have enough space to allow people to move with ease. The total volume of a workroom, when empty, divided by the number of people normally working in it, should be at least 11m³ (in this calculation, a room or part of a room which is more than 3.0m high, should be counted as 3m high). The figure of 11m³ per person may be insufficient if much of the room is taken up with furniture, etc. This recommended minimum figure does not apply to rooms used for lectures, meetings etc.

Workstations & Seating

Workstations should be arranged so that each task can be carried out safely and comfortably. Seating should, where possible, provide adequate support for the lower back; a footrest should be provided where the foot cannot comfortably be placed flat on the floor. Further guidance on seating is given in HSE booklet HS(G) 57 *Seating at Work*.

Floors and Traffic Routes

Floors of workplaces and surfaces of passages, staircases, access roads, etc., must be suitable for their intended use and properly maintained. Measures must be taken to reduce the risk of persons slipping, tripping and falling, or of vehicles becoming unstable. Any open side of a staircase should be securely fenced by an upper rail at 1100 mm, or higher and a lower rail. A secure and substantial handrail should be fixed on at least one side of every staircase.

Precautions against persons or objects falling

Secure and suitable fencing, guardrails or covers should normally be provided where persons are liable to fall or at any height. Fencing installed after 1

January 1993 should extend to at least 1.10m in height, except where lower fencing has been approved under Building Regulations. Guardrails should consist of a top rail and at least one intermediate rail should be fixed to prevent persons from falling under the top rail.

Where necessary adequate upstands or toeboards should be fixed to prevent objects falling in compliance with the requirements of the Work at Height Regulations 2005. Where possible, works at height should be avoided or rearranged to reduce risks.

Where it is not reasonably practicable to take measures such as the provision of fencing, guard-rails, etc., to prevent falls, entry to such "danger areas" should be restricted to authorised persons who have received adequate information, instruction and training on any appropriate safe system of work. In certain situations a Permit-to-Work system will be appropriate. The provision of safety nets or personal protective equipment, such as safety harnesses, may be necessary.

Ladders

Fixed ladders, which include steep stairways (which are descended facing the treads or rungs), should extend at least 1100mm above any landing place that is served. Fixed ladders installed after 31 December 1992, with a vertical height of more than 6m, should have a suitable resting place every 6m. Floor openings for ladders should be as small as possible, with fencing and a gate provided where necessary to prevent falls.

The use of ladders should only be undertaken following an assessment of risk justifying their use. This risk must be issued to the relevant Estate Manager, and the Safety Officer where requested. Ladders should conform to BS 4211 Specification for ladders for permanent access and BS 5395 Code of Practice for the design of industrial type stairs, permanent ladders and walkways.

Roof Work

Where any access is needed to roofs, suitable fixed, safe means of access should be provided.

Stacking and Racking

Materials should be stacked and stored in such a way that they are not likely to fall and cause injury. Racking should be of adequate strength and stability.

Loading and Unloading Vehicles

Climbing on top of vehicles or their loads should not be undertaken until suitable fall protection has been installed.

Doors and Gates

Doors and gates, which swing in both directions, should have a transparent panel. On main traffic routes, all doors should be fitted with such panels. Power operated doors and gates must have appropriate safety features to prevent injury to persons where it is possible to be struck by them.

Traffic Routes

Traffic routes must allow the safe movement of persons and vehicles within the workplace and when entering or leaving it. Appropriate measures may include: clearly marked separate routes for pedestrians and vehicles; fitting reversing alarms to vehicles; appointment of banks men to supervise safe movement of vehicles; display warning signs to alert drivers to restrictions in force; setting speed limits for vehicles and installing road humps; warning indication of height limitations or obstructions; use of one-way systems for vehicles; wearing of high visibility clothing.

Sanitary Conveniences and Washing Facilities

Suitable and sufficient facilities must be provided for the maximum number of persons likely to be at work in a workplace at any one time. Facilities should be available for use without undue delay and account should be taken, therefore, of the pattern of work. Account should also be taken of the type of work involved; washbasins, with running hot and cold, or warm water, must always be provided but, in some cases, the provision of showers and/or baths may be appropriate.

<p>The following table shows the minimum facilities, which should be provided. Where separate sanitary accommodation is provided for different groups (e.g., men, women, office workers or manual workers), a separate calculation should be made for each group. An additional water closet and one additional washing station should be provided for every 25 (or fraction of 25) people above 100.</p>	<p>Max. number in the workplace 1 to 5 6 to 25 26 to 50 51 to 75 76 to 100</p>	<p>Number of water closets 1 2 3 4 5</p>
<p>Where only men use sanitary accommodation, the following table may be used as an alternative to column 2 above. In the case of water closets used only by men, one additional water closet and one additional urinal should be provided for every 50 men above 100. Sanitary accommodation must be adequately ventilated and all facilities must be kept clean.</p>	<p>Max. number in the workplace 1 to 15 16 to 30 31 to 45 46 to 60 61 to 75 76 to 90 91 to 100</p>	<p>Number of water closets 1 2 2 3 3 4 4</p>

Drinking Water

An adequate supply of wholesome drinking water must be provided, together with suitable cups, etc., unless the supply is from a drinking fountain. There should also be facilities for washing cups, or alternatively, disposable cups should be provided. Drinking water supplies should be clearly marked as such if there is any risk to people drinking from contaminated supplies.

Accommodation for clothing and changing

Suitable and sufficient accommodation must be provided for any special work clothing and for personal clothing, which is not worn at work. Clothing should be able to be hung in a clean, warm, dry and well-ventilated place, with at least a separate hook, peg or hanger for each worker. Where workers are required to wear special work clothing, adequate room for changing should be provided and measures should be taken to ensure security, for example by providing lockers.

Facilities for rest and meals

Suitable seats should be provided for workers whose work gives them opportunities to sit. Seats should also be provided for use during breaks; such seats should be in an area where protective equipment, such as hearing protection, need not be worn.

Other than in offices, or similar clean workplaces, separate rest areas or, in new workplaces, separate rest rooms, should be provided. Rest facilities should be arranged so those non-smokers are not subjected to discomfort from tobacco smoke. Suitable and sufficient facilities for eating meals should be provided where workers regularly eat meals at work.

Seats in work areas may be suitable, provided they are in a clean place and there is a suitable surface on which to place food. Minimum facilities should include a means of preparing or obtaining a hot drink and, where necessary, means of heating food. Eating facilities should be kept clean and be in the charge of a responsible person.

2.2.2 Health & Safety (Display Screen Equipment) Regulations 1992

Possible hazards associated with the use of Display Screen Equipment (DSE) are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE, combined with the ergonomic factors of the workstation and the environment in which it is situated

The Regulations apply only to the protection of Employees who are 'users' as defined by the Regulations. A 'user' means an Employee who habitually uses DSE as a significant part of normal work, whether at his/her own employer's workstation, at another employer's workstation, or at a workstation at home.

Whether an Employee is a 'user' depends on a number of factors, which will indicate whether he/she habitually uses DSE as a significant part of normal work. In a construction setting, the user will normally be found as a personal secretary in a head or site office environment, in a secretarial pool, as a data input operator, or using computer-aided design equipment in a design office.

Risk Assessment

The Regulations require a Risk Assessment of all workstations used by 'users' as defined, or by 'operators' who are essentially self-employed 'users'. If the workstation is modified or changed in any way, the Risk Assessment must be reviewed. In all circumstances, the risk identified by the assessment, or by a review, must be reduced to the lowest extent reasonably practicable. A workstation comprises the display screen, keyboard or other inputting device such as a mouse, optical accessories to the screen equipment, telephone, printer, document holder, chair, desk and the immediate work environment.

A detailed schedule to the Regulations sets out the minimum requirements for workstations. It covers the essential characteristics of the workstation itself and environmental conditions including space, lighting, reflection, glare, noise, heat, radiation and humidity. It incorporates a number of principles on designing, selecting, commissioning and modifying software and in designing tasks using DSE.

Risk Assessments should draw on the experience of 'users' and an ergonomic checklist based on the schedule to the Regulations can be useful for this purpose. In complex situations, task analysis may be required. In most cases in construction, health and safety personnel or line managers with sufficient training should be able to carry out the assessments. Persons sufficiently qualified in ergonomic principles and practice should give training.

All Risk Assessments and reviews should be recorded, as a basis for acting on risks identified and for future reference. Such records provide valuable evidence in the event of upper limb disorders or any other health problems arising.

Information and Training

The DSE Regulations require training and information to be given to users and operators. The purpose of training is to increase the users competence to use workstation equipment safely, adding to the general health and safety training that they should have already received. Further training should be

given if the workstation, software, environment or job is modified. The curriculum should include hazard recognition, nature of risk to the musculoskeletal system (in particular risks leading to fatigue and pain) and the essentials of remedial action.

Users should understand how to adjust furniture and equipment and deploy workstation components so as to achieve correct posture and reduce stress. They should also understand the need to regularly clean and inspect equipment and the importance of making use of breaks and changes of activity.

Specific information on hazards associated with DSE must be given to users and operators in parallel with the requirements of the training curriculum. An emphasis should be placed on the application of ergonomic principles in design, selection and installation of DSE so as to reduce bodily fatigue, stress and temporarily impaired vision.

Sight tests

Employers must provide eyesight tests to Employees who are DSE 'users' if they request them. In effect, this means a "sight test" as defined in the Opticians Act and includes a test of vision and an examination of the eye. Users who request sight tests should be offered an examination by a registered ophthalmic optician (optometrist).

Some companies rely on vision screening tests to identify individuals with defective vision. These are not designed to identify eye disease in the same way as a full sight test and employers must provide sight tests if users request them. If the tests indicate a possibility of eye injury or disease, the user will be referred for ophthalmologic examination, which is free under the NHS.

If the sight tests indicate that a 'user' needs 'special corrective appliances' (spectacles), as distinct from their normal spectacles, to overcome vision defects at the specific viewing distances recommended by the guidance to the Regulations, they must be provided by the employer free of charge. However, he is only obliged to provide basic spectacles, which are adequate for the purpose.

If users choose more expensive spectacles, they must pay the difference in cost between the basic ones and those of their choice. If a user's normal corrective spectacles are adequate for safe use at their DSE, the employer is not responsible for the provision of additional spectacles.

Part Three – Construction Procedures

2.3.1 Abrasive Wheels

All grinding machines whether permanently installed or of the portable type, must comply with *The Provision and Use of Work Equipment Regulations 1998*. The use of abrasive wheels must be the subject of Risk Assessment, to ensure that any risk to safety or health is reduced to an acceptable level. And must only be used for tasks and under conditions for which they are suitable.

Abrasive wheels are at risk of bursting if they are operated outside the specified maximum rotation speed. In order to avoid bursting the correct wheel must be used with regard to its type, size and speed.

Every abrasive wheel, which is large enough, must be clearly marked with its maximum rotation speed. If the wheel is too small to be marked in this way, there should be a notice fixed in the workroom, giving the individual or class maximum permissible rotation speed. The machine must also be clearly marked with the (RPM) of the power-driven spindle. Lower speed rated wheels must not be mounted on a faster speed rated spindle and the spindle should be governed so that it cannot overspeed. .

Workers who use abrasive wheels must be provided with adequate information, instructions and training in their correct handling and mounting (including pre-mounting and storage procedures). The person must be appointed in writing and be certificated as proof of training. A copy of the certificate must be given to the trainee and one kept available for inspection in the workplace. If the person is or will be regularly employed by the Company, a copy of the certificate should be sent to the Head Office 'Safety Training File'.

Even if all the above precautions to prevent bursting are taken, abrasive wheels must also be provided with guarding capable of containing any flying fragments of the wheel should bursting occur, to avoid them inflicting injury on any person. The guards have the additional role of preventing injury from coming into contact with any dangerous parts of the equipment.

When operating an Abrasive Wheel machine ensure that other persons are not put at any risk. Operate abrasive wheel machines away from other persons where possible, or adequately shield off possible danger areas. Do not use them in access-ways, near doorways or in a 'No Naked Flame' area. Take dust control measures if required.

Personal Protective Equipment Regulations 2002

Persons operating an Abrasive Wheel machine must wear the recommended form of protection, as determined by the Risk Assessment and depending upon the circumstances, box goggles or face-shield to (BS EN 166,167 & 168) Grade 1 impact.

Aside the wearing of goggles/face-shields, operators of Abrasive Wheel machines should wear safety footwear, gloves, overalls and dust masks. If

noise levels exceed the permissible levels set in the *Noise at Work Regulations 2005*, ear protection will be required.

2.3.2 Asbestos Policy

The objective of this Policy is to prevent any harmful asbestos exposure to Employees and any other persons who could be affected by the Company operations where asbestos is present. The Company has a duty not only to Employees, but also to the Client's Employees, other Contractors Employees, occupiers of the site being worked on, visitors, neighbours and any other persons who could be affected by operations that involve disturbing or working with asbestos.

Introduction

It is well known that exposure to asbestos dust can result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung Cancer, Mesothelioma Cancer and Laryngeal Cancer are other diseases that can be suffered from after contact with asbestos dust.

The three main types of asbestos used/found are:-

CHRYSHOTILE	commonly known as 'white' asbestos.
CROCIDOLITE	commonly known as 'blue' asbestos.
AMOSITE and MYSORITE asbestos.	commonly known as 'brown'

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

Crocidolite 'blue', Amosite and Mysorite 'brown' asbestos are prohibited in the manufacture of new materials under The Asbestos (Prohibitions) Regulations 1992, but is still to be found in many old buildings and plant prior to 1978.

Please note that there can be no guarantee that 'blue' and 'brown' asbestos will not be found in more recent applications.

If asbestos is found or suspected at the workplace where it is likely to be disturbed, then it must be analysed. This will determine the type of asbestos present. Once the type of asbestos has been determined, all necessary precautionary arrangements can be made.

Asbestos can be found blended with cement and similar materials. It has been widely used as building materials such as roof sheets and pipes. In combination with calcium silicate and magnesia, it forms a thermal insulation material for boilers, steam pipes and similar applications. Asbestos-based compounds have in the past been applied by spray techniques to provide fire-resistance to walls and ceilings.

Only properly trained and competent persons are allowed to disturb or work with asbestos. Companies must be Licensed Contractors when working with 'Brown' - Amosite or Mysorite, or 'Blue' - Crocidolite asbestos.

Compliance with Safety Standards

Works in connection with Asbestos must be carried out in accordance with all current Asbestos Regulations, Approved Codes of Practices and British Standards.

The Company's Management have the responsibility to ensure that all persons are protected from harmful asbestos exposure. All Company Employees are required to be made aware of all necessary precautionary measures and controls related to work, which may disturb asbestos. It is the duty of Company Management to ensure that Employees, who may be required to work in areas where asbestos could be present, receive Safety Awareness Training for asbestos. Prior to a Contract starting where asbestos is present, Company Employees must receive Safety Induction specific to the asbestos precautionary measures and controls necessary for site operations.

This would include reviewing the Company asbestos procedures and existing documentation, i.e., Policy's, Survey Reports, Drawings and instant notification procedures. Induction will also include details of the Risk Assessment and Safe Method of Work Statement for asbestos related works specific to the Contract. Prior to a Project starting, Company Managers should check that all requirements would be complied with regarding asbestos procedures for precautionary measures and controls that the Company has to comply with.

Information Required Prior to Commencement

Liaison with the Duty holder as defined within the Control of Asbestos Regulations 2006 would be made prior to commencing any works. This would allow review of the assessment made on the subject premises and any such surveys, reports or findings (contained within the "Plan") as to the presence of asbestos containing materials. From this review, an assessment of risk can be conducted.

The Project Surveyor should ensure that all necessary information regarding asbestos is obtained from the Design Team prior to work being carried out which could give rise to harmful asbestos exposure, i.e., Client's Asbestos Policy, Asbestos Surveys and Reports, Drawings showing where asbestos is present and Incident Records, etc. The Project Surveyor should also set a monitoring procedure to ensure that all asbestos precautionary measures and controls are complied with.

Vetting Licensed Contractors

Company Managers involved in Projects which could involve harmful asbestos exposure are required to check that Licensed Contractors safety arrangements are in order, i.e., their License details, the training records of

Employees carrying out the work on site, the service records of equipment that will be used on site, particularly the function tests and that equipment that will be supplied to site will be clean and free from asbestos contamination, waste arrangements and records and their past accidental asbestos exposure incidents records.

Emergency arrangements for Employees

In the event of an asbestos incident where asbestos is suspected to be present in a location where it has not been identified, or asbestos exposure may have occurred, or non-compliance

with asbestos controls etc. need to be reported, the Site Manager must be informed immediately for further advice and to ensure full compliance with any emergency procedures.

For further guidance on action to be taken in the event of asbestos being found or suspected contact the Belsize Construction Ltd Safety Officer immediately and do not disturb the material.

Asbestos References

The Health and Safety At Work Etc., Act 1974.

The Control of Pollution Act 1974.

The Control of Asbestos Regulations 2006

The Personal Protective Equipment Regulations 1992.

2.3.3 Control of Substances Hazardous To Health

The Company has a duty of care to their Employees and others when their operations involve the use of substances that could be hazardous to health and to comply with the requirements of the Control of Substances Hazardous to Health Regulations 2002.

The Company Management have a responsibility to carry out a COSHH, Assessment for substances that could be hazardous to health and to have in place a management system for checking that the control measures required are in order.

The Control of Substances Hazardous to Health Regulations 2002 defines in general and specific terms how the Company is expected to safely manage the use of potentially harmful substances. The Regulations are structured to describe a management strategy.

- a) Assess the hazards and risks to health.
- b) Implement a control programme.
- c) Ensure that controls are being used properly and maintained.
- d) Where necessary, monitor the control measures.
- e) Where necessary, measure workers exposure.
- f) Where necessary, carry out medical surveillance.
- g) Inform, instruct and train persons likely to be affected about the risks and precautions.
- h) The keeping of records.
- i) All suppliers and Sub-Contractors must provide full COSHH information on any hazards associated with equipment or materials supplied to the Company. This information must be passed to the relevant supervision for assessment before potentially hazardous equipment and materials are used. Persons specifying and responsible for purchasing materials and substances to be used are also responsible for ensuring adequate information on the products is obtained and communicated to all relevant parties.
- j) The Head Office product data sheets and the COSHH files are to be kept in order and up-to-date by an appointed Belsize Construction Ltd Manager.

- k) A stock of or individually issued protective clothing and safety equipment are to be provided when and where required.
- l) Materials and equipment delivered to the Company premises or work areas are/is to be stacked and stored in a position/manner which does not create a hazard.

2.3.4 Environmental Planning

Where Belsize Construction Ltd conduct works, which may have an effect on the environment, careful planning will be implemented to reduce the risk of pollution. Belsize Construction Ltd recognises most pollution incidents are avoidable, and the measures to avoid pollution can in most instances cost very little if included at the planning stage.

Where planning works, it may be suitable to prepare an Environmental Plan, which will accompany the Site Health and Safety Plan, and provide guidance on reducing the impact of works on the surrounding areas, nearby watercourses and the environmental as a whole. In addition, Specialist Consultants may be appointed to assist with environmental issues during the concept and design phases.

The following topics should be considered in the preparation of an Environmental Plan:

External Aspects

Aesthetic Appearance - including hoarding, fencing, signage and lighting from an external perspective

Vehicle & Pedestrian Access & Egress – including potential for separation, routing through neighbourhood, signage, lighting, barriers, etc.

Vehicle Cleaning (Mud) & Movement - wheel washing requirement, location, water supply, site speed limits, concrete truck wash down point, road cleaning etc.

Existing Environment

Natural - location of streams & open water courses, ground contours & water run off route, water table, wildlife, trees, existing ground contamination etc.

Man-Made - location(s) of neighbours, schools, established pedestrian & vehicle routes, roads & junctions, traffic lights, pedestrian crossings, phone boxes, bus stops etc.

Existing Services - sewers, drains, electric cables, overhead power lines, underground services, power cables, telecommunications, gas, water, cable TV etc.

Internal Aspects

Effluent Discharges - temporary sewer connections, septic tank requirement, wheelwash discharge, canteen grease trap, wastewater discharges from site processes, dewatering discharge control and filtration, etc. Discharge Permit requirement?

Noise Control - contractual constraints, major plant usage and location, special condition(s) in package tender documentation and anticipated daily working hours.

Dust Suppression - dusty operations (firespray etc.), soil condition, water treatment options, enclosure measures etc.

Waste Control - 'special or hazardous' or unusual waste expectations and regulatory controls, potential for waste separation on site, on site burning / etc.

Public Protection

Hazards to members of the public - protective measures such as crash barriers, safety netting, fans, covered walkways & tunnels etc.

Lighting Levels - access routers, load & unload areas, impact of site lighting outside the perimeter line.

2.3.5 First Aid for Site Works

The status of the Company on site would determine whether the Company's Site Management would be in control of the first aid provisions or would have to comply with the requirements of the controlling body for the site. On most sites, it is best that the Principal Contractor provides all the necessary first aid provisions and that they offer those provisions under Shared Welfare arrangements.

2.3.6 General Public Safety

The general public is defined for the purpose of this Policy as any person who is not employed by the Company, e.g:

- a) Employees of neighbouring businesses;
- b) Visitors to Company and neighbouring business premises;
- c) Pedestrians and road users;
- d) Any persons who could be affected by Company activities on site locations.

General public areas must be kept free from any unsafe obstructions and activities that could be a hazard e.g. erecting scaffolds on the footpath, material location etc. Where general public areas have to be guarded-off due to the nature of work, all necessary temporary safeguards must be provided and adequate control measures put in place. Areas of possible danger to the general public, must be safely guarded-off by physical means and appropriate warning notices displayed (Danger men working above). Those that could be affected by the works must be notified in advance wherever possible so that where necessary, their normal safety arrangements can accommodate additional safety provisions necessary for the safe use of temporary works.

When pavements could be affected by the works all appropriate signs and guards must be displayed. Temporary walkways for pedestrians must be at a safe distance from the work. The walkways should be defined with red and white continuous rigid guardrails. Where temporary pedestrian walkways have to be located in roads, red and white secured road timbers should be used instead of toeboards and all appropriate road signs/lights and cones must be displayed.

Where pavements are required for closure, the Company's Safety Consultants and the Local Highways Department/Local Council must be informed so that all appropriate precautions and controls are taken. Note: Pavements are used by mothers pushing prams, children, blind and disabled

persons as well as ordinary pedestrians and they must all be considered when diverting/closing pavements.

Trespassers safety must also be considered so they are protected from danger. There is a particularly strong liability towards children who may be 'attracted' onto Company premises or site works after working hours. The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child might gain access, the precautions, which have been taken, are not sufficient.

Every reasonable precaution must be taken to keep trespassers out of Company premises and sites. Considerations must be given to safeguard trespassers should they gain entry, e.g., Guard dogs must be under control. Machinery, plant and equipment should be left immobilised (disconnected/locked off) and in a safe condition.

The Company has a responsibility not to jeopardise any persons safety. This covers not only Company Employees, but also the Client's Employees, Sub-Contractor's Employees, Visitors and persons making deliveries, etc.

Where third parties or visitors are allowed onto Company Premises or site locations, they should be made aware of safety standards and any special hazards. They should be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

Site working areas must be suitably guarded/cordoned-off and appropriate safety signs displayed, particularly scaffold working platforms where the protection preventing persons from falling has been temporarily affected, at the base areas where hoists are being erected, areas where persons could be struck by hoist platforms and areas of potential fall of materials, etc.

2.3.7 Ladder Safety

Ladder misuse is the cause of many accidents. Ladders must be properly maintained and used only after careful assessment of the risks involved. In particular, a ladder should not be used as a place of work unless the work is of short duration and is such that it is within easy reach and can be carried out with one hand, the other hand being on the ladder for support.

Portable ladders

Ladders should be erected on a firm level base and the ladder supported by the stiles only. On sloping or uneven surfaces an adjustable safety foot can be used to ensure equal support; loose packing should not be used. The use of non-slip pads, caps or sleeves is recommended, especially on slippery floor surfaces. The head of the ladder should rest on a firm, solid surface. A ladder

stay can be used where the support may otherwise be unsuitable, such as at a plastic gutter. The correct slope for a ladder is an angle of about 75° to the horizontal, i.e. one metre out for every four metres of height.

All ladders between places of work must be secured against slipping and all ladders which are 3m or more in length must be secured, where possible, near the top. This is normally achieved by lashing or clamping each stile to a convenient secure anchorage. In certain cases the use of spreader arms attached to the top of the ladder may satisfy this requirement to secure, but it must first be established that the ladder, so fitted, cannot slip in the circumstances in which it is to be used.

Where a ladder cannot be secured at the top, it must be secured near its base by means of guy ropes secured between stiles and stakes embedded into the ground or to other suitable anchorages. If possible, the feet of the ladder should be heeled in. If no other means of securing the ladder, to prevent slipping, can be used, then someone must hold it at the base whilst it is in use. This is only effective with short ladders.

On long ladders an intermediate tie rope is necessary to prevent swaying. In use, a ladder should be placed so that there is space behind each rung for proper foothold. Rungs should be clear of grease, oil or other slippery substance. Only one person should be permitted on a ladder at any one time.

Classification

Timber and aluminium ladders are divided into three classes:—

- *Class 1*, the heaviest duty, is suitable for construction work where the ladder is subject to substantial loads.
- *Class 2* is intended for lighter trades, such as decorating, where relatively low loads are involved.
- *Class 3* is for light, e.g. domestic use.

Class 1 and Class 3 ladders are covered by BS 1129 and BS 2037; Class 2 ladders by BS EN 131. It is important that the correct class of ladder is selected, choice being determined by the type of work to be carried out and the likely load to be imposed.

Timber and Metal ladders

Damage to timber ladders may be caused without leaving any visible sign of that damage - great care must be exercised in handling timber ladders so that they are not overloaded or dropped from a height. Correct storage is necessary so that ladders do not warp or the rungs become loose.

Ladders should be erected with the wire tie rods beneath the rungs, and wire stile reinforcement on the underside of the stile. Metal ladders and timber ladders with metal stile reinforcement should not be used where any electrical hazard exists.

Suspended ladders

When ladders are suspended they should be lashed at top and bottom so that they are equally supported on each stile. Long ladders will need additional ties in the length to prevent movement.

Ladder towers

Ladders used for gaining access will normally be timber pole ladders and should be erected in parallel rather than zig-zag pattern where more than one ladder is used.

Extension ladders

When using an extension ladder the overlap of any two adjacent sections should be as follows:

Closed length of ladder less than 5m	1 ½ rungs
Closed length of ladder between 5m-6m	2 ½ rungs
Closed length of ladder over 6m	3 ½ rungs

Access to and from ladders

All ladders must extend above any landing place, or beyond the highest rung from which a man may be working, to ensure adequate handhold. A distance 5 rungs is recommended. If this is not possible, then a nearby adequate handhold must be provided. Suitable access to a working place must be provided at the stepping-off point. Persons should not be required to climb over or under guardrails or over toe boards. Gaps in guardrails and toe boards must, however, be kept as small as possible.

Where ladders rise more than 9m in vertical height, an intermediate landing place must be provided. Landing places must be fitted with a main guardrail at least 950mm above the platform and an intermediate guardrail (or other effective barrier) so that there is not an unprotected gap of more than 470mm in height. Where materials are stored on a landing place, toe boards, suitable and sufficient, must also be fitted. Wherever ladders pass through platforms, the openings should be no longer than is reasonably practicable and no more than 500mm in width, leaving sufficient platform width for access.

Inspection of ladders

Timber ladders must not be painted as the paint hides defects. Coating with a preservative and clear varnish is permitted. All ladders should be inspected frequently and the following points should be checked:

1. Timber ladders for splits or cracks, splintering, warping or bruising. Metal ladders for mechanical damage,
2. Rungs for signs of undue wear or movement. No rungs should be missing,
3. Wedges and tie rods for tightness. Metal reinforcement to stiles for correct position,
4. Feet for splitting and fraying. Timber or plastic inserts to metal ladders for wear and correct position,
5. Ropes for wear, fittings for security and pulleys for freedom.

If a ladder cannot be properly repaired, it must be scrapped.

2.3.8 Lifting Operations and Lifting Equipment Regulations 1998

Lifting operations cover a wide scope of appliances and lifting gear which must comply with The Lifting Operations and Lifting Equipment Regulations 1998, The Provision and Use of Work Equipment Regulations 1998, The Management of Health and Safety at Work Regulations 1999 and The Health and Safety At Work Etc., Act 1974. There are also British Standards, HSE Approved Codes of Practices and Guidance Notes that should be adhered to.

The Lifting Operations and Lifting Equipment Regulations 1998 cover many different aspects relating to the safety of lifting operations and equipment - below are some of the main issues:

Reg.- 4	Strength & Stability	Reg.- 9	Thorough Examination & Inspection
Reg.- 5	Lifting Equipment for Lifting Persons	Reg.- 10	Reports & Defects
Reg.- 6	Positioning & Installation	Reg.- 11	Keeping of Information
Reg.- 7	Marking of Lifting Equipment	Reg.- 12	Exemptions
Reg.- 8	Organisation of Lifting Equipment		

Attachment of pulley blocks and gin wheels

It is most important that all portable lifting appliances, e.g., chain blocks, are strong enough for the job and are securely fixed; also that the structure to which they are fixed is strong enough to hold them. Perhaps the most common method of fixing is to pass a chain sling round a convenient joist.

This is acceptable, provided that the sling is strong enough and that any sharp corners are suitably packed. It must be remembered that any sling used for

this purpose must be properly certificated and that, in any such fixing arrangement, angles may well arise which reduce the capacity of the sling. It is highly dangerous practice simply to use odd pieces of chain. Fixing clamps are more convenient and much safer. They can be fitted very quickly and are so designed that they cannot come off whilst the hook of the lifting appliance is in position. When securing the simplest of lifting appliances such as a gin wheel, it is imperative that the point of attachment is of adequate strength and that accidental displacement of the device is prevented. Gin wheels must be fitted with an appropriate hook adequately secured to the rope.

2.3.9 Material and Passenger Hoists

Competent trained persons who hold a relevant Hoist Operators Training Certificate, being specific to the hoist used, must only operate hoists.

Material Hoists should only be used for the carriage of materials/equipment/debris and should never be used to carry personnel. Passenger Hoists can be used for the carriage of persons and materials etc. All hoists should be erected by competent qualified personnel and should be tested before use to ensure that it is in good order. A thorough examination certificate must be issued after the hoist has been erected and tested. From the date of erection of a hoist, weekly inspections must be carried out by a competent person i.e., the hoist operator or the hoist erectors and their findings entered into the Register. These arrangements need to be clarified with the Client.

Any defects found in the hoist should be reported to Management immediately. Hoists in unsafe order must not be used and the power must be turned off. 'Out of Order - Do Not Use' signs must be displayed.

The safe working load should always be displayed on the hoist and the hoist gates as well as 'Keep gates closed' and 'No riding on hoists' (for material hoists).

Passenger hoists should be fitted with devices preventing the platform from moving if the safety gates are not properly closed. Over-run devices should be fitted to the tops of the hoist masts to prevent over-run of the hoist platforms.

The ground floor area of all hoists must be guarded off with at least 2 metre high guards so that it prevents persons from venturing into danger areas of the hoist platform.

If materials are not fully enclosed by a hoist platform cage, it will be necessary to completely enclose the hoist way with suitable steel or wire mesh throughout its height to prevent materials etc., falling and endangering persons who may be nearby. Gates must be fitted at all levels where access is required.

Hoist masts must be adequately tied (secured) in position. Scaffold structures must also be adequately secured.

Hoists should only be capable of being operated from one position in which the operator has an unobstructed view of all landings.

Hoist landing should be numbered and the hoist marked up so that guidance is given to the operator to ensure the hoist cart is at the required level to suit landings. Ensure that landings are fully boarded. Protection preventing materials from falling from the landing must be fitted. Landings should be kept free from any unsafe obstructions. Adequate lighting should be provided for landings and ground floor areas.

Hoist operators should not leave a hoist unattended when switched on. The hoist must always be locked off and the hoist platform positioned at the bottom of the hoist tower when left unattended

2.3.10 Manual Handling

The duties imposed by the *Manual Handling Operations Regulations 1992* are as follows:

- a) Avoid hazardous manual handling operations where reasonably practicable
- b) Risk assess any hazardous operations that are unavoidable
- c) Reduce the risk of injury as far as is reasonably practicable
- d) Provide adequate and appropriate information, instruction, training & supervision.
- e) Monitor and review

Manual handling injuries include:

- a) Strains and sprains - muscles and joints can be injured by over-exertion.
- b) Fractures - dropping a heavy load onto the feet can break bones.
- c) Wounds - from handling objects with sharp edges and rough surfaces.
- d) Hernias - the strain of lifting can cause painful ruptures in the abdominal wall.
- e) Spinal injuries - damage to the vertebrae and the spinal discs can cause permanent disability

It is the Company's policy to prevent injury and ill health to the workforce engaged in manual handling and it is important that management and Employees take reasonably practicable precautions to prevent manual handling injuries from occurring.

Management are to check before they instruct persons to carry out manual handling whether those persons suffer from any pre-existing back problems or there are any other factors that could make them significantly more prone to sustaining a manual handling injury. They are to assess the loads required to

be lifted and where reasonably practicable, provide mechanical aids and/or take other steps to eliminate or adequately reduce the risk of manual handling injury.

Employees must be fit for the purpose: It is the Company's policy not to engage Employees with existing back problems or having other personal factors which could make them significantly more prone to sustaining a manual handling injury, to carry out manual handling duties.

The following personal factors of a manual handler may contribute to the risk of a manual handling injury:

- a) size.
- b) weight.
- c) age.
- d) physique.
- e) state of health.
- f) training in manual handling.

Manual Handling Injuries

Employees are to notify their Managers immediately should they suffer acute injury or develop health problems related to manual handling operations, or if they feel that the loads required for lifting manually are too heavy for them to lift safely.

2.3.11 Noise at Work

The danger levels for noise are dictated in the Noise at Work Regulations 2005 (NAWR) as being, 80dBA and 85dBA. At 80dBA which is known as the first action level employees will probably have to shout to be heard at a distance of 2m away from the person they are talking to. At this level those employees must be provided with hearing protection at their request.

At the second action level which is 85dBA or above, employees will probably have to shout to be heard at a distance of 1m away from the person they are talking to. The exposure of employees to noise must be reduced, as far as reasonably practicable, without the use of hearing protection. If it cannot be reduced below this level then hearing protection must be provided and reasonable steps taken to ensure that it is used; employees have a duty to use hearing protection in such circumstances.

What Are The Health Hazards Associated With Noise?

One of the major problems associated with hearing loss is that it occurs over time and the sufferer may not be fully aware that it is taking place. There are two types of hearing loss associated with damage to the receptive hairs, temporary and permanent threshold shift.

Temporary threshold shift is a temporary dullness in hearing after exposure to loud noises. Hearing will subsequently recover; the time taken depends on

factors such as loudness and duration of the noise. If hearing does not fully recover after 48 hours, the level of hearing loss that remains can be considered permanent.

There are two categories of 'permanent threshold shift'

- Noise induced or occupational deafness, which results when the sufferer has been regularly exposed to noise over a long period of time. Normally, hearing loss will be similar in both ears and increase with continued exposure to the noise.
- Acoustic trauma, occurring with exposure to a very high sound level over a short period of time, in some cases resulting in perforation of the eardrum. Hearing losses can be frequently more severe in the ear closest to the sound. Once permanent damage has occurred to the inner ear it is irreversible.

Symptoms of Noise Induced Hearing Loss

Mild form of noise induced hearing loss. There is sometimes difficulty in conversing with people, wrong answers may be given, and there is also, difficulty in hearing normal environmental sounds, such as a clock ticking.

Severe form of noise induced hearing loss. There is difficulty in conversing, even when face to face with people. People will seem to be speaking indistinctly on radio and television and there is an inability to hear the normal environmental sounds of home and street. It is often impossible to tell the direction from which a sound is coming, and to assess the distance from the sound. (This last mentioned feature is a contributory factor in accidents). In the most severe cases, there is a sensation of whistling or ringing in the ear, (tinnitus).

The Noise at Work Regulations 2005

These regulations impose requirements on employers with respects to:

- the making and review of noise assessments (Regulation 4);
- the keeping of records of noise assessments and reviews thereof (Regulation 5);
- the reduction of risk of damage to the hearing of employees from exposure to noise (Regulation 6);
- the reduction of exposure to noise of their employees (Regulation 7);
- provision to employees of personal ear protectors (Regulation 8);
- the marking of, and entry of employees into, ear protection zones (Regulation 9);
- the use and maintenance of equipment provided by employers pursuant to the provisions of the regulations (Regulation 10); Note:

similar requirements relating to use and maintenance of equipment apply to employees also in this case.

- the provision of information, instruction and training to employees who are likely to be exposed to specific noise levels (Regulation 11).

A number of action levels are also specified in the regulations, as follows;

- the first action level; means a daily personal noise exposure (LEP,d) of 80 dB(A);
- the peak action level - means a level of peak sound pressure of 140 pascals
- the second action level means a daily personal noise exposure (LEP,d) of 85 dB(A).

The formal definition of LEP,d is the daily total personal exposure to noise at work (this figure is normalised to an 8 hour day), taking account of the average levels of noise in working areas and the time spent in them, but taking no account of any ear protectors (earmuffs or earplugs) worn.

Regulation 4 requires that every employer shall, when any of his employees is likely to be exposed to the first action level, or to the peak action level, ensure that a competent person makes a noise assessment which is adequate for the purposes:

- of identifying which of his employees are exposed; and
- of providing such information with regard to the noise to which those employees may be exposed as will enable compliance with duties under

Regulations 7, 8, 9 and 11.

The noise assessment must be reviewed when:

- there is reason to suspect that the assessment is no longer valid; or
- there has been a significant change in the works to which the assessment relates.

Where, as a result of the review, changes in the assessment are required, those changes must be made. Employers must ensure that assessments, and any reviews, are kept until a further noise assessment is made. The principal legislation relating to environmental or nuisance noise includes the Environmental Protection Act 1990 and the Control of Pollution Act 1974.

How Should Noise Assessments Be Completed

The assessment may be structured as follows:

Step 1: Identify & List All Your Work Activities/ Tasks Where There Is Likely To Be A Noise Hazard

The first step is to prepare an inventory of all the work tasks under your control that incorporate excessive noise. There is a requirement under the Management of Health and Safety at Work Regulations 1999 to make an assessment of risks to health and safety in the workplace.

Step 2: Determine The Hazards

You must identify all the noise hazards associated with the activity i.e. those aspects (for example equipment, work processes, or work environment) which have the potential to cause harm.

When determining noise hazards remember that actual practice may differ from your prescribed practices / procedures; indeed this is frequently a route whereby risks creep in unnoticed. Always consider the non-routine operations affiliated with the task, e.g. maintenance operations, loading and unloading.

Step 3: Who Might Be Harmed: Identify All Workers Likely To Be Exposed To The Hazard

The information you have collated in the previous steps should reveal much about the types of people who may be affected by the hazards associated with excessive noise. You must consider others who might be affected. Do not forget maintenance or repair staff, security staff, delivery drivers, subcontractors, visitors, and the general public.

Step 4: Measuring the Risk: The Level of Noise In dba

Once you have identified that there is a likely noise hazard, you will need to measure the level of noise exposure. Only by doing this will you be able to determine what action you will need to take to control the hazard. This will give you information about your employees' exposure to noise and advise you what you can do to reduce it. This means you will have to arrange for a competent person to carry out a noise assessment, and obtain reliable information about work patterns and the noise sources. In planning, it is important that you consult the affected employees and their safety or employee representatives; this will help ensure co-operation with any control measures that might be needed.

Step 5: Considering & Implementing Control Measures

Once you have identified your hazards and measured the noise exposure you should consider whether all the existing control measures you have in place are adequate to prevent and protect people from injury. Take into account all of your existing preventative or precautionary control measures.

Elimination

Elimination involves removing the hazard completely. This is the most effective method of dealing with a noise hazard. Examples are:

- purchasing finished components rather than having to grind or polish them on site;
- replace noisy plant or processors by less noisy alternatives

Reduce the Risk at Source

It is often possible to reduce the risk at source, or to use a safer alternative. The following are examples:

Selecting machinery When making inquiries, you should ask potential suppliers for information on the noise emission of machines and whether they are likely to cause exposure at or above the first or peak action level.

Alternative processes Changes in technology can alter the machine or process resulting in a lower noise exposure to the workforce. Sometimes a different way of working might avoid the need for a noisy operation.

Control of exposure

These provide you with alternative options for reducing the exposure from a noisy machine or activity, and include:

Distance Increasing the distance between noisy equipment / activities and the receiver is often the most effective method of controlling noise.

Enclosures Enclosure involves placing a sound-proof cover over the noise source. Noisy machines can be fully or partially enclosed or an acoustic cover can be placed around a noisy part of a machine.

Screens and barriers This involves placing a physical obstacle between the noise source and the employees. The path between the points at which noise is generated and the workplace/receiver point can sometimes be modified by using screens or barriers.

Noise refuges The employee workstation itself can be 'enclosed' by providing a cabin or 'noise refuge', which is an acoustically designed enclosure (with proper regard for its ventilation and seating arrangement). If controls are brought into the cabin it will be possible to reduce the need to enter noisy areas.

Protective Devices

Devices can often be provided to minimise the amount of noise produced by the equipment. Examples are:

Avoiding impacts Try to avoid impacts, or make arrangements to cushion them, for example; ensure that the cutting edge is always sharp on abrasive wheels to reduce the impact noise;

Damping Damping involves adding material to reduce induced vibrations and the tendency of machine parts to 'ring', for example; bolt together, instead of welding, the individual steel plates joined to produce large structures. Proprietary magnetic damping material can be obtained.

Isolation Isolation involves separating the machine from its surroundings. Flexible isolators made of rubber or springs can be used to reduce the spread of structure borne sound through a machine frame, for example purchase or hire equipment fitted with anti-vibration mountings to reduce the transmission of sound from hydraulic power supply pipes to the cab floor on an earth-moving machine.

Silencers Silencers are attachments fitted to the inlet or exhaust (or both) of a moving air or gas stream emitted from machines. Mufflers or silencers can reduce noise transmitted along pipes and ducts, for example; exhaust and intake silencers on internal combustion engines; mufflers fitted to pneumatic breakers.

2.3.12 Overhead Power Cables

During planning, the presence of overhead electric lines must be taken into account since vehicles, plant and equipment must not be allowed to be in a position within 15m of overhead lines from steel towers, or 9m in the case of wooden poles.

Consultation with the Safety Officer and the area Electricity Company should take place at the earliest opportunity, since it may be possible for them to divert the line and as much time as possible must be allowed for this work to be done. If the overhead lines cannot be diverted or made dead, then precautions, depending on the nature of work, must be taken.

Where no work has to be carried out or plant to pass under the overhead lines, barriers should be erected parallel to the overhead line and not less than 6m distance from it.

The possibility of mobile cranes etc., encroaching on the minimum distance must be taken into account and where necessary the 6m distance increased. These distances are subject to agreement with the local Electricity Company and may be dependent upon the voltage of the overhead line.

The barriers should be surmounted by coloured bunting, which forms an additional warning. If access is only possible from one side, then a barrier on that side will be sufficient.

Where Plant May Pass Under The Line

If it is necessary for plant to travel to and fro under overhead lines, the area where they may pass should be as small as possible and not more than 10m wide. This passageway should be clearly defined by the use of fencing barriers and goalposts should be in position across the width of the passageway. The goalposts should be of rigid construction and of a non-conducting material, distinctly marked in order that they may be clearly identified. Warning notices should be provided on each side of the passageway advising persons of the hazard and giving the cross bar clearance in order that drivers realise that they must lower their jibs etc. To

give crane drivers sufficient time to lower the jib before reaching the goalposts, it is advisable to position advance warning notices as far from the goalposts as is required by the length of the jib on the machine.

Where Work Will Be Carried Out Beneath the Overhead Line

If it is essential for work to be carried out beneath the overhead lines and they cannot be diverted or made dead, it will be necessary to take precautions in addition to those noted above. The Electricity Company, Safety Officer and the Health and Safety Executive should be consulted for advice on what additional precautions will be required (also see HSE Guidance Note GS.6).

Plant, equipment or tools that could reach beyond the safe clearance limit should never be taken under the line. Plant such as cranes and excavators should be modified by the addition of suitable physical restraints so that they cannot reach beyond the safe clearance limit.

When work has to be carried out on a structure with a consequent reduced safe clearance, the Safety Officer and the Electricity Company should be consulted about proposed working methods. A responsible person familiar with the hazard should be appointed for the purpose of ensuring the observance of safety precautions and the work carried out under his direct supervision. For guidance see HSE Guidance Note GS 6.

2.3.13 Portable Appliance Testing

Portable Electric Equipment means equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or hand operated while connected to the supply, or is intended to be moved while connected to the supply, or is likely to be moved while connected to the supply.

It is the policy of Belsize Construction Ltd that all portable electric equipment used in the course of employee's activities whether provided by Belsize Construction Ltd, on hire, or leased or loaned from another Company, or belonging to individuals should be safe for use.

It should be suitable for the task and be properly maintained in accordance with current legislation and the manufacturers / suppliers instructions.

Equipment covered includes electric drills and breakers, extension leads, portable lights, portable grinders, vacuum cleaners, and similar equipment used in the course of the Companies activities.

Do not use unsafe defective equipment until it has been put back in good safe condition. Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of

safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.

2.3.14 Power Tools/Equipment & Plant

It is the responsibility of Belsize Construction Ltd to provide the right kind of tools and equipment for the job and to see that they are properly used. Information concerning the safe use of tools should always be requested from the manufacturers/suppliers that by law are required to provide such information. Tools should be regularly checked on issue from and on return to the store

You should only operate equipment for which you have been thoroughly trained. Use the correct tools and equipment for the job. Ensure that equipment supplied to you is accompanied with the operator's instructions and check that the equipment is safe and fully efficient. Equipment should be guarded and equipped with safety devices where required and tested in accordance with all the current Regulations. Defects in equipment and tools should be reported immediately to your Superior.

Do not use unsafe defective equipment until it has been put back in good safe condition. Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electrics. Ensure that guard protection is always in place where required. Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.

2.3.15 Protective Clothing and Equipment

All personnel must wear/use protective clothing and equipment where and when required, e.g.: Safety footwear, gloves, goggles, waterproofs, earmuffs/plugs, high visibility clothing and masks, must be worn where relevant.

Safety harnesses including lanyards, lifelines, should always be used where there is risk of falls likely to cause personal injury
Respiratory protective equipment (RPE), should always be used where and when required

All site personnel are required to wear all appropriate clothing and equipment when and where required.

- Safety Helmets are to be worn whenever there is a likelihood of head injury from either falling/flying objects or head strikes against fixed objects.
- Safety Footwear - appropriate footwear will be worn at all times. Trainers and lightweight shoes are not permitted.
- Gloves - appropriate gloves will be worn for respective trades particularly when manual handling ancillary equipment so that hands are protected from cuts and abrasions.
- Overalls - appropriate overalls are to be worn when and where required. Overalls are to be cleaned when necessary if they are not of the disposable type.
- Eye Protection will be worn whenever there is a likelihood of eye injury.
- Respiratory Masks of the appropriate type will be worn when and where required.
- Ear Protection will be worn when noise levels are above 85 dB(A).

Further guidelines with regards to the wearing of protective clothing and equipment will be read before using substances and materials of a hazardous nature. This information will be contained in the COSHH Safety Data Sheets. COSHH Assessment Sheets will be supplied to the site before the materials are used.

The Construction (Head Protection) Regulations 1989 requiring the wearing of safety helmets on construction sites came into force on 30th March, 1990. Since that date (with one notable exception), it has been an offence for persons not to wear a safety helmet at any place on site where there is a foreseeable risk of head injury (other than by falling). The Regulations apply to all building operations and works of engineering construction and the extent of length of the work is not a determining factor.

It is the Company's policy that on all sites, Employees, all Sub-Contractors Employees, all visitors and purchasers, must wear safety helmets. The wearing of safety helmets is mandatory throughout the site, with only the following exception: Inside site offices and huts as long as no works are being conducted in those areas or within the immediate confines of these areas

2.3.16 Scaffolding

The Work at Height Regulations 2005 details within Schedule Two the requirements for scaffolding, as such:

Means of protection shall be of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable, secured to prevent being accidentally displaced; and placed as to prevent, so far as is practicable, the fall of any person, or of any material or object, from any place of work.

In relation to work at height involved in construction work the top guard-rail or other similar means of protection shall be at least 950 millimetres or, in the case of such means of protection already fixed at the coming into force of these Regulations, at least 910 millimetres above the edge from which any person is liable to fall. Any intermediate guardrail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

Means of protection shall be removed only for the time and to the extent necessary to gain access or egress or for the performance of a particular task and shall be replaced as soon as practicable. The task shall not be performed while means of protection are removed unless effective compensatory safety measures are in place.

Strength and stability calculations for scaffolding shall be carried out unless a note of the calculations, covering the structural arrangements contemplated, is available; or it is assembled in conformity with a generally recognised standard configuration (ref to the duty of use table).

Depending on the complexity of the scaffolding selected, an assembly, use and dismantling plan shall be drawn up by a competent person. This may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question.

A copy of the plan, including any instructions it may contain, shall be kept available for the use of persons concerned in the assembly, use, dismantling or alteration of scaffolding until it has been dismantled.

While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and be suitably delineated by physical means preventing access to the danger zone.

Scaffolding may be assembled, dismantled or significantly altered only under the supervision of a competent person and by persons who have received appropriate and specific training in the operations envisaged which addresses specific risks which the operations may entail and precautions to be taken, and more particularly in:

- a) understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;
- b) safety during the assembly, dismantling or alteration of the scaffolding concerned;
- c) measures to prevent the risk of persons, materials or objects falling;
- d) safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;
 - a. permissible loadings;
 - b. any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Erection and dismantling of scaffolding will be undertaken in compliance with guidance provided within NASC SG4:00 and SG4:05 The Use of Fall Arrest Equipment Whilst Erecting, Altering and Dismantling Scaffolding, with respect to the use of fall arrest systems.

Inspections

Where it is possible for a person to fall from a working platform, the platform and associated parts need to be inspected by a competent person, before first use, after substantial alteration, after any event likely to have affected its stability, for example, following strong winds and at regular intervals not exceeding seven days. The person in control must have the inspections carried out by a competent person. Whoever controls the activities of others who use a scaffold also needs to ensure it is safe before they use it for the first time.

If the competent person is not satisfied that work can be carried out safely, they should advise the person for whom the inspection was carried out as soon as possible. The workplace should not be used until the defects have been put right. A written report should be made following most inspections.

2.3.17 Machinery

It is the responsibility of Management to provide the right kind of tools, equipment/machines for the job and to see that Employees properly use them. Information concerning the safe use of machines and equipment should always be requested and obtained wherever possible from the manufacturers/suppliers who by law are required to provide such information. Machines and equipment should be checked on issue and regularly tested and inspected whilst in use in accordance with the Manufacturers/Suppliers Guidance. They should also be checked when being returned to the store. Details of the Law and Codes of Practices can be found in the Company's Library of Safety Information.

Main Requirements

- Persons required to operate tools/plant/equipment/machines etc., should only do so if they have been thoroughly trained on the safe use and the necessary precautionary measures to be taken.
- Use the correct tools and equipment for the job.
- Ensure that equipment supplied to you is accompanied with the operator's instructions.
- Check that the equipment is safe and fully efficient. The Company should maintain a record of checks and services.
- Equipment should be guarded and equipped with safety devices where required.
- Equipment should be tested in accordance with all applicable Regulations.

- Defects in equipment and tools should be reported immediately to your Superior.
- Tools/plant/equipment/machines should be used within their safe limitations.
- Do not use unsafe defective equipment until it has been put back in good safe condition.
- Any plant found not in good order must be taken out of service immediately, safely isolated and locked off. “Out of Order” signs/labels should be displayed on defective equipment until in good order.
- Do not attempt to repair or maintain equipment unless you have been properly trained to do so, particularly when it may involve the removal of safety guards or live electric’s.
- Ensure that guard protection is always in place where required.
- Ensure the working environment meets the safety requirements for operating the type of equipment and tools you require to use, i.e., adequate space and lighting etc.
- Ensure when operating equipment, other persons that may be affected must be adequately safe-guarded/protected.
- All appropriate Personal Protective Equipment must be worn/used as and when required.

Plant layout

Machines should be sited with safety in mind, to the following general principles:

- a) Lay out machines in operational sequence.
- b) Provide a minimum of 1m back space for the machine operator.
- c) Ensure that materials being processed do not interfere with operations on adjacent machines.
- d) Provide clear passageways.
- e) Keep all materials not in use properly stacked and away from machines.
- f) Take account of any special materials handling requirements.

The Provision and Use of Work Equipment Regulations 1998 cover many different aspects relating to the safety of equipment – below are some of the main issues:

Reg . 4	Suitability of Work Equipment	Reg . 18	Control systems
Reg . 5	Maintenance	Reg . 19	Isolation from sources of energy
Reg .- 6	Inspection	Reg . 20	Stability

Reg . 7	Specific Risks	Reg . 21	Lighting
Reg . 8	Information and instructions	Reg . 22	Maintenance operations
Reg . 9	Training	Reg . 23	Markings
Reg . 10	Conformity with Community requirements	Reg .-24	Warnings
Reg . 11	Dangerous parts of Machinery	Reg .-25	Carrying Employees on mobile work equipment
Reg . 12	Protection against specific hazards	Reg .-26	Rolling over of mobile work equipment
Reg . 13	High or very low temperatures	Reg -27	Over-turning of fork lift trucks
Reg . 14	Starting and modifying operation controls	Reg -28	Self-propelled work equipment
Reg . 15	Stop controls	Reg -29	Remote-controlled self-propelled work equipment
Reg . 16	Emergency stop controls	Reg -30	Seizure and Safe-guarding of drive shafts
Reg . 17	Marking and safe positioning of controls	Reg -37	Transitional Arrangements

Guarding – General Principles

Keep the hands of machinists as far as possible from cutting edges by:

- a) Using properly enclosed automatic feeding units wherever possible.
- b) Providing guards which enclose the cutters as far as possible.
- c) Providing wherever possible, jigs, holders, guides and push sticks. Guards should be robust and strong enough to contain flying cutters, securely fixed and easily adjustable; where necessary, by using manual methods of locking and release such
- d) as wing nuts, hand wheels and handles. Guards should also be maintained in good condition and capable of free movement to the limits of their adjustment.

Manufacturers Operators Manuals/Specification Information for machines, equipment and tools should be fully considered and accommodated where they meet appropriate safety standards. This information should be available to Operators, Managers and Maintenance Personnel.

Training

When considering training requirements in relation to equipment/machines/tools etc., it is important to bear in mind that three categories of persons have to be considered:

- a) Machine operators.
- b) Other persons who work at machines, such as “takers-off” and cleaners.
- c) Young workers.

It should be noted that experience alone in working with equipment/machines/tools etc., is not enough and that merely giving instruction cannot be regarded as training. Actual demonstrations should be given by the person in charge, followed up by such supervision as necessary to ensure that the lessons have been completely absorbed and that the trainee is competent to follow the prescribed practices.

Lighting requirements

The Workplace (Health, Safety and Welfare) Regulations 1992, compliment the requirement for sufficient and suitable workplace lighting. An efficient lighting system should provide adequate illumination for the work being done and illuminate passages and gangways.

A general overall illumination of 250 lux is satisfactory, but people doing specialised work may need double this amount of light over their work; this applies especially to people over 50 years of age.

To avoid glare, all lamps should be properly shielded or diffused. Particular attention should be paid to the positioning and shielding of local lights. Lighting should be installed in such a way as to avoid shadows. Fluorescent lighting overcomes problems of glare and shadow, but can occasionally cause rotating parts of machinery to appear stationary.

The hazard resulting from this stroboscopic effect can be overcome by adjacent lamps being wired off different phases of the 3-phase supply or by using localised incandescent lamps. Consideration should also be given to protect lamps from being damaged by machine operations and material handling.

Ventilation

Adequate ventilation/extraction must be provided to safeguard the health of equipment users and others who may be affected. For example, machines

those generate dust, fumes and vapours etc., which could be hazardous to health.

Harmful substances

Some machine operations may involve the use of substances which may be hazardous to health, therefore, the Control of Substances Hazardous to Health Regulations 1999 must be complied with. For example, dust, fumes, vapours and oils, etc.

Noise Generation

The Noise at Work Regulations 2005 must be complied with when operating machines, equipment and tools. Where machinery is noisy to such an extent that it may damage hearing, noise levels can be reduced by:

- a) Anti-vibration mountings.
- b) Damping doors and panels to eliminate vibration and rattle.
- c) Exhaust silencers.
- d) Separation of noisy machines by distance or screening.
- e) Machine enclosures.
- f) Using helical cutters on planing machines.
- g) Damping vibration of saw blades.
- h) Efficient maintenance.

If, in spite of such engineering controls, persons are still at risk of exposure to noise above the action levels of 80dB(A) or 85 dB(A) over an 8 hour period, or it's equivalent, other measures must be taken, such as to reduce personal exposure times – for example, by shifts, quiet refuges, job rotation and provide ear protection. Areas where ear protectors are required must be clearly marked and entry strictly controlled.

Regulations

The Health and Safety at Work Etc., Act 1974, The Provision and Use of Work Equipment Regulations 1998, The Pressure Systems and Transportable Gas Containers Regulations 1989 and The Electricity at Work Regulations 1989 must be fully complied with. The Lifting Operations and Lifting Equipment Regulations 1998 also apply to equipment used for lifting operations. There are certain Approved Codes of Practices, British Standards and HSE Guidance Notes related to Plant and Equipment/Tools that must also be considered.

2.3.18 Hand/Arm Vibration

The use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various

forms of damage, a condition known as 'hand-arm vibration syndrome' (HAVS). The most common form of which is the damage caused by vibration white finger (VWF), or Reynard's Syndrome.

People who are regularly exposed to high vibration can have conditions such as 'dead finger' or 'dead hand', which is caused by damage to the blood vessels or blood supply. Damage to nerves of the finger causing permanent loss of feeling and other damage to muscles and bone may also contribute to pain and stiffness in the hands and wrists.

Whole body vibration can also cause damage to the spine or vertebrae after long exposure. Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

The Legislation covering the use of hand held tools are The Management of Health and Safety at Work Regulations 1999 (placing a requirement on every employer to make a suitable and sufficient assessment of every work activity), The Provision and Use of Work Equipment Regulations 1998 (requiring that an employer only supplies work equipment that is correct and suitable for the job and ensures that the equipment is maintained and kept in good working order) and The Personal Protective Equipment Regulations 2002 (in that they require an employer to make an assessment of the workplace in an attempt to decide which, if any, personal protective equipment should be issued).

Hazards of exposure to hand-arm vibration

All work tasks, including those involving vibration, should be taken into account during a risk assessment required under the Management of Health and Safety at Work Regulations 1999. Various tools and operations within the construction industry can expose personnel to hazards from vibrations such as:

- a) pneumatic drills
- b) angle grinders
- c) cut-off wheels
- d) woodworking machinery.

The risk of their causing vibration-related injury depends on a number of issues:

- a) the amount of vibration
- b) how long the equipment is used and the conditions of use

- c) the posture of the operative
- d) the temperature at which work is carried out

Each of these will have impact on the long-term effects including bone and muscle damage.

Strategy for reducing vibration

From the outset, risk assessments of all work tasks should be carried out, during which the following issues should be addressed:

- a) Can the job can be done without using high vibration tools? If this is not possible, is it feasible to reduce the vibration levels of the tools to be used?
- b) Ensuring that any new tools have vibration controls built in. All tools, whether supplied new or second hand, should be safe to use and handle in compliance with the requirements of the Provision and Use of Work Equipment Regulations 1998 and relevant British Standards.
- c) Arranging for operatives to stay warm by providing heating for the workplace and, where possible, suitable clothing and gloves employers will reduce the effect of cold on the operatives' hands and other parts of the body and help them to identify the symptoms of vibration-induced diseases more quickly.

When selecting and purchasing power tools and equipment, consideration must be given to procurement of equipment, which is the least harmful in terms of vibration, generated. The supplier or manufacturer must be requested to supply information on hazardous vibrations associated with the equipment and Yard Management must be supplied with this information.

In addition, the recognition of HAVS symptoms is imperative. By training operatives in the correct use of vibrating tools, they will be helped to recognise the vibration symptoms and the need to report them to the supervisor and subsequently to the HSE under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Preventive measures

Where there is a significant risk of injury from vibration exposure due to the regular and prolonged use of work equipment, a preventive programme for operatives and supervisors will be implemented by Belsize Construction Ltd.

All Belsize Construction Ltd Operatives will be required to complete the Company Medical Questionnaire (MED1) within the Appendices section of this Policy. Any person who is confirmed as suffering from HAVS, or has initiated a related DSS Claim must not be permitted to use power tools, which have damaging frequencies.

Individuals will be required by Line Management to report signs of HAVS to their Supervisors (blanching of the fingers and numbness) who in turn will report the condition through to the Head Office Personnel and Safety Advisors. On an annual basis, Operatives will be required to complete the Surveillance Questionnaire (MED2).

In the interim, the nature of the risk, any signs of injury and why these signs of injury should be reported, either to a Supervisor or Belsize Construction Ltd Manager who will arrange for them to be investigated.

Day to Day action taken by the employees to minimise the risk of injury or ill health should include:

- a) the use of working practices which are designed to minimise vibration being directed to the hands, thereby maintaining a good blood circulation to the affected areas;
- b) making sure tools are properly maintained and promptly reporting defects and problems with the equipment to their supervisors and obtaining replacements where necessary.

Keeping the hands and body warm is essential to help maintain good blood flow to the fingers and reduce the risk of injury. Specific measures might include:

- a) wearing anti-vibration gloves
- b) using proprietary heating pads for the hands
- c) using tools with heated handles
- d) avoiding pneumatic exhausts which discharge towards the hands
- e) allowing operatives to warm up before starting work, and helping them to stay warm
- f) wearing warm, weatherproof clothing for cold wet areas
- g) avoiding or cutting down smoking (smoking reduces blood circulation), and massaging and exercising fingers during work breaks.

An important factor in preventing hand-arm vibration syndrome is by reducing the time which operatives are actually exposed to vibration. In a team of employees, if the use of a vibrating tool is shared between them, as opposed to it only being used by one person all day then the tool can be kept in use for the full day. By splitting up the work in this way and by rotating such personnel not operating the tools at that time to other areas of work will considerably lessen the effects of vibration on the actual user and assist the maintenance of blood circulation thus lessening the chances of injury or ill health effects being caused by the use of the vibrating tool.

Legislation & References

The Health and Safety at Work Etc Act 1974
The Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985

The Management of Health and Safety at Work Regulations 1999
The Personal Protective Equipment at Work Regulations 1992
The Supply of Machinery (Safety) Regulations 1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
The Provision and Use of Work Equipment Regulations 1998
The Hand-arm vibration Regulations 2005

HSE publications

HS(G)88 Hand-arm vibration
HS(G)170 Vibration solutions, practical ways to reduce the risk of hand-arm vibration injuries
INDG 175 Health risks from hand-arm vibration (advice for employers)
MISC 112 Reducing the risk of hand-arm vibration injury among stonemasons

British Standards

BS 6842 Guide to measurement and evaluation of human exposure to vibration transmitted to the hand.

2.3.19 Site Welfare Facilities

This section highlights the main requirements and the Company's Policy for compliance with the requirements of the Construction (Design and Management) Regulations 2007. Adequate welfare arrangements will be in place prior to the commencement of any Belsize Construction Ltd works.

Site workers should have adequate toilet and washing facilities, a place for warming-up and eating their food and somewhere for changing/storing clothing. The Company is responsible for providing or making available such welfare facilities as necessary for its site workers whether they are direct Employees or Sub-Contractors.

The welfare facilities should be sufficient for everybody who is working on the site and can be arranged separately or jointly with others under Shared Welfare arrangements. When working on Client's premises carrying out small works operations, often the Client will be in the position to provide suitable welfare facilities.

The status of the Company on site would determine whether the Company's Site Management would be in control of the site welfare facilities that would also include first aid provisions. On most sites, it is best that the Principal

Contractor or Client provides all the necessary welfare facilities and that they offer those provisions under Shared Welfare arrangements.

Sanitary Conveniences

The number of toilets required will depend on the number of people working on the site. Wherever possible, toilets should be flushed by water, but if this is not possible, use chemical toilets. Rooms containing sanitary conveniences should be adequately ventilated and lit. Men and women may use the same toilet, provided it is in a lockable room and is suitably positioned away from any urinals that may also have been provided. A washbasin with water, soap and towels or dryers should be close to the toilets if the toilets are not near the other washing facilities provided on the site.

Washing Facilities

On all sites, there must be basins large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm water. If mains water is not available, water supplied from a tank may be used. Soap and towels (either cloth or paper) or dryers should also be provided.

Where the work is particularly dirty or workers are exposed to toxic or corrosive substances (for example, during work in contaminated ground), showers may be needed. Full consideration must be given to comply with the COSHH Assessment Control Measures where hazardous substances are concerned. Men and women can share basins for washing their hands, faces and arms.

Both men and women may use a shower provided that it is in a separate, lockable room so that one person can use the room at a time. Rooms containing washing facilities should be sufficiently ventilated and lit. Washing facilities must be provided adjacent to all drying rooms and sanitary conveniences.

Drinking Water

Make sure there is a supply of drinking water. It is best if a tap direct from the mains is available. Otherwise bottles or tanks of water may be used. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. Containers of drinking water must be clearly marked. Drinking water taps should be clearly marked and cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (for example, a drinking fountain).

Storage and changing of clothing

Make sure there are arrangements for storing clothing not worn on site and for protective clothing needed for site works. Where there is a risk of protective site clothing contaminating everyday clothing, these items should be stored separately. Where men and women are working on site, separate changing arrangements must be provided. There should be somewhere to dry wet site clothing.

Rest Facilities

Facilities for rest and meal breaks should be available. The facilities should provide shelter from the wind and rain and be heated as necessary. The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means for preparing food.

Smoking

It should be possible for non-smokers to use the facilities without suffering the discomfort from tobacco smoke; it may be possible to prevent discomfort by increasing ventilation. If this cannot be done, it may be necessary to provide separate facilities for smokers and non-smokers, or to prohibit smoking in the presence of non-smokers.

Location of Welfare Facilities

Welfare facilities should be easily available to people working on the site. Toilets need to be easily accessible from where the work is being carried out. Hand basins should be close to toilets. Washing facilities need to be near rest rooms so that it is convenient for people to wash before eating. In most cases these facilities will be provided on site.

Where work is done at occupied premises, arrangements can be made with the occupier to use the facilities provided for the people who normally use the premises. In some cases, welfare and toilet facilities may be made available in nearby premises. This is acceptable, providing these arrangements are clear and agreed with the occupier of the premises. Such arrangements may be appropriate for short duration work or work done by mobile gangs.

If mobile gangs are being employed at work at a number of locations over a few days, facilities can be provided at a central location. This is on condition that they are available to workers within reasonable walking distance or within a reasonable time, taking into account any transport that is available. Alternatively, arrangements can be made at local houses, cafes or other premises.

However, these arrangements should be made and agreed in advance by Managers or Supervisors of the Company. Arrangements with local cafes etc., would not be suitable where Employees need suitable facilities for personal hygiene regarding hazardous substances or contaminated sites etc. Workers should not be left to make their own arrangements.

All welfare facilities must be kept clean and if food is stored on site, it must be kept in a hygienic manner and at the correct temperature. The changing of clothing or the storage of equipment and tools are not allowed in the canteen. Food scraps and rubbish must be removed from sites as soon as possible.

All personnel should change their clothing and wash themselves before taking meals particularly when working in environmental conditions that have exposed them to bacteria and harmful substances.

2.3.20 Working at Height

The Work at Height Regulations 2005 came into force on 6 April 2005 and consolidates previous legislation.

The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others to the extent of their control (for example building owners or occupiers who may contract others to work at height).

The regulations are aimed at maintaining and improving standards for all work at height. Standards for work above two meters will not change; they are simply being extended to work at any height.

Duty holders must ensure that:

- Works should not be carried out at height if the works can be carried out safely otherwise than at height;
- Where works are carried out at height, employers must take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.
- all work at height is properly planned and organised;
- those involved in work at height are competent;
- the risks from work at height are assessed and appropriate equipment is selected and used;
- the risks from fragile surfaces are properly controlled;
- equipment for work at height is properly inspected and maintained;
- every parapet, permanent rail or other such fall protection measure of every place of work at height are checked on each occasion before the place is used.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. advanced guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest equipment) and ladders.

Schedule One of the Work at Height Regulations 2005 (Regulation 6(4)(a)) detail the requirements for existing places of work and means of access or egress at height and are detailed below:

Working at Height Environment

Every existing place of work or means of access or egress at height shall I:

- a) be stable and of sufficient strength and rigidity for the purpose for which it is intended to be or is being used;
- b) where applicable, rest on a stable, sufficiently strong surface;
- c) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work to be carried out there;
- d) possess suitable and sufficient means for preventing a fall consisting of 950mm & 470mm guardrail system;
- e) possess a surface/decking boards which has no gap -
 - a. through which a person could fall;
 - b. (through which any material or object could fall and injure a person; or
- f) giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk;
- g) be so constructed and used, and maintained in such condition, as to prevent, so far as is reasonably practicable -
- h) the risk of slipping or tripping; or
 - a. any person being caught between it and any adjacent structure;
 - b. where it has moving parts, be prevented by appropriate devices from moving inadvertently during work at height.

Falls from height remain the single biggest cause of construction deaths and one of the biggest causes of major injury. The regulations set out a simple *hierarchy* for managing and selecting equipment for work at height:

- avoid work at height where you can by preplanning the work;
- prevent falls where you cannot avoid working at height provide a safe system of work (advanced guardrail);
- minimise the distance and consequences of a fall where the risk of a fall cannot be eliminated (SG4:05).

Reducing the effects of any falls from height

Where despite the introduction of measures designed to prevent the risks of persons falling, there still remains a risk of such an event occurring then Belsize Construction Ltd will have to employ measures to ensure that the effects of any falls are reduced. There are many systems that could be employed to either limit the amount of distance that a person could fall, or to provide a safe landing area. As with any control measure, consideration should always be given to measures that provide collective safety such as advanced guardrail system.

Care needs to be exercised to ensure that manufacturer's instructions are followed and the systems are properly deployed. Fall-arrest systems, although effective in limiting the distance that a person could fall, pose additional problems owing to:

- ensuring the correct selection of equipment for the type of work to be undertaken;
- finding suitable anchorage points;
- inspection and maintenance issues (a high level of inspection and maintenance is required for both anchorage points, lanyards and harnesses);
- a higher level of supervision to ensure that they are being properly utilised; difficulties that may be encountered in trying to effect a rescue.

Careful selection of any personal fall arrest systems will be required and should always include a suitable margin for safety above the limits of force that are likely to be applied.

Effective planning should take place before work commences to ensure that should anyone fall, a quick rescue can be effected. Additional injuries (suspension trauma) can be sustained after a fall where a person is left hanging motionless for a period of as little as five minutes.

2.3.21 Working On or Alongside Roads

The operations of Belsize Construction Ltd include the need for operatives to work on or alongside public roads. Such operations are recognised as being hazardous to the Company's operatives, pedestrians and road users alike.

The Company's management undertake to minimise the hazards presented by assessing the hazards and likely risks, and implementing control measures to reduce the risk as far as is reasonably practicable, in compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Control measures will be based on the findings of Risk Assessments and will allow the devising and implementation of a safe system of work that addresses the risks posed by working on or alongside public roads. In addition, a checklist is provided at the end of this section to be utilised where working on or near roads.

All works undertaken on or near a public road will comply with the requirements of the *New Roads and Street Works Act 1991*. This will include the provision for traffic safety measures, signage, high visibility clothing and clear site definition.

New Roads and Street Works Act 1991

Barriers

Precautions must be taken to prevent persons or vehicles entering into the danger area. It is also necessary to ensure the safe movement of vehicles and pedestrians particularly where the public is involved. This will mean the fixing of continuous rigid barriers to mark any temporary footway and to protect pedestrians from traffic, etc. Handrails should be fixed at between 1m and 1.2m above ground level and there should be a tapping rail for use. Traffic barriers, used to indicate the roadworks and to segregate traffic from the works, should normally be of an innocuous type, designed so as not to cause a further hazard, if hit by a moving vehicle. They must be of a conspicuous colour and kept clean.

Other safety matters

The following additional general recommendations could all help to avert accidents:

1. Except when parked facing traffic flows, all vehicles drivers and other occupants should vacate their vehicle by the near (left) side.
2. All vehicles should be equipped with two high intensity rear fog lamps that are automatically switched on when reversing, plus an automatic audible reversing alarm to warn operatives of the danger from a reversing vehicle.
3. In addition, it is highly desirable to have all reversing manoeuvres directed by a banksman located towards the rear of the vehicle but within sight of the driver.
4. In order to enable works to proceed smoothly on heavily used roads, consideration should be given, where possible, to:
 - (a) Working during light traffic flows only

CHECKLIST

Before work starts

1. Has the signing and guarding of the works been planned?
2. What width of carriageway can be kept open and is it enough for two-way traffic?
3. What width of footway can be kept open and is it enough?
4. What form of traffic control is needed?
5. Have the appropriate authorities been notified?
6. Has high visibility clothing been provided?
7. Have hazards from noise and fumes been assessed and appropriate control measures introduced?
8. Has personal protective equipment been provided?
9. Has all necessary instruction and training been given?
10. Have first aid and emergency procedures been made?

When work is in progress

1. If circumstances change, has the signing been appropriately altered?
2. Are signs, cones regularly cleaned, maintained or replaced?
3. Has authorisation been obtained to cover changed circumstances?
4. Are traffic control arrangements reviewed as work progresses?

When work is complete

1. Have all signs, cones been removed?

2.3.22 Work Related Upper Limb Disorder

The Management of Health & Safety at Work Regulations specifically requires the company to assess health and safety risks within the workplace. The Company shall therefore consider the risk of Upper Limb Disorders (ULD's) during the risk assessment process.

The Director of the company shall ensure that the necessary resources and expertise are available to identify any particular problems and propose effective solutions.

Introduction

ULD's are also called 'WRULD's (Work Related Upper Limb Disorders), RSI (Repetitive Strain Injuries), or 'muscular skeletal disorders' of the upper limb.

ULD's can be caused or made worse by work – though other activities such as sports or hobbies.

Therefore it is of paramount importance that both the Company and the employee recognise any potential problems and take the appropriate action at the earliest possible time.

Identifying the Risk of ULD's

ULD's can occur in jobs that require repetitive finger, hand or arm movements; twisting movements or squeezing; hammering or pounding; or pushing, pulling, lifting or reaching movements.

Both office-based and manual jobs can cause ULD's. It is a myth that they only affect keyboard users.

When conducting a risk assessment the following factors need to be considered as part of the assessment;

Does the job involve a lot of frequent, forceful or awkward movements requiring;

- Gripping (tool or work piece)
- Squeezing (e.g. tool handles)
- Twisting

Reaching
Moving things (Pushing, pulling, lifting)
Finger / hand movements (keyboard work)

Are there any warning signs of ULD's

Actual cases of ULD's in this or similar work?
Complaints by workers, eg aches and pains in hands, wrists, arms, shoulders etc?
Home-made, improvised changes to workstations or tools?

Should you identify any of the above then the appropriate preventative measures must be implemented.

Reducing Risks

Solutions to problems can include people based issues such as training, task variation and rescheduling of rest breaks. Other issues such as alterations or adaptations to the workstation, tools or the work environment may also be appropriate.

It may be necessary to implement a combination of the above measures to provide an effective solution.

Record Keeping

The Directors of the company shall retain a record of the assessment findings and actions taken. Any assessment shall remain valid for a period of 2 years or until such time as the assessment is considered invalid, due to personnel or procedural changes.

Records of any employees who report symptoms associated with ULD's shall also be retained and where necessary these shall be reported to the enforcing authority using the prescribed form.

2.4.3 Forklift Truck Operations

General Training Requirement

All operators must successfully complete a forklift-training course, which includes formal training, practical training and evaluation.

The operator is required to:

- Point to and explain the following controls: lift, tilt, forward and reverse gears.
- Perform all driving and loading/unloading manoeuvres deemed necessary by the examining official.
- Refresher training will be conducted at least every three years;

Operating Rules and Practices

Unauthorised personnel shall not be permitted to ride on or operate powered industrial trucks.

Safeguard pedestrians at all times. Do not drive a truck up to anyone standing in front of a stationary or fixed object (e.g., a bench or parked vehicle).

Do not allow anyone to stand or pass under the elevated portion of any truck or lift.

Do not allow anyone to ride the forks.

Do not put arms or legs between the uprights of the mast or outside the running lines of the truck.

Obey all safety signs and markers.

When you park the machine or leave it unattended, lower the forks so that they are flat on the ground. Controls shall be made safe, power shut off, brakes set, key or connector plug removed. Block wheels if truck is parked on an incline.

Maintain a safe distance from edges, ramps, and platforms.

Be sure of sufficient headroom under overhead installations, lights, pipes, and sprinkler systems.

Use an overhead guard as protection against falling objects.

Use a load backrest extension whenever necessary to minimize the possibility of the load or part of it falling rearward.

Never exceed trucks' rated capacity.

Never travel with load above five feet.

Avoid sudden stops and starts when loaded.

Do not use fork extensions.

Report to supervisor all accidents involving personnel, building structures, and equipment.

2.4.4 High Pressure Water Jetting

The most prevalent Health and Safety Legislation in relation to high pressure water jetting is the Control of Substances Hazardous to Health Regulations 1999, the Provision and Use of Work Equipment Regulations 1998, and the Personal Protective Equipment at Work Regulations 1992. Specific guidance is provided in HSE Guidance Note PM29 'Electrical hazards from steam/water pressure cleaners etc.' and the Association of High Pressure Water Jetting Contractors' Code of Practice.

This is defined as any water jetting procedure above a pressure of 140 bars, with or without the addition of chemical additives to the water. It must only be carried out by a team of properly trained and experienced competent Personnel, usually consisting of a supervisor, a pump operator and the person in charge of the jetting nozzle.

Good teamwork and co-ordination are essential to the safety of both the jetting team and others in the area. Because of this factor the members of the team should be trained together and not separately if this is practicable.

Water at high pressure and the possible inclusion of hazardous chemicals, are capable of inflicting very severe injury and must be the subject of an adequate Risk Assessment from which is developed a detailed safe working method statement. In most on-site situations, only the use of personal protective equipment represents a reasonably practicable means of reducing the risk to an acceptable level. The PPE normally required, for all members of the jetting team will consist of:

- a) Safety helmet.
- b) Gloves (proof against any chemicals being used).
- c) Heavy-duty waterproof overalls.
- d) Hearing protection at decibel levels of 85 db (A) and above.
- e) Appropriate eye protection (against impact and chemical splash as appropriate).
- f) Appropriate protective footwear (proof against any chemicals being used and providing adequate grip in slippery conditions).

Appropriate and adequate measures must be taken to protect persons not involved in the water jetting. Barriers to prevent their access to any danger areas must be provided and maintained, together with warning signs complying with the Safety Signs and Signals Regulations.

Before commencing jetting the work area should be checked for any items vulnerable to damage and appropriate action (removal or provision of protection) taken. This precaution is of particular importance if asbestos may be present, as damage could lead to spread of fibres.

Apart from the normal operational procedures, plans for dealing with any foreseeable emergency should be drawn up and the Personnel trained in how to deal with any problems encountered. When hazardous chemicals are being used, adequate eye washing facilities must be kept to hand and the site first-Aider be on call. In the event of accidental contact with the jet, the medical staff should be informed that the injuries were due to water jetting, as there may be internal injuries arising that are not visible on the skin surface.

The equipment must be adequately maintained and used in accordance with the manufacturer's instructions. Equipment should be given a simple visual external examination by the supervisor at the beginning of each shift and a more detailed external and internal inspection by a competent person every week it is in use. Only fully competent persons should carry out equipment

repairs and maintenance. All inspections and maintenance should be recorded in the equipment maintenance log book.

2.4. Personal Protective Equipment for Yard Activities

Personal Protective Equipment & clothing issued is worn and used. Protective clothing also includes protective/safety equipment, head protection and suitable safety footwear.

Gloves shall be provided and worn to protect the hands against cuts, scratches or entrapment.

Yard Conditions and housekeeping

Good housekeeping practices in the yard area are particularly important for providing a safe workplace. By maintaining all work areas in a neat and orderly condition, a majority of accidents can be prevented. Specifically, Belsize Construction Ltd employees should observe the following guidelines for implementing good housekeeping technique in the workplace.

- Materials should not be left where they may fall, nor should they be placed against any supports which are not designed to support the load.
- Footpaths/walkways should be kept clear of any tripping hazards.
- Waste should be removed and deposited properly on a daily basis or more often as necessary.
- Keep areas around the cutting bench or machinery clear of materials which could interfere with the equipment or operator or otherwise create an unsafe situation;

The workplace must be kept uncluttered and safe at all times. Unsafe conditions must be eliminated and prevented. If an unsafe condition does occur, work must be interrupted until the condition is corrected.

The yard foreman is required to inspect the workplace daily and shall immediately correct all safety – related problems.

2.4.7 Yard Premises Working at Height/Prevention of fall

Planning: As these are high-risk activities, it is important that this type of work is pre-planned. As falls are the major cause of accidents, precautions must be taken either to prevent a person from falling or, if that is not practicable, to prevent the fall from leading to serious injury.

The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established. With complex jobs, it may be appropriate for a detailed written method statement to be prepared. The system of work should take into account, not only persons involved in the work, but others who might be affected, such as employees of other contractors and members of the public.

Safe Access: Suitable equipment must be provided to give safe access to these areas of work, for example: ladders, racking system and lorry bed etc.

Safe Place of Work: Appropriate precautions against falls will be determined by the type of risk and nature of the work to be carried out.

On portacabin roof etc, where work does not have to be carried out at or near the edge, a simple barrier, consisting of crossed scaffold tubes supporting a tubing guardrail, may be used to limit the extent of the working area. Such barriers should be positioned at least 2m from the edge and work should be closely supervised to ensure that persons do not go outside the designated area. Appropriate warning notices must also be displayed.

Lorry bed or stacked material on the lorry bed: Barriers must be high and strong enough to stop a person falling. An intermediate guardrail, or other barrier, will be needed where persons need to kneel or crouch near the edge. The need for a barrier at the gable edge must also be considered.

Weather Conditions: The effects of adverse weather conditions must be anticipated and suitable precautions taken. Rain, ice or snow can obviously increase the risk of slipping and a roof should be inspected for such hazards each day, before work is permitted to start. Windy conditions can also be dangerous.

Training: Having established safe systems of work, it is important that only persons who have been suitably trained are employed on such work. Employees with many years experience in the industry may have become accustomed to unsafe practices and the Company policy on the safety aspects of roof work must be brought home to management.

