



HEALTH AND SAFETY POLICY

**Head Office
2 Elm Place
Rosier Business Park
Bilingshurst
West Sussex
RH14 9DE**

Tel: 01403 785311
Fax: 01403 785360
Email: enquiries@nheltd.co.uk

Reviewed and updated: April 2009

CONTENTS

POLICY STATEMENT	4
1. REVIEW	5
2. RESPONSIBILITIES	6
2.1 DESIGNATED RESPONSIBILITIES	6
2.2 EMPLOYEE RESPONSIBILITIES	7
2.3 H&S ORGANISATION	8
2.3.1 COMPANY ORGANISATION CHART	8
2.3.2 INDIVIDUAL ROLES & RESPONSIBILITIES	9,11,12,13
3. THE MANAGEMENT OF HEALTH & SAFETY	14
3.1 INFORMATION	14
3.2 RISK ASSESSMENTS	14
3.3 YOUNG WORKERS & 3RD PARTY LOCATIONS	14
3.4 METHOD STATEMENTS	15
3.5 SUB CONTRACTORS	15,16
3.5.1 THE SUBCONTRACTOR/SELF EMPLOYED ON SITE	16
3.5.2 SUBCONTRACT/SELF-EMPLOYED DOCUMENTATION	16
ON COMPLETION	16
3.6 MONITORING	16
3.7 COMPETENCY & TRAINING	17
3.7.1 GENERAL INDUCTION	17
3.7.2 SITE INDUCTION	17
3.7.3 FIRST AID TRAINING	17
3.8 CONSULTATION AND COMMUNICATION	17
3.8.1 CONSULTATION	17,18
3.8.2 FORMAL LINES OF COMMUNICATION	18
3.8.3 CONSULTATION INVOLVING NOMINATED SAFETY	18
REPRESENTATIVES	18
3.8.4 INFORMAL LINES OF COMMUNICATION	18,19
4. FIRST AID	19
4.1 NOMINATED FIRST AIDERS	19
4.2 THE REPORTING AND RECORDING OF ACCIDENTS	19,20,21
5. FIRE AND EMERGENCY PROCEDURES	22
5.1 FIRE WARDENS	22
5.2 RAISING AND HEARING THE ALARM	22
5.3 FIRE FIGHTING EQUIPMENT	22
6. HEALTH	
6.1.1 DERMATITIS	23
6.1.2 ASBESTOS	23

NHE HEALTH & SAFETY POLICY

6.2	MANUAL HANDLING	23
6.3	NOISE	23,24
6.4	VIBRATION	24
6.5	WORKING AT HEIGHT	24,25,26,27
6.6	WELFARE FACILITIES	27
6.7	RECORD KEEPING	27
6.8	ELECTRICAL PORTABLE TOOLS	27,28
7.	SAFETY	
7.1	SAFETY IN THE HEAD OFFICE	28
7.1.1	ACCESS	28
7.1.2	VENTILATION	28
7.1.3	TEMPRATURE	28
7.1.4	LIGHTING	28
7.1.5	HOUSEKEEPING/SLIPS & TRIPS	28
7.1.6	VISUAL DISPLAY UNITS (VDU)	28,29
7.1.7	PERSONAL PROTECTIVE	29
7.1.7.1	SAFETY HELMETS	29
7.1.7.2	FOOTWEAR	29
7.1.7.3	EYE PROTECTION	29
7.1.7.4	OUTDOOR CLOTHING	29
7.1.7.5	HIGH VISABILITY CLOTHING	29
7.1.7.6	GLOVES	30

NHE HEALTH & SAFETY POLICY

POLICY STATEMENT

It is the policy of NHE to recognize, accept and implement our management responsibilities as an employer to prevent injury and ensure a healthy, safe working environment for all our employees. The Company also accepts its statutory duties to conduct its undertaking in such a way so as to ensure those persons not in our employment and who may be effected by our work activities, are not exposed to undue risks to their health and safety.

We strive to provide the safest and healthiest working conditions possible. So far as is reasonably practical we will:

- a. provide and maintain plant and systems of work which are safe and without undue risk to health;
- b. provide a safe place of work with safe access and egress;
- c. provide a safe working environment that is without undue risk to health;
- d. ensure safety, and absence or control of risks in use, handling, storage and transport of articles and substances;
- e. provide adequate welfare facilities and arrangements for welfare of work;
- f. provide adequate supervision as is necessary to ensure the health and safety of employees;
- g. provide adequate instruction and training as necessary to ensure the health and safety of employees;
- h. provide adequate information including information on legal requirements to ensure the health and safety of employees;
- i. ensure, so far as is reasonably practicable, that the conduct of the Company's activities do not endanger persons not in our employment but who may be affected by operations under our control e.g. sub-contractors, visitors and the public;
- j. ensure our employees are aware of their responsibilities:
 - i to exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
 - ii to co-operate with the company , as far as may be necessary, to enable them to carry out their H & S obligations.

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work. They should exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The Company will give full backing to this policy, and will support all those who endeavour to carry it out.

This policy is reviewed annually

Signed:



Managing Director

April 2009

1. REVIEW

The Company's policy and procedures will be reviewed as necessary and not less than annually. These reviews will take account of the results from monitoring activities, both active and reactive, and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards are introduced, the risk assessments, method statements and, where necessary, the health and safety policy will be revised to ensure all necessary controls are in place to safeguard the health and safety of the Company's employees and others affected by our work activities.

If any amendments to current practices and procedures are made and/or any new work equipment introduced, those employees affected will be consulted in a timely and efficient manner.

2. RESPONSIBILITIES

2.1. Designated responsibilities

The Managing Director has overall responsibility for health, safety and welfare responsibilities within the Company and will ensure that the policy is implemented, monitored and reviewed, in accordance with the relevant statutory provisions.

The individuals detailed below have the specific responsibilities listed:

- | | |
|--|---|
| • Insurance and employee liability | Accounts Manager |
| • Office health, safety and welfare, fire prevention and security | Contracts Director |
| • Licences, notifications, certification and statutory records | Contracts Director |
| • Day to day co-ordination on health and safety | Contracts Director |
| • Liaison with clients and fellow contractors | Contracts Director |
| • Accident investigation | Contracts Director and or IDP Safety Services |
| • Safety of work equipment | Main Contractors Site Manager |
| • Prescribed notices and safety signs | Main Contractors Site Manager |
| • Workplace health, safety and welfare, fire prevention and security | Contracts Director
Main Contractors Site Manager |
| • Reporting accidents etc to Health & Safety Executive | Contracts Director and or IDP Safety Services |
| • Over check, monitor statutory inspections | Contracts Director |
| • Method statements and risk assessments | Contracts Director |
| • Waste disposal operations, control of discharges | Contracts Director
Main Contractors Site Manager |
| • Environmental pollution, noise and nuisance | Contracts Director
Main Contractors Site Manager |
| • Recruitment | Contracts Director
Human Resources Manager |
| • Health and safety induction | Contracts Director
Main Contractors Site Manager |
| • Employee training | Human Resources Manager |

NHE HEALTH & SAFETY POLICY

- | | |
|---|--|
| • Stores control, issue of protective clothing and control and maintenance of transport | Contracts Director |
| • Competent corporate and construction H&S advice | Contracts Director and IDP Safety Services |
| • Assess competence of contractors | Contracts Director |

Each of the above may delegate a duty listed above to a responsible person within the Company but the accountability remains with them.

Health surveillance will be arranged by the Human Resources Manager and health surveillance records will be kept by the Human Resources Manager in the Head Office.

The Contracts Director is responsible for ensuring that the Company's employees working at locations under the control of other employers, are given relevant health and safety information.

The Contracts Director is responsible for ensuring that a safe system of work is provided to all employees to this end the following is carried out by the Company to enable all employees to carry out their tasks in a safe and efficient manner.

Supervision of young workers / trainees will be arranged / undertaken / monitored by the Contracts Director, depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents.

2.2. Employee responsibilities

The Company expects employees to conform to this policy and to comply with the relevant legislation applicable to health, safety and welfare at work and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

All employees must:

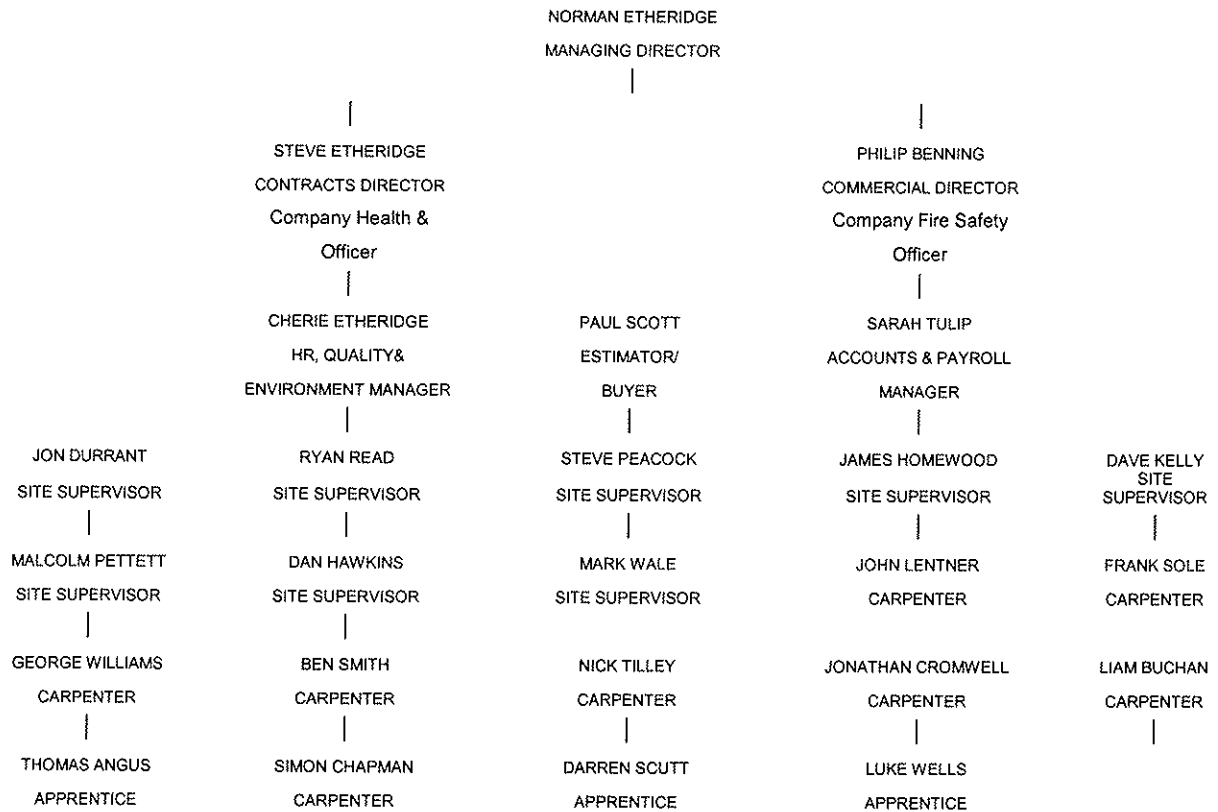
- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and consider that of others; and
- report any health and safety concerns.
- Use PPE where it is provided.
- Report immediately to a supervisor or manager any unsafe acts or omissions

2.3. H&S organisation

2.3.1. Company Organisation Chart

The Company Organisation Chart, overleaf, indicates how the company is organised and where the lines of communication and responsibility are. Section 2.3.2 below details the individual responsibilities each role within organisation has with regard Health & Safety.

N H ETHERIDGE (BUILDING) LTD COMPANY STRUCTURE



2.3.2. Individual Roles and their Health & Safety Responsibilities

It is the responsibility of the person in the role specified to ensure that all Health & Safety matters that are their responsibility are actioned properly and in good time.

Managing Director

- Ensure the company gives full backing to this Health & Safety Policy
- Ensure the Health & Safety Policy is reviewed not less than annually
- Ensure sufficient resources are available to enable Health & Safety to be properly managed
- Corporate Health & Safety advice

HR, Quality & Environment Manager

- Employee training
- Health surveillance
- Employment induction
- Statutory records
- Bring any concerns regarding Health & Safety to your line managers immediate attention
- Keep own working area clean and tidy and free from hazard
- Head Office
 - health, safety and welfare
 - fire prevention records

Contracts Director

- Overall responsibility for Operational Health & Safety
- Bring any concerns regarding Health & Safety to the appropriate person for resolution
- Licences, notifications, certification
- Statutory records
- Day to day co-ordination on Health & Safety
- Liaison with clients and fellow contractors
- Accident investigation
- Reporting accidents to the Health & Safety Executive
- Over check and monitor statutory inspections
- Method statements and risk assessments
- Recruitment
- Stores control, issue of protective clothing and control and maintenance of transport, PAT testing
- Competent construction Health & Safety advice
- Assess competence of sub-contractors
- The supervision, monitoring and safe working environment for Young Persons

**Contracts Director and or
IDP Safety Services**

- Accident investigation
- Bring any concerns regarding Health & Safety to the immediate attention of the Contracts Director
- Reporting accidents to the Health & Safety Executive
- Overall check and monitor statutory inspections
- Competent construction Health & Safety advice
- Corporate Health & Safety advice
- Assess competence of sub-contractors

**Principal Contractors
Operations Director.
(NHE Contracts Director to
ensure these responsibilities
are carried out)**

- The safe management and administration of the projects
- Day to day co-ordination on Health & Safety on site
- Bring any concerns regarding Health & Safety to NHE Contracts Director
- Actively promote a safe working culture on site
- Liaison with clients and fellow contractors
- Safety at work equipment
- Display statutory notices and safety signs on site
- Display HSE F10 notice on site
- Workplace health, safety and welfare
- Fire prevention
- Security
- Check over and monitor statutory inspections
- Method statements and risk assessments
- Environmental pollution, noise and nuisance
- Health & Safety inductions
- Assess competence of sub-contractors
- The supervision, monitoring and safe working environment for Young Persons
- Ensure toolbox talks are held on site at least weekly for all persons working on site
- Immediately advise the NHE Contracts Director if you believe an accident or incident could be notifiable
- Ensure all necessary information for the Health & Safety File is collated during the project.
- Advise the NHE Contracts Director of any good learning that could be beneficial to the company so that it can be shared accordingly.

Site Supervisor

- The safe management and administration of the site
- Hold a valid CSCS card
- Ensure site operatives receive Inductions
- Bring any concerns regarding Health & Safety to the attention of the Contracts Director
- Actively promote a safe working culture on site
- Safety at work equipment
- Workplace health, safety and welfare
- Security of NHE Plant & Materials
- Method statements and risk assessments given to workforce
- Waste disposal operations and control of discharges
- Environmental pollution, noise and nuisance
- NHE Health & Safety inductions for all persons who have not worked on the site before and ensure workforce receive the principal contractors induction
- Ensure toolbox talks are held on site at least weekly for all persons working on site for NHE
- Enter all accidents, however minor, reported to Main Contractor's Site manager and copy of form forward to the office
- Immediately advise the Contracts Director if you believe an accident or incident could be notifiable
- Collate all available information on site that may be necessary for the Health & Safety File and pass to the Contracts Manager.
- Advise the Contracts Director of any good learning that could be beneficial to the company so that it can be shared with other Site Supervisors.
- To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
- To co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.
- Use PPE where provided and ensure workforce do same
- Inspecting and monitoring all power tools and other equipment
- Report suspicious substances to Principal Contractor e.g. suspected Asbestos

NHE HEALTH & SAFETY POLICY

Employed Operatives (including self employed labour only operative)

- Co-operate with NHE supervisors and Principal Contractors managers on health and safety matters
- Hold valid CSCS card
- Have individual valid liability insurance (**Self employed only**)
- Ensure receive inductions prior to commencing work
- Bring any concerns regarding Health & Safety to your site supervisors immediate attention
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety and consider that of others; and
- Report any health and safety concerns.
- Use PPE where it is provided.
- Report immediately to a supervisor or manager any unsafe acts or omissions
- To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
- To co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.
- Inspecting and monitoring all power tools and other equipment used to carry out duties
- Report suspicious substances to Principal Contractor e.g. suspected Asbestos

Sub-Contractors (employing 5 or more staff)

- Bring any concerns regarding Health & Safety to the attention of your supervisor and /or the Site Manager.
- Prepare Method Statements and Risk Assessments in good time and present to NHE for agreement prior to the operation commencing. Method Statements and Risk Assessments are to be project specific
- All operatives are to be fully and properly trained in the tasks they are being expected to undertake.
- Understand and be fully aware of what is within their method statement and risk assessments
- Carry out all works in a safe and careful manner
- Actively promote a safe working culture on site
- Ensure toolbox talks are held on site at least weekly for all persons working on site
- Enter all accidents, however minor, onto an accident

NHE HEALTH & SAFETY POLICY

report form and forward to the office

- Collate all available information on site that may be necessary for the Health & Safety File and pass to the Main Contractors Site Manager.
- Advise the Main Contractors Site Manager of any good learning that could be beneficial to the company so that it can be shared with other Site Managers.
- To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
- To co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.
- Report suspicious substances to Principal Contractor e.g. suspected Asbestos

Commercial Director

- Bring any concerns regarding Health & Safety to Contract Directors immediate attention
- Promote good Health & Safety practice at all times
- To exercise reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work, and
- To co-operate with the company, as far as may be necessary, to enable them to carry out their H & S obligations.
- Fire prevention at office location

Estimator/Buyer

- Bring any concerns regarding Health & Safety to your line managers immediate attention
- Keep own working area clean and tidy and free from hazard

Accounts & Payroll Manager

- Insurance and employee liability
- Bring any concerns regarding Health & Safety to your line managers immediate attention
- Keep own working area clean and tidy and free from hazard

3. THE MANAGEMENT OF HEALTH AND SAFETY

3.1. Information

The Company is committed to active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower the employees with the necessary information and instruction to work safely. Health and safety issues are brought to employees' attention through the use of:

- Consultation (see section 3.8);
- Safety notices including posters; and
- Tool box talks held regularly on site

The Health and Safety Law posters are displayed at the office location and by the Principal Contractor on each site where the company is working./ leaflets are issued by IDP Safety Services, and on each site where the Company is principal contractor. External Health and Safety advice is available from:

Ian Pickard
IDP Safety Services
Unit B The Mews
5 Watts Lane
Eastbourne, BN21 1NP
Tel: 01323 439000
Mobile: 07793 431665

3.2. Risk assessments

The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to carry out risk assessments on, tasks and hazardous substances. Risk assessments will be reviewed every 6 months or when the work activity changes. Risk Assessments carried out by sub-contractors will be checked and approved by either the Contracts Director or Principal Contractors Site Manager prior to the operation commencing on site. The Contracts Director may also prepare Risk Assessments as necessary and they may call upon IDP Safety Services as and when required for assistance.

All operatives, sub-contractors and any other persons working on site will sign the NHE Safety Induction form confirming they have read and fully understand the risk assessment.

COSHH assessments are completed prior to work commencing and the information is passed directly to employees. The Company currently uses its own COSHH forms.

3.3. Young workers and 3rd party locations

Supervision of young workers / trainees will be arranged / undertaken / monitored by a person nominated in writing by the Contracts Director, depending on where the young person is working. In all circumstances copies of risk assessments relating to the work being carried out will be forwarded to their parents or guardian.

Contracts Director is responsible for ensuring that the Company's employees working at locations under the control of other employers, are given relevant health and safety information.

3.4. Method Statements

Where work exceeds or differs from the normal working practices, the Company produces 'method statements' which are issued to all relevant site supervisors for use. Method Statements produced by sub-contractors will be checked and approved by either the Contracts Director or Principal Contractors Site Manager prior to the operation commencing on site.

All operatives, sub-contractors and any other persons working on site will sign a NHE Safety Induction form confirming they have read and fully understand the Method Statement.

3.5. Sub-Contractors

You will need to assess whether the sub-contractors are competent in to carry out their duties. Doing an assessment requires you to make a judgment as to whether the organisation or individual has the competence to carry out the work safely.

To be competent, a sub-contractor organisation or individual must have:

- (a) sufficient knowledge of the specific tasks to be undertaken and the risks which the work will entail;
- (b) sufficient experience and ability to carry out their duties in relation to the project; to recognise their limitations and take appropriate action in order to prevent harm to those carrying out construction work, or those affected by the work.

Assessments should focus on the needs of the particular project and be proportionate to the risks, size and complexity of the work.

You need to consider the following stages when assessing competence against the 'core criteria' below:

Stage 1 Demonstration of policy, organisation and arrangements. If this relates to the organisation overall it may be produced as generic evidence.

Stage 2 Demonstration of experience: this will normally be project specific.

Alternatively, organisations may use an independent accreditation organisation such as CHAS or UVDB to assess their competence against the elements of the 'core criteria' below.

Organisations employing fewer than 5 persons do not have to record their arrangements and other procedures in writing. However, they will have to find some way of explaining how they comply. Although this can be done orally, or by observation, there are obvious advantages in a written record; this need not be lengthy.

The following are the competency 'core criteria' as defined in the CDM 2007 regulations that the sub-contractors will be required to provide and demonstrate on an annual basis:

- Adequate Health and Safety policy
- Detail on arrangements made for putting the policy into effect
- Name and competency details of any source of advice e.g. safety group, trade federation
- Training information
- Details of qualification/experience of directors, workers etc – e.g. CITB Construction Skills touch screen test, CCNSG
- Details of monitoring and audit processes – formal or informal
- Detail on how the workforce is consulted
- Accident reporting and enforcement action
- Sub-contracting procedures and proof of their competency
- Risk assessment processes and examples of method statements
- Methods of co-ordination with other trades on site
- Commitment to and if relevant provision of on site welfare facilities

3.5.1. The subcontractor/self-employed on site

In addition to completing the Principal Contractors induction all subcontractors/self-employed shall complete a NHE induction prior to commencing work. The induction is carried out by the Site Supervisor and all participants must sign the induction form and returned to head office.

Site health and safety meetings held by the Principal Contractor and shall be attended and recorded by the Principal Contractors Site Manager.

Any incidents that occur during the works must be reported to the Site Supervisor.

3.5.2. Subcontractor/self-employed documentation on completion

On completion all subcontract documentation shall be returned to Head Office where it will be collated and relevant documents archived. Test/Inspection Certificates and other information required for the Construction Health and Safety File shall be collated by the Human Resources Manager

3.6. Monitoring

In order to ensure the Company's safe working practices and procedures are being followed the Company regularly monitors the Company's (and subcontractors) working practices by:

- checking sites weekly and where there are any non-compliances they are assessed as to the degree of risk and measures taken to rectify the situation;
- supervisors are required to observe work behaviour and act to ensure poor working practice and behaviour is improved;
- all work equipment is inspected on a regular basis and where subject to statutory inspection within those set timescales; and
- where appropriate accidents, incidents, hazards and cases of ill health are investigated and the results acted upon.

3.7. Competency and training

The Company carries out training to ensure the competence of management and operatives in respect of health and safety at work. The training requirements for staff will depend upon their health and safety responsibilities. Training records are kept by the Human Resources Manager.

3.7.1. General induction

All new staff will be provided with relevant health and safety information and a copy of this health and safety policy for which they must acknowledge receipt. Managers must also brief new employees on health and safety matters relevant to their location and role. Induction training will be provided for all employees by the Human Resources Manager.

3.7.2. Site induction

On site all employees and subcontractors are required to complete induction training prior to proceeding onto the site and sign the induction form and return to head office.

Where a risk assessment/method statement identifies a specific hazard, and additional training is required, personnel shall be given the appropriate internal (tool box talks) or external training prior to performing the relevant task

3.7.3. First aid training

Persons appointed as first aiders/appointed person will be provided with a suitable first aid training course recognised by the Health and Safety Executive. Training will be arranged and monitored by the Human Resources Manager.

3.8. Consultation and communication

3.8.1. Consultation

The Company will actively involve its employees in all issues relating to health and safety in the workplace. The Company will consult on decisions affecting or involving:

- any change which may substantially affect the health and safety at work of staff, for example in procedures, equipment or working methods;
- the Company's arrangements for getting competent persons to help satisfy health and safety laws;
- information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;
- the planning of health and safety training; and
- the health and safety consequences of introducing new technology.

All employees are encouraged to submit suggestions for better health, safety and welfare to their immediate supervisor or direct to their line management. Site Supervisors will discuss direct with employees any health and safety concerns or problems. Employees should raise any specific issues at any time, for example, welfare provisions, problems with other contractors or with plant or working practices etc.

Prior to any work commencing all subcontractors will be inducted into relevant company procedures. Regular meetings will be held with the client, designers and sub-contractors to ensure that health and safety risks are brought to their attention.

3.8.2. Formal lines of communication

Employees may refer health, safety and welfare matters to their immediate line manager and/or the appointed safety representative (Site Supervisors). Wherever possible, the Site Supervisor will rectify unsatisfactory conditions, eliminate hazards or otherwise will resolve problems referred to them and will enlist the aid of the Contracts Director if appropriate.

In instances where necessary action is beyond the resources of the Site Supervisor the matter will be referred through the normal management reporting line, to the Contracts Director and the Safety Representative will be informed accordingly.

In the event that the resolution of a problem is beyond the resources of the Contracts Director or in instances where proposed action cannot be agreed, the matter will be referred to the Health & Safety Consultant/Advisor.

In all instances, employees will be informed of the action taken in respect of the matters they raise and if no action is to be taken they will be informed of this, together with the reasons. Where necessary action involves some delay, the employee will be given the details and kept informed of progress.

3.8.3. Consultation involving nominated safety representatives

The Company has chosen to conduct its formal H&S consultation by means of the nominated representative (Site Supervisors). The nominated safety representative will be consulted on a regular basis on the health and safety issues. The nominated safety representative is entitled to the following resources that will be provided by the Company subject to adequate notice which will normally not be less than 7 days:

- adequate training to enable them to carry out their role;
- all necessary information which they require to undertake the role (this will be provided as soon as reasonably practicable).

The role of the nominated safety representatives shall be to:

- take up with the Company general matters affecting the health and safety of the employers they represent.

3.8.4. Informal lines of communication

An open door policy is encouraged, and all employees' comments relating to health and safety are welcomed by the Company and if an employee

does not want to discuss an issue with their direct line manager head they can contact any member of staff.

Staff will be fully expected to co-operate with this H & S policy to ensure successful implementation. They will be made aware of any changes made to it through induction training and toolbox talks. Copies will be given to each employee.

4. FIRST AID

4.1. Nominated first aiders

The Contracts Director will ensure that adequately trained first aiders are available at the office location and that the Principal Contractors have an appointed first aider available at site locations.

The First Aider is responsible for maintaining suitable first aid facilities. First aid containers are kept at appropriate locations. First Aiders are responsible for ensuring that their local first aid box(es) are checked on a regular basis and replenished as necessary.

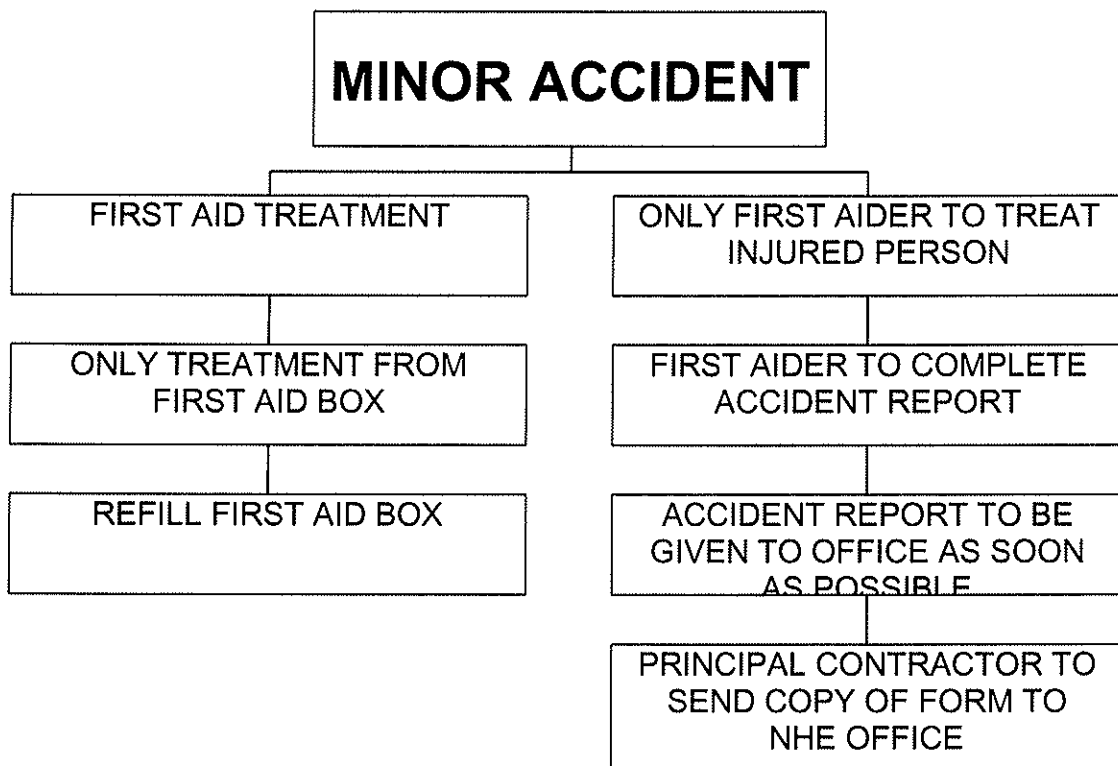
4.2. The reporting and recording of accidents

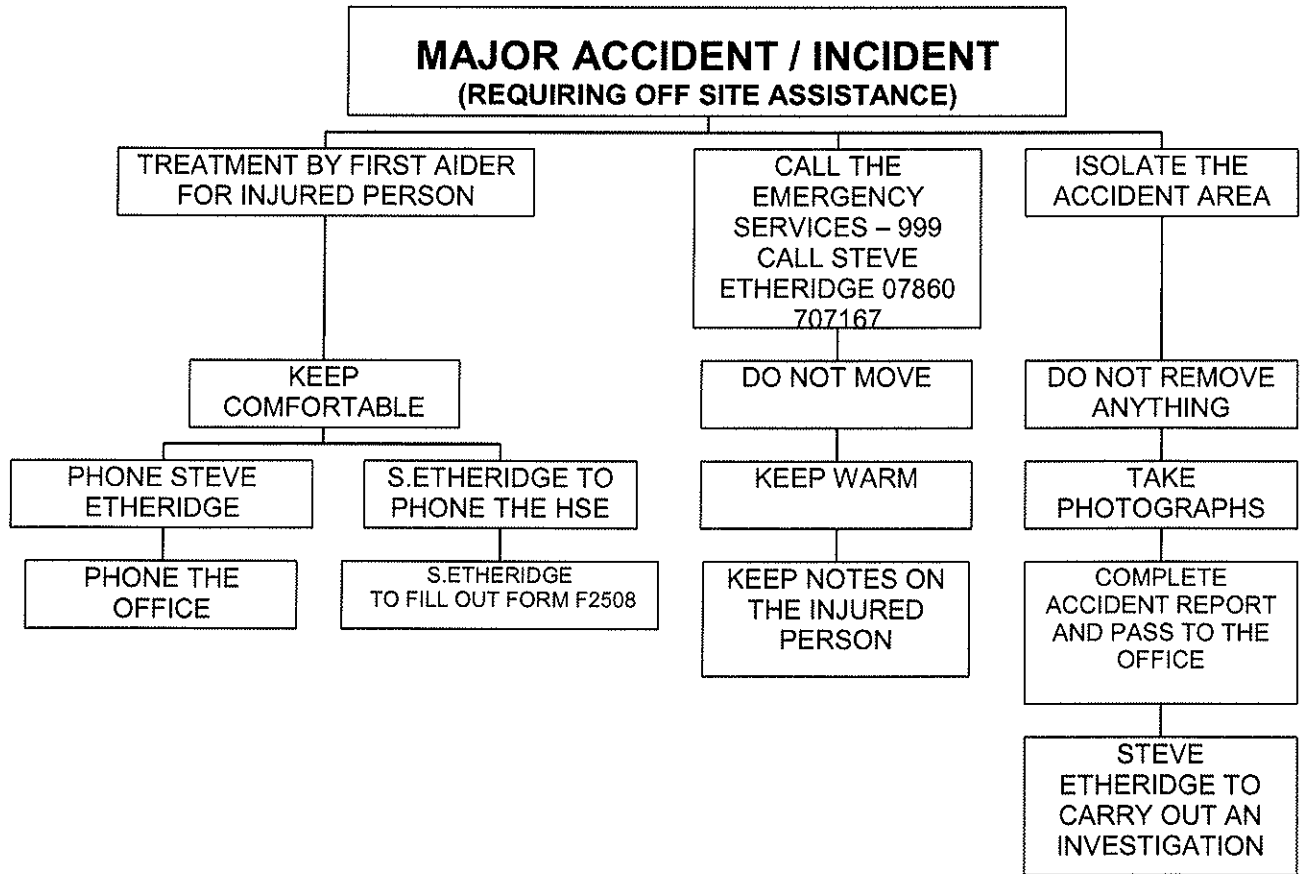
Any accidents/injuries, near misses or dangerous occurrences must be reported as soon as possible after the incident as detailed on the accident reporting flow chart below. The Contracts Director will ensure accidents are recorded and investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. All accident records are retained for a minimum period of ten years. Where appropriate, he/she shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to:

Incident Control Centre
Caerphilly Business Park
Caerphilly
CF83 38G
Tel: 0845 300 9923
Fax: 0845 300 9924
Website: <http://www.riddor.gov.uk>

All accidents are reviewed at the Management review and Site Supervisors 3 monthly meetings.

MINOR ACCIDENT / INCIDENT PROCEDURES





5. FIRE AND EMERGENCY PROCEDURES

5.1. Fire wardens

The Commercial Director is responsible for ensuring the fire risk assessment is undertaken, reviewed and implemented and ensuring that fire extinguishers, alarms and evacuation procedures of the company office are tested every week and recorded in writing.

The Principal Contractor will train site fire wardens who subsequently are allocated on a site-by-site basis. If they are unavailable then they will nominate a suitable responsible employee to deputise. These wardens are responsible for checking escape routes, carrying out checks and inspections

5.2. Raising and hearing the alarm

All staff must raise the alarm immediately:

- fire is discovered;
- flammable/toxic gas build up is suspected or
- a major accident/incident occurs.

Upon hearing the alarm, all persons are to evacuate the building/site immediately and congregate at nominated fire point or points. The Fire Warden will contact the emergency services and retrieve the site records indicating who is on site. The Fire Warden will take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade has given the all clear.

All subcontractors/visitors/operatives must report to the site office upon arrival and sign in the visitors' book. Conversely they must sign out upon departure so that the nominated fire warden knows exactly who is on site in case of an emergency. There are no exceptions to this rule.

5.3. Fire fighting equipment

Employees should ensure that they are aware of the location of the nearest fire fighting equipment. Fire extinguishers must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected by Principal Contractor's nominated person for site locations and visually inspected by a competent person at the office location weekly. Any fire extinguisher not in working order must be reported to the Principal contractors Site Manager at site locations and to Commercial Director at office location who will immediately take it out of service and replace it with a working fire extinguisher.

6. HEALTH

The Company has put in place procedures for dealing with hazards to health, including health surveillance, as well as providing general welfare and hygiene facilities.

No employees must be exposed or work with any materials that could be harmful to them or others while use, storing or transporting any substances that could be dangerous.

All products must have a COSHH risk assessment for them so that the operatives know the risk and the hazards in working with the materials.

6.1.1. Dermatitis

Occupational dermatitis is caused by the skin coming into contact with certain substances at work. To prevent and control dermatitis the Company will:

- Wherever possible, avoid using chemicals, etc. which cause dermatitis and use a safer alternatives;
- prevent/avoid contact with wet cement;
- encourage its employees to keep hands clean, wear gloves and other PPE; and
- encourage its employees to regularly inspect their hands and report any concerns to their management.

6.1.2. Asbestos

The presence of asbestos in many products and materials cannot be determined merely by looking at them. If in doubt analysis by specialists may be required. Remember where and what it could look like and if in doubt do not touch it have it checked. The Company or Principal Contractor (which ever appropriate) will subcontract the removal of asbestos products to a licensed competent sub-contractor.

6.2. Manual Handling

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. This includes the manual handling of heavy loads i.e. loads above 20 kg.

When manual handling is necessary, the Company prevents injury by:

- identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling;
- all employees receive training in safe lifting techniques and sensible handling of loads; and
- ensuring routes are clear of obstructions and trip hazards.

Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads. This assessment is formally recorded.

6.3. Noise

The Company will check which of its activities will involve noisy equipment and assess how much noise from this work is going to affect employees working at the site and the members of the public. Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company chooses low noise tools and equipment.

To control noise emissions the Company shall wherever practicable:

- assess the risks to your employees from noise at work- this includes;
- identify where there may be a risk from noise and who is likely to be affected

- gain a reliable estimate of your employees exposures and compare with the limit values
- identify what you need to do to comply with the law
- identify any employees who need to be provided with health surveillance
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if cannot eliminate or reduce the noise exposure enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training; and
- Carry out health surveillance where there is a risk to health.

6.4. Vibration

The Company will check which of its activities will involve equipment that produces vibration and from information from the manufacturer or supplier determine the vibration exposure to employees using the equipment. Wherever possible the Company will choose low vibration tools and equipment.

To control exposure to vibration the Company shall, wherever practicable:

- assess the vibration risk to the employees;
- take action to reduce vibration exposure that produces those risks
- decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are take immediate action to reduce their exposure below the limit value;
- make sure the legal limits on vibration exposure are not exceeded;
- provide information and training to employees on health risks and actions control those risks;
- carry out health surveillance (regular health checks) where there is a risk to health;
- keep records of risk assessments and control actions;
- keep health records for employees under health surveillance; and
- review and update the risk assessments regularly.

6.5 Working at Height

The HSE have a heighracy of measures to reduce the risk when working at height, the company follows these measures so to reduce the risk of falls in the workplace.

- Stop anyone working at any height where possible by changing the process so it can be completed at floor height.
- If someone needs to work at height they must be safe at all times while working.
- Where possible safe guards must be in place to stop persons falling.

- Where this is not practicable or safe to do so then a soft landing system must be used.
- Where possible scaffolding guardrails or other materials can be used to stop persons falling from expose edges, down holes, from platforms etc. Using M.E.W.P's, Alu Towers, Scaffolding, etc.
- Where this is not possible then nets, bean bags, air bags or crash desks will be deployed to minimise the injuries if a fall occurs.
- The last resort would be harnesses and if that is the only or final option then a rescue plan must be formulate to rescue someone if they fall. If harnesses are to be used only the operatives trained in their use can perform this task.
- Steps and ladders can be used only if the risk assessment highlights that this is the only safe way to perform the task, always as a last resort and only if the operatives are trained and for no longer than 30 mins in a working day.

Prevent falls by following these simple rules:

- Before you start work, select suitable access equipment, check that it is in good condition and those who are to assemble it are trained.
- Check that there is enough clearance from overhead lines.
- Ensure platforms are fitted with guardrails and toeboards.
- Ensure that those erecting the equipment are supervised.
- Only use ladder as workplaces for short periods, and then only when it is safe to do so.

General access scaffolding:

Scaffolding is used by practically everyone in construction at some time or another. It can be erected quickly a safe place of work for anyone having to work at height. However, many scaffolds collapse due to overloading and many workers fall due to inadequate edge protection or defective working platform. Whenever a scaffold is used, make sure that it:

- Is erected, altered and dismantled only by competent workers under competent supervision.
- Is based on firm level foundations on ground capable of supporting the weight of the scaffold and any loads likely to be placed on it.
- Is braced and tied into a permanent structure or otherwise secured.
- Is capable of supporting the intended loads.
- Is fitted with scaffold boards which are property supported with the correct overhang.
- Has fully boarded platforms wide enough for the work to be done and access.
- Has safe ladder access and egress to all the working platforms.
- Is suitable for the work to be done.

The scaffold must be inspected before use, when it is substantially altered, and at least once a week to make sure that it remains fit for use. The inspections must be carried out by a competent person and the results recorded. Any faults found must be put right before it is used again. Before contractors allow their workers to use someone else's scaffold they must ensure that it is safe.

Brickguards, scaffold nets, fans may be needed to provide extra protection against falling materials, particularly in public places.

Tower scaffolds

Although tower scaffolds provide good, safe access, they are involved in many accidents, usually because the tower was either badly erected or improperly used. When using a tower scaffold:

- Have a copy of the manufactory manual and follow the instructions:
- Make sure that it is vertical with legs on firm, level ground.
- Lock the wheel and outriggers – base plates give more stability if the tower is not to be moved.
- Provide safe access to and from the platform eg internal ladders.
- Provide guardrails and toeboards at the platform from which a person could fall.

Ladders

Ladders are designed to be used as a mean of getting to a workplace. They should only be used to work from for light, short – term work. Before using ladder, check it.

- Is secure and rests on a firm level surface.
- Is strong and in good condition.
- Is fixed at the top, or if this not possible, as its base.
- Is footed by a second person if it cannot be fixed.
- Rests against a solid surface at the top.
- Is set at the correct angle, one out every four up.
- Extends at least five rungs above the platform unless some other suitable handhold is provided.

M.E.W.P Mobile Elevating work platform.

MEWP's are a convenient means of providing safe access for work at high level. When using such equipment make sure that:

- The operator is trained and competent.
- The platform has guardrails and toeboards.
- The ground is firm and level.
- It is not loaded beyond its rated capacity.
- Outriggers, where fitted, are extended before raising the platform the tyres are properly inflated.
- You know the emergency procedures if the equipment fails with the platform raised.

Never: use the equipment close to overhead cables, travel with platform in the raised position unless the manufactory instructions allow you to do so.

Roof works:

Almost one in five deaths are from roofs in the construction industry.

- Safe access on and off the roofs(eg scaffold or ladder)
- Safe access across the roof (eg by roof ladders or crawling boards)
- A safe working platform(eg guardrails, safety harness or safety net)

Rescue from a harness would be two stages as follows:

1. Unconscious person: if hanging from harness get the IP to the near platform and take the weight off of the harness as quickly as possible. The rescuer will need to clip on to a secure point before attending any rescue. The main aim will be to get the weight

from the harness as quickly as possible then the IP can be rescued. If badly injured the rescue may need to deliver first aid to the IP while still on the harness.

2. Conscious person: Once fallen the IP must try to make their way to the nearest platform or item which will take their weight and to get the weight from the harness as soon as possible. Once on the secure platform the IP may be able to free them as long as it is safe to do so. If either of these can be excused then dial 999 for the fire brigade but it will only take 10 mins before someone blacks out on the harness.

6.6 Welfare facilities

Welfare facilities for all employees meet the requirements of Schedule 2 of the CDM 2007 Regulations.

The Site Manager or his nominee will inspect all the welfare facilities at least daily to ensure that they are all in good working order. As a minimum the Company shall supply or insist on

- clean mess facilities, including facilities to heat up food, hot drinks
- fresh drinking water
- toilet facilities acceptable for the number of employees with washing facilities incorporating hot and cold running water, soap and towels

Any problems with welfare or hygiene on site should be reported to the Site Manager.

6.7 Record keeping

Records are kept by the Human Resources Manager of all staff participation in health monitoring. The records should contain details of the employees, the health care professionals conducting the surveillance procedures, dates and conclusions but the health care professionals conducting the surveillance will hold the actual medical records as these are confidential.

6.8 Electrical Portable Tools

The Contracts Director looks after the tools and servicing and PAT testing of all the equipment, any equipment or tools that are hired in will be PAT tested first.

Every operative is responsible for checking their own tools and reporting any defectives to the office.

110v tools and handheld machines including battery powered tools.

- All tools will be PAT tested before leaving the yard and arriving on site.
- Any cable, leads or tools that arrive on site that are not PAT tested must not be used and removed from site and reported to the office.
- Before any operative uses the tools for the first time they must inspect the tools to ensure the following:
 1. The plugs are sound and all leads or cable are secure.
 2. That the tool has been PAT tested.
 3. That it is the right type of tool for the job in hand.
 4. That the body work of the tool is not cracked.
 5. All extension leads or cable must be checked and no home made joints must be allowed.
 6. All plugs must be checked and in good working order.

7. Only 110v leads and cable must be used with the tools.
 8. That the chucks and other attachments are sound and in good working order.
 9. Any batteries are fully charged and the recharging unit is on site and spare batteries being charged.
 10. All tools must be supplied with the manuals and tools to unlock or replace attachments.
 11. All operatives must be trained and competent to use the tools.
 12. After reading the risk assessment it will highlight the P.P.E to be worn while using the tools.
 13. Once the tools have been finished with they must be secured for the end of shift and never left lying around.
 14. Any defectives must be reported to the office immediately so replacements can be swapped.
- Only 110v must be used and normally on large site this will be transformed down from the mains and transformer boxes will be available around the site.
 - It would be down to the main contractor to check the RCD breaker and have them tested and checked but any defectives spotted must be report to the site team immediately.
 - All power tools will create vibration and noise this to must be monitored by the users.

7 SAFETY

7.1 Safety in the Head Office

7.1.1 Access

Clear, safe access should be maintained at all times.

7.1.2 Ventilation

Adequate ventilation will be provided. Most windows open, and fans are provided around the office.

7.1.3 Temperature

A reasonable temperature will be maintained in office environments during working hours i.e. a temperature of at least 16°C after the first hour of work.

7.1.4 Lighting

Suitable and sufficient lighting will provided at each office including passages, stairs, entrances, exits etc. Lighting will be from natural light wherever possible.

7.1.5 Housekeeping/slips & trips

Rubbish should not be allowed to accumulate within offices. All litterbins are emptied regularly. Floors, corridors, stairs etc. must be kept clear at all times.

7.1.6 Visual Display Units (VDU's)

Workstations will be assessed by a competent person to ensure that they are correctly set up for the individual using that station. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request to the Human Resources Manager the

Company will provide employees with an eye and eyesight test. The Company will provide special corrective appliances (usually glasses) to continue working with VDU if required.

Any aches and pains suffered or general discomfort at your workstation should be reported as soon as possible to the Contracts Director.

7.1.7 Personal protective clothing and equipment

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it, not to cause it damage or treat it with neglect.

The Site Manager is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on Company policy on the protection of various parts of the body is provided within this section.

7.1.7.1 Safety Helmets

The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the Company to provide employees with suitable head protection, and employees to wear the head protection.

7.1.7.2 Footwear

When working on construction sites there is a risk of injury from:

- material being dropped on workers feet; or
- nails or other sharp objects penetrating the sole.

Therefore, it is this Company's policy that boots with toe caps and soleplates are worn at all times by employees, visitors, etc. on the Company's construction sites. Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

7.1.7.3 Eye Protection

Goggles are to be provided to protect against flying objects, for example, when using a nail gun, cutting, grinding, dismantling etc. To provide adequate protection goggles should be shatterproof to protect against sparks, for example, when disc cutting and chemical splashes. A Risk Assessment will be carried out and will determine the correct eye protection required.

7.1.7.4 Outdoor clothing

Where employees working outdoors are exposed to severe weather and they cannot be sheltered, clothing which is wind and waterproof will be provided. On such occasions the Company will ensure that facilities are provided for storing clothing not worn on site and protective clothing as well as for drying wet clothing.

7.1.7.5 High visibility clothing

It is the Company's policy that High visibility clothing will be worn at all times

7.1.7.6 Gloves

Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents which can cause dermatitis; and cuts and splinters when handling bricks, steel and wood. A Risk Assessment will be carried out and will determine the correct hand protection required.