

PART 2

D M Tagg & Sons Ltd

**Arrangements for
Health and Safety**

PART 2.....	1
Arrangements for Health and Safety.....	1
SECTION A.....	7
Arrangements for Concern over Health and Safety Issues.....	7
Procedure for Concern over Health and Safety Issues.....	9
Guidance on Concerns over Health and Safety Issues	11
SECTION B.....	13
Arrangements for Managing Risks arising from Work Activities	13
Procedure for Managing Risks arising from Work Activities	15
Guidance for Managing Risks arising from Work Activities.....	17
Guidance Notes for Managing Health and Safety Risks arising from Work Activities	29
SECTION C.....	31
Arrangements for Managing Health and Safety in Construction	31
Procedure for the Role of Contractor/Sub-Contractor.....	35
Guidance on Managing Health and Safety in Construction	37
Guidance Notes for Managing Health and Safety in Construction.....	39
SECTION D.....	41
Arrangements for Consultation with Employees	41
Procedure for Consultation with Employees.....	43
Guidance on Consultation with Employees	45
Guidance Notes for Consultation with Employees.....	55
SECTION E.....	57
Arrangements for Induction Training.....	57
Procedure for Induction Training.....	59
Guidance on Induction Training	61
SECTION F	67
Arrangements for Training	67
Procedure for Training	69
Guidance on Training	71
SECTION G	73
Arrangements for Safe Equipment and Plant	73
Procedure for Safe Equipment and Plant	75
Guidance on Safe Equipment and Plant.....	77
WORKING AT HEIGHT	95
Guidance Notes for Safe Equipment and Plant	111
SECTION H.....	113
Arrangements for the Safe Handling and Use of Substances.....	113
Procedure for the Safe Handling and Use of Substances.....	115
Guidance on the Safe Handling and Use of Substances	117
Guidance Notes for the Safe Handling and Use of Substances	147
SECTION I	149
Arrangements for Providing Information, Instruction and Supervision	149
Procedure for Providing Information, Instruction and Supervision	151
Guidance for Providing Information, Instruction and Supervision	153
Guidance Notes for Providing Information, Instruction and Supervision	159
SECTION J	161
Arrangements for Company Staff Visiting Hazardous Areas/Sites	161
Procedure for Company Staff Visiting Hazardous Areas/Sites	163

Guidance for Company Staff Visiting Hazardous Areas and Sites	165
Guidance Notes for Company Staff Visiting Hazardous Areas/Sites	167
SECTION K	169
Arrangements to Assess Employee Competency for Tasks and Training	169
Procedure for Assessing Employee Competency for Tasks and Training	171
Guidance on Assessing Employee Competency	173
Guidance Notes for Assessing Competency for Tasks and Training	177
SECTION L	179
Arrangements for Manual Handling Operations	179
Procedure for Manual Handling Operations	181
Guidance on Manual Handling Operations	183
Guidance Notes on Manual Handling Operations	187
SECTION M	189
Arrangements for Fire and Emergencies	189
Procedure for Fire and Emergencies on Company Premises	191
Guidance for Fire and Emergencies on Company Premises	193
Procedure for Fire and Emergencies on Construction Sites	199
Guidance for Fire and Emergencies on Construction Sites	201
Guidance Notes for Fire and Emergencies	215
SECTION N	217
Arrangements for First Aid, Medical Emergencies, Accidents/Incidents	217
Procedure for Assessing First Aid Requirements	219
Guidance for Assessing First Aid Requirements	221
Procedure for Dealing with Medical Emergencies	225
Procedure for Accident / Incident Investigation and Reporting	227
Guidance for Accident / Incident Investigation and Reporting	229
Guidance Notes for Accident Reporting and Investigation	239
SECTION O	241
Arrangements for Health Surveillance / Management of Occupational Illness ...	241
Procedures for Health Surveillance / Management of Occupational Illness	243
Guidance for Health Surveillance / Management of Occupational Illness	245
Guidance Notes on Health Surveillance / Management of Occupational Illness	279
SECTION P	281
Arrangements for Personal Protective Equipment	281
Procedures for Personal Protective Equipment	283
Guidance on Personal Protective Equipment	285
SECTION Q	291
Arrangements for Employee Welfare, Safety and Health	291
Procedure for Employee Welfare, Safety and Health	293
Guidance on Employee Welfare, Safety and Health	295
Guidance Notes for Employee Welfare, Safety and Health	321
SECTION R	323
Arrangements for Drugs and Alcohol	323
Procedures for Drugs and Alcohol	325
Guidance on Drugs and Alcohol	327
SECTION S	329
Arrangements Concerning Trade Contractors' Safety Information	329
Procedures for Providing Trade Contractors' Safety Information	331
Guidance on Trade Contractors' Safety Information	333
SECTION T	341

Arrangements for Monitoring Safety	341
Procedure for Monitoring Safety	343
Guidance on Workplace Monitoring and Auditing	345
SECTION U	349
Arrangements for Waste Disposal	349
Procedures for Waste Disposal	351
Guidance on Waste Disposal	353
INDICES.....	355
Arrangements Index	355
Forms and Registers Index.....	359

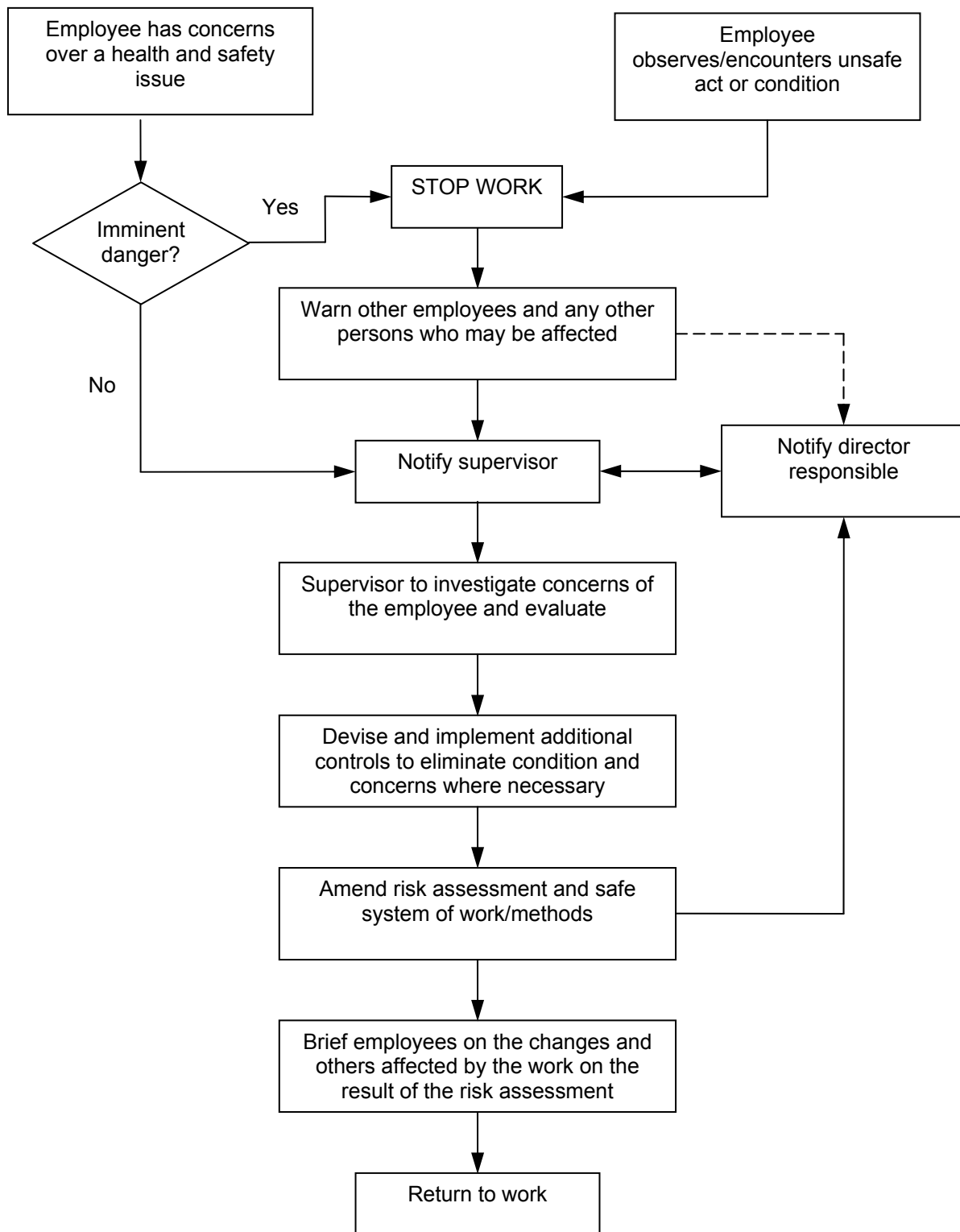
SECTION A

Arrangements for Concern over Health and Safety Issues

If any employee has any concern over health and safety issues, they should tell their immediate superior and if he or she is not available, then they should tell the director to whom they report.

Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

Procedure for Concern over Health and Safety Issues



See guidance section for details

Guidance on Concerns over Health and Safety Issues

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Guidance on dealing with outbreaks of fire and on bomb threats can be found in Section M of this manual.

Other categories of imminent danger may include:

1. Development of a fault condition in machinery;
2. Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents, i.e.: Unsafe Acts and Unsafe Conditions.

UNSAFE ACTS may include:

1. Using defective equipment;
2. Using equipment incorrectly;
3. Failing to use or incorrectly using personal protective equipment (PPE);
4. Leaving equipment in a dangerous state.

Upon identifying an unsafe act, it is the duty of every member of the workforce to STOP the work being carried out, WARN anyone who may be affected by the unsafe act and REPORT the circumstances of the unsafe act to his or her immediate superior for action.

UNSAFE CONDITIONS include (this list is not exhaustive):

1. Poor underfoot conditions;
2. Defective equipment;
3. Excessive noise;
4. Exposure to radiation or other pollutants;
5. Fire hazards;
6. Inadequate fire warning systems;
7. Lack of, or inadequate, guarding;
8. Poor housekeeping;
9. Poor lighting or ventilation.

Upon identifying an unsafe condition, it is the duty of every member of the workforce to STOP the work in that area, WARN anyone who may be affected by the unsafe condition and REPORT the circumstances of the unsafe condition to his or her immediate superior for action.

Safety in the office requires that each person co-operates and that common sense prevails.

The six main categories of serious injury to office workers are:

1. Falls from a height, e.g. down a staircase or from overreaching;
2. Contact with electricity, e.g. from damaged cables or badly wired repairs;
3. Being struck by falling objects, e.g. goods from a shelf;
4. Repetitive strain injuries;
5. Contact with moving parts of office machinery, e.g. shredders, guillotines;
6. Struck by moving vehicles, e.g. fork lift trucks.

IF IN DOUBT – CHECK!

SECTION B

Arrangements for Managing Risks arising from Work Activities

John Tagg is responsible for ensuring that Risk Assessments are carried out and ensuring that the control measures are implemented and communicated to employees through their designated line manager.

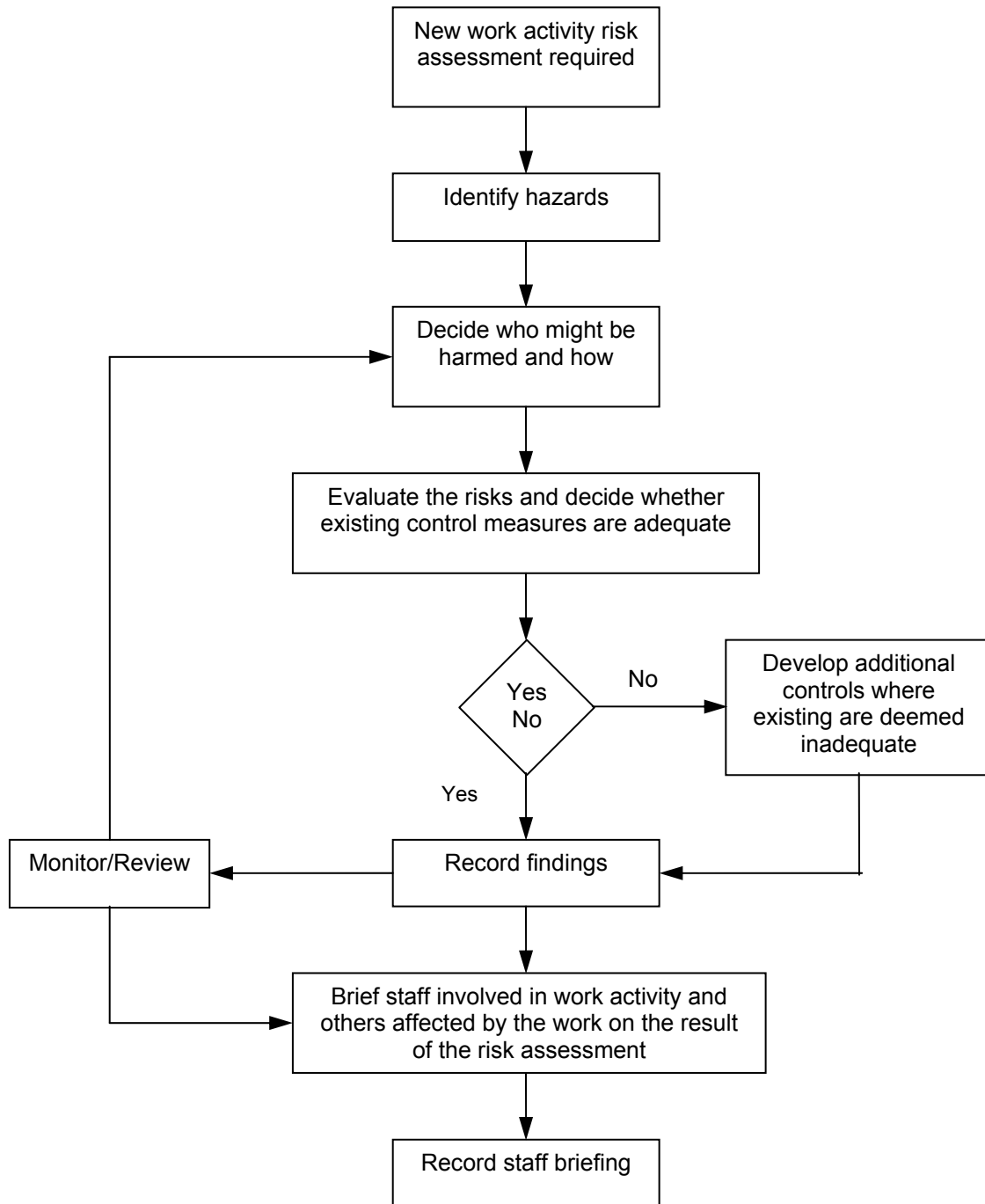
Risk assessments will be undertaken by **John Tagg** with the advice and assistance of The Health and Safety People should it be requested.

John Tagg will be responsible for supervising and monitoring works undertaken by young persons (those under the age of 18 years). These shall be subject to specific risk assessments before works starts. Copies of written risk assessments are to be sent to the parents or guardian of the young person.

John Tagg shall ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process, is carried out. In any case, he shall ensure that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

D M Tagg & Sons Ltd carries out a set of tasks which are frequently similar. To help control the risks of these tasks the company has produced a set of generic risk assessments, which are kept in a separate file. These are only to be considered valid if the reverse side, detailing specific site conditions, is completed by **John Tagg** (or in his absence the Director) and any significant changes to the risk control procedure have been implemented and communicated to both the directors and the employees who will carry out the task.

Procedure for Managing Risks arising from Work Activities



See guidance section for details

Guidance for Managing Risks arising from Work Activities

INTRODUCTION

Risk assessment in itself is not complicated, but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

1. To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard);
2. To identify the potential of the hazard being realised, and the potential consequences which might then occur (risk);
3. To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered, the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible;
2. Combat risks at source;
3. Change the method of work to suit the individual;
4. Make use of technological developments;
5. Incorporate control measures into procedures within an overall planned structure to reduce risks;
6. Give precedence to controls which cover the whole workforce or activity;
7. Provide information and training to employees and self-employed persons;
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The Regulations make the following definitions, which must be clearly understood:

A "Hazard" is defined as something with the potential to cause harm. This includes injury and ill health, loss of production and damage to plant, goods, property or the environment.

"Risk" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: **Severity of the Hazard x Likelihood of Occurrence**

RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and hazard and multiplying those together a risk value for that task is established.

LIKELIHOOD - Probable Frequency (taking into account whatever precautions are currently being taken):

Improbable Occurrence	Low
Possible occurrence	Low
Occasional occurrence	Medium
Frequent occurrence	Medium
Regular occurrence	High
Common occurrence	High

HAZARD - Severity:

Trivial injury/ies	Low
Minor injury/ies	Low
Major injury to one person	Medium
Major injuries to several people	High
Death of one person	High
Multiple deaths	High

The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

LIKELIHOOD

	HIGH	MEDIUM	LOW
SEVERITY	HIGH	HIGH	HIGH
	HIGH	HIGH	MEDIUM
	HIGH	MEDIUM	LOW

The following issues should be considered in addition to the work activity information:

1. Number of personnel exposed;
2. Frequency and duration of exposure to the hazard;
3. Failure of services, failure of plant and machinery components and safety devices;
4. Exposure to the elements;
5. Protection afforded by personal protective equipment;
6. Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
LOW	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM	Efforts must be made to reduce the risk, but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

The Risk Assessment Form

There is a need to assemble in one place all the pertinent information regarding the Risks and Hazards of the task being assessed. The Risk Assessment Form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced, then you may assess that the risk is acceptable.

Risk Assessment is not an end in itself. It is simply a tool that allows the Company to evaluate dangers to the work force and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

YOUNG PERSONS

Special risk assessments need to be carried out on any risks to young persons (under the age of 18 years) before they start work, or existing assessments will be reviewed where young persons are already in employment. The young persons risk assessments will follow the same procedure as that for other risk assessments, but will specifically take the following into account:

1. The young person's inexperience, lack of perception of danger and immaturity;
2. Their workplace and workstation;
3. Any exposures to physical, chemical and/or biological agents;
4. Any work equipment used;
5. The work activities and processes to be undertaken;
6. Any training provided, and any risks from specified agents, including ionising radiation, carcinogens, temperature extremes, noise or vibration; and processes.

Following the risk assessment, a copy of the form should be forwarded to the guardian of the young person and a detailed briefing on the detail of the risk assessment given to the young person by his manager.

DISPLAY SCREEN EQUIPMENT

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, eg: fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a persons workstation before harm to health and safety is realized.

The provision of good ergonomic and environmental conditions must be considered in the planning of the work station for VDUs.

Posture and Good Practice:

- Since each user is an individual size and shape the user must participate in the organization of their workstation:
- To find the best working position sit on your chair, then sit rigidly upright, and then relax a little. Now adjust your chair to support your back in this position.
- Use a foot rest if that helps.
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon
- Arrange the VDU in such a manner that you do not face, or have a window as a background and so that the light sources do not reflect glare into your eyes.
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.
- When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes then your eyes will not have to constantly change focus.
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed.
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

Work Patterns

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

Radiation

There is no medical evidence of any risk to unborn children from the radiation emitted by VDU's.

Eye and Eyesight Tests

According to the Guidance to the Regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual fatigue or headaches. It is recognized that uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and that correcting defects can improve comfort, job satisfaction and performance.

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations, this company will arrange for sight testing for users, or those who are to become users of display screen equipment, as defined in the regulations, who request such testing. For a person who is to become a user, testing should be carried out before that person becomes a user. This company will also ensure that at regular intervals, further sight testing for users is arranged as soon as is practicable after any such request.

Provision of Training

In accordance with the Health and Safety (Display Screen Equipment) Regulations, and the Health and Safety (Miscellaneous Amendments) Regulations, this company will ensure that new employees are provided with adequate Health and Safety training in the use of a workstation, before they are required to start work in such an undertaking, or where the duties of existing employees are changing in such a way that will make them become users of display screen equipment.

WORKPLACE RISK ASSESSMENT

OPERATION/PROCESS		DATE	N°	
LOCATION				
EQUIPMENT USED		CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED		ARE COSHH ASSESSMENTS NEEDED?	Yes	No
RISK PRIOR TO CONTROLS				
HAZARDS IDENTIFIED		Low	Med	High
EXPOSED PERSONS			TOTAL NUMBERS AFFECTED	
FREQUENCY OF EXPOSURE		DURATION OF EXPOSURE		
CONTROL MEASURES ALREADY IN PLACE		EXTENT TO WHICH THEY CONTROL RISK		
ADDITIONAL MEASURES REQUIRED		ACTION BY	BY WHEN?	
STATEMENT ON RESIDUAL RISKS				
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS				
MONITORING RESULTS				
When the detailed control measures in place are adhered to the risks above should be reduced to an acceptable level.				
ASSESSOR	POSITION		REVIEW DATE	

Risk Assessment Form

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant / low / medium / high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick):		
Contractor	Site Copy	Employees
Subcontractor	Other	Client
On-Site Assessment Signed:	Print Name:	Date:

WORKSTATION ASSESSMENT CHECKLIST

Name:

Date:

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

1. LIGHTING

Is the lighting at your usual workstation adequate?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Are there distracting reflections on your screen?	yes no occasionally	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Do you have control over local lighting?	yes no some	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

2. TEMPERATURE AND HUMIDITY

Are you usually comfortable at your workstation?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the air around your workstation:	comfortable too dry too humid	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. NOISE

Do you find the noise from work equipment distracting?	yes no	<input type="checkbox"/> <input type="checkbox"/>
--	-----------	--

4. SPACE

Is there enough space around your workstation?	yes no	<input type="checkbox"/> <input type="checkbox"/>
--	-----------	--

5. CHAIR

Is the seat height adjustable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the angle and height of the backrest adjustable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the chair stable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the chair in a good state of repair?	yes no	<input type="checkbox"/> <input type="checkbox"/>
If your chair has arms, do they get in the way?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the chair comfortable?	yes no	<input type="checkbox"/> <input type="checkbox"/>

6. DESK

Is the desk surface large enough?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the height of the desk suitable?	yes no	<input type="checkbox"/> Too high <input type="checkbox"/> Too low <input type="checkbox"/>
Does the desk have a non-reflecting surface?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Do you need a footrest?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Has one been supplied?	yes no	<input type="checkbox"/> <input type="checkbox"/>

7. DOCUMENT HOLDER

Do you need a document holder?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Has one been supplied?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Can you adjust your document holder to the right angle?	yes no	<input type="checkbox"/> <input type="checkbox"/>

8. DISPLAY SCREEN

Is there a brightness control on your screen?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is there sufficient difference between characters and background	yes no	<input type="checkbox"/> <input type="checkbox"/>
Does your screen move freely?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the screen image stable and free from flicker?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the screen at a comfortable height for you?	yes no	<input type="checkbox"/> <input type="checkbox"/>

9. KEYBOARD

Is the keyboard separate from the screen?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the keyboard height adjustable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Are the symbols on the keys easily visible?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is the space in front of the keyboard sufficient to rest your hands?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Are your forearms parallel to the work surface and your wrists comfortable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Do you understand how to use the software?	yes no	<input type="checkbox"/> <input type="checkbox"/>

10. OTHER EQUIPMENT

Is your phone conveniently situated?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Is there enough space to load paper into printers and copiers?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Can you easily get to shelves above and below the workstation?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Do you have other equipment problems?	yes no	<input type="checkbox"/> <input type="checkbox"/>

If yes please give details:

9. TRAINING

Have you been trained to make your workstation comfortable?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Have you been trained in the use of software?	yes no	<input type="checkbox"/> <input type="checkbox"/>
If you were to have a problem relating to display screen work, do you know who to ask for help?	yes no	<input type="checkbox"/> <input type="checkbox"/>
Do you understand the arrangements for eyesight tests?	yes no	<input type="checkbox"/> <input type="checkbox"/>

Your comments please

**Guidance Notes for Managing Health and Safety Risks
arising from Work Activities**

SECTION C

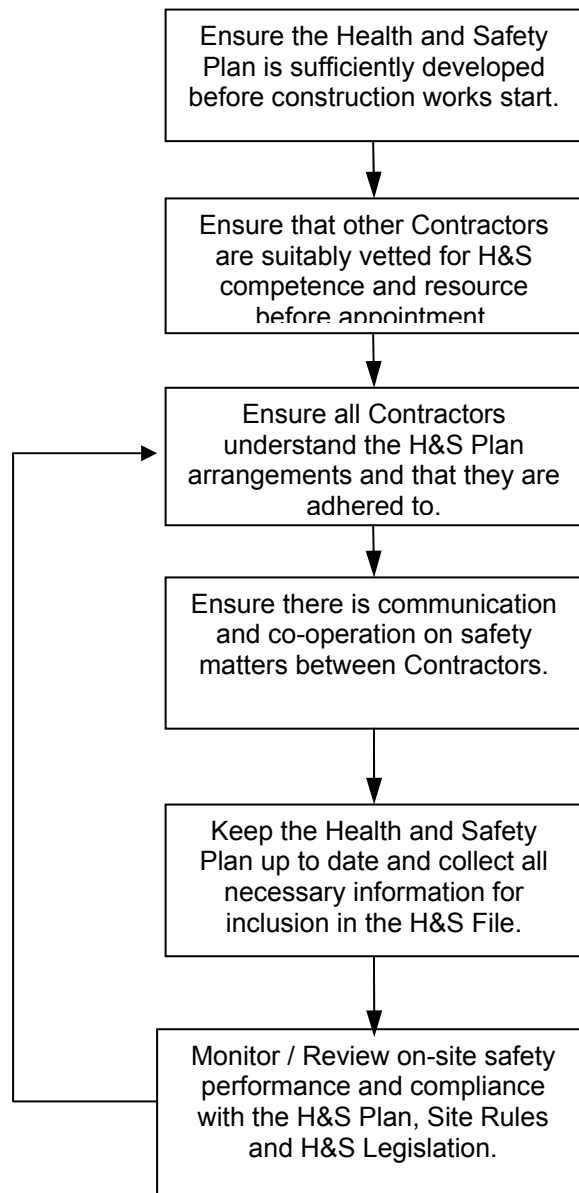
Arrangements for Managing Health and Safety in Construction

This Company has the ability to assume roles and responsibilities under The Construction (Design and Management) Regulations (CDM), dependent upon the duty holder role decided upon at the pre tender stage of the works. It is our aim to comply with the Regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works, and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible.

D M Tagg & Sons Ltd can assume the following roles under CDM:

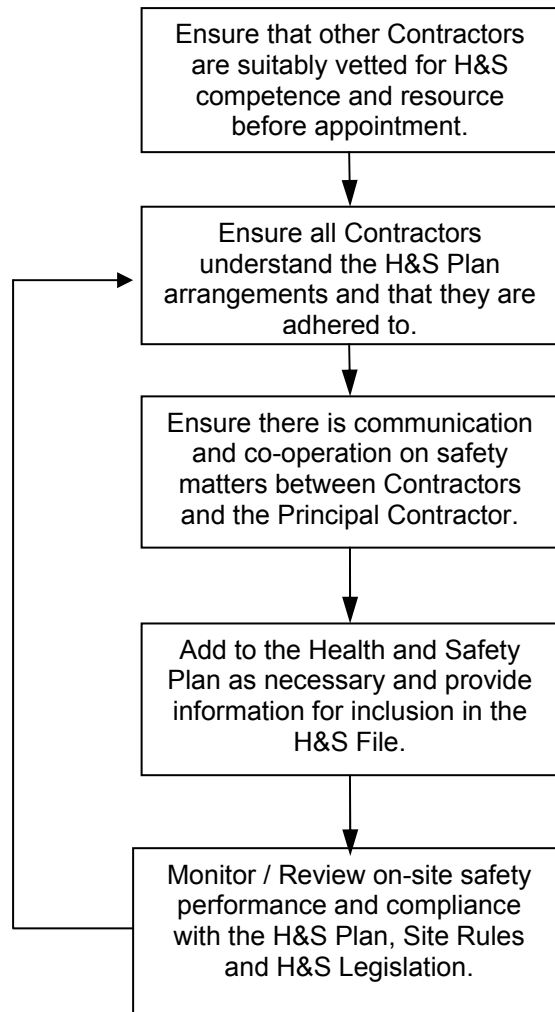
- Principal Contractor;
- Contractor/Sub-Contractor.

Procedure for the Role of Principal Contractor



See guidance section for details

Procedure for the Role of Contractor/Sub-Contractor



See guidance section for details

Guidance on Managing Health and Safety in Construction

INTRODUCTION

The Construction (Design and Management) Regulations (CDM) apply to construction, repair and maintenance work which:

- Is “Notifiable”, i.e. predicted to take longer than 30 days, or will last for less than 30 days but involve more than 500 person days of work;
- Will involve 5 persons or more carrying out work at any one time, no matter how long the work will last;
- Involves the demolition or dismantling of a structure, no matter how long the work will last or how many workers are involved. (Demolition does not include operations such as making openings for doors, windows or services or removing non-structural elements such as cladding, roof tiles or scaffolding).

The CDM Regulations apply to any design work, no matter how long the work will last or how many workers are involved.

However, except for the requirements on designers and for the project to be notified to the Health and Safety Executive, the CDM Regulations do not apply to work carried out for a domestic client, so long as their residence is not used in connection with a business.

To comply with the CDM Regulations it is necessary to check that each duty holder in the chain is able to properly resource their own health and safety requirements.

The principal duty holders are defined as follows:

Client: any person for whom a project is carried out.

Designer: any person who carries on a trade, business or other undertaking in connection with which he either prepares a design or arranges for any person under his control (including an employee) to prepare a design relating to a structure or part of a structure. This may include architects and engineers who contribute to the overall design, anyone who specifies articles or substances, (or draws up specifications for remedial works), anyone who purchases materials where the choice has been left open, contractors carrying out design work as part of a design and build project or designing details of fixed plant from which people can fall, or anyone who changes a design or specification. Also included are temporary works engineers, those designing formwork or false-work and interior designers, shop fitters and landscape architects;

Planning Supervisor: any person appointed for the time being under Regulation 6(1)(a) as the health and safety controller of the project. The planning supervisor’s main responsibility is to ensure that all those who carry out design work on a project, particularly during the design phase, collaborate and pay adequate attention to the need to reduce risk wherever possible;

Principal Contractor: any person appointed for the time being under Regulation 6(1)(b) as the main contractor. A principal contractor must be someone who undertakes, carries out or manages construction work. He must be competent to manage the project in hand and adequately resourced;

Contractor: any person who carries on a trade, business or other undertaking in connection with which he:

- a. Undertakes to, or does, carry out or manage construction work;
- b. Arranges for any person at work under his control to carry out or manage construction work.

There is no reason why one person or organization may not fulfil several duties if they are competent to do so.

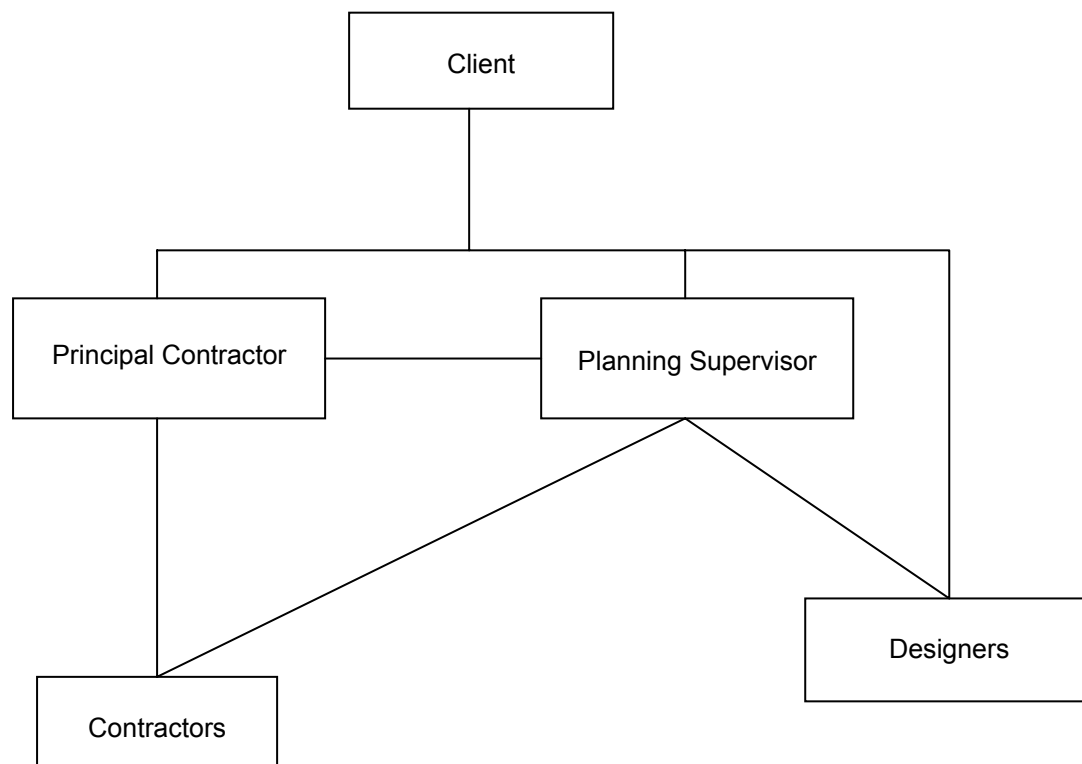
Other definitions: (These do not all come from the CDM Regulations)

"A person shall be regarded as competent where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures". (Management of Health and Safety at Work Regulations).

Construction site: any place at which construction work is or is intended to be carried out and where it would be reasonable in the interest of the health and safety of any person to segregate or otherwise set apart that place for the purpose of that work. (Construction (Health, Safety and Welfare) Regulations).

Demolition or dismantling: the demolition or dismantling of the whole or a substantial part of a structure. (Construction (Health, Safety and Welfare) Regulations).

Traffic Route: any route, the purpose of which is to permit the access to or egress from any part of the construction site for any pedestrians or vehicles or both and includes any gangway, run, gantry, stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp. (Construction (Health, Safety and Welfare) Regulations).



The whole set of Regulations works on the basis that the duty holder higher up the chain will enforce compliance upon those set below them.

Guidance Notes for Managing Health and Safety in Construction

SECTION D

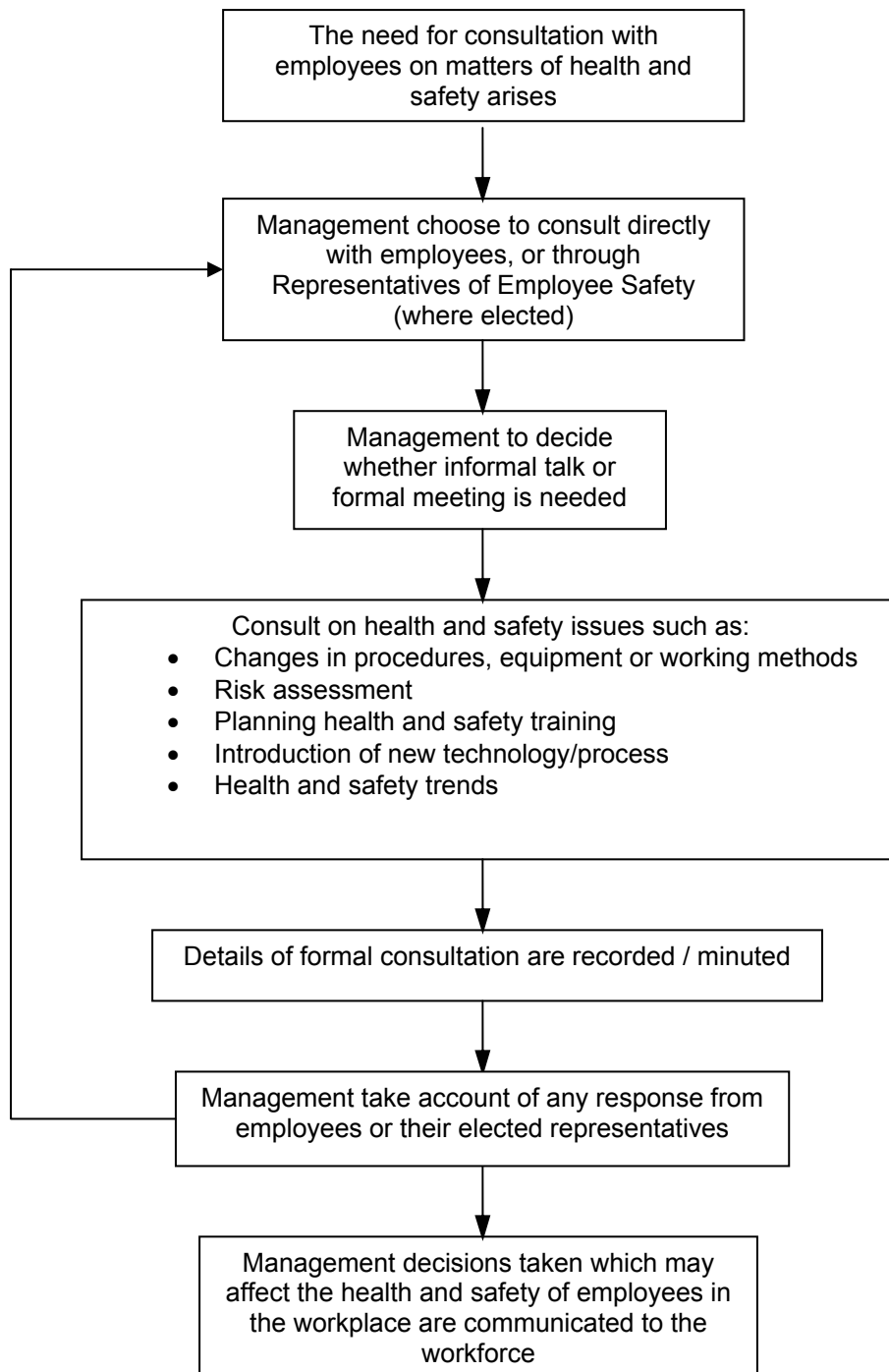
Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work, including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure;
- Arrangement for getting a competent person to help D M Tagg & Sons Ltd to comply with health and safety laws;
- When introducing new technology, tools or working processes;
- When planning health and safety training;
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

John Tagg will consult directly with individual employees or groups of employees.

Procedure for Consultation with Employees



See guidance section for details

Guidance on Consultation with Employees

INTRODUCTION

We will involve our employees in discussions regarding any of the following circumstances:

- Any change which may substantially affect their health and safety at work, for example in procedures, equipment or ways of working;
- The company's arrangements for getting competent people to help it satisfy health and safety laws;
- The 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;
- The health and safety consequences of introducing new technology.

These discussions will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

1. Elected Representatives of Employee Safety:

Representatives of employee safety have the following functions:

- To make representations to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent;
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent;
- To represent the employees who elected them in consultation with an enforcing authority.

2. Availability of Health and Safety Documentation at the Workplace:

It is a Company requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the Company Health and Safety Policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for Company management to obtain for those works, and which have a bearing on health and safety issues for that place of work.

3. Induction Training:

This Company expects its employees to undergo specific induction training (which will be provided by this Company or others) prior to works commencing in order to address the health and safety hazards associated with that particular area. Any such induction training should include the following:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;

- Use, availability and storage of protective clothing and equipment;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Procedures for reporting accidents, injuries and property damage;
- Safe systems of work, where applicable;
- Welfare - location of canteens, toilets, etc and other welfare matters;
- The importance of hygiene and health.

Records of training will be held by the Human Resources department in personnel files and recorded on the appropriate systems. Records of site induction will be kept at the site of work by the supervisor, together with any certificates from off-site courses attended by employees. A sample induction format is included in this section.

No person will be deployed to a construction site operation or other hazardous site operation without receiving training suitable for the task involved, as detailed in the Safe Systems of Work, unless it is for the purpose of training under close supervision.

4. Toolbox Talks:

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by Company management or their authorized representatives, at a frequency to be determined by this Company. An example of the form used by this Company to record toolbox talks is attached.

5. Training:

The Managing Director shall ensure that all members of staff receive training on health and safety, to assist them in undertaking their task safely and efficiently. External courses on specific subjects may be utilized along with internal training, as and when appropriate.

Although the Managing Director has a major role to play within the Company's Health and Safety Policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

6. General Communication Media:

Where deemed applicable, health and safety information may also be transmitted by management to employees by way of memos, notice boards on Company or site premises, minutes of meetings, site safety booklets and other media. It will be the responsibility of the Managing Director (or his representative) to decide how to transmit health and safety information to the Company's employees.

INFORMATION REGISTER FOR EMPLOYEES

Project:..... Sheet Number:.....

This register is to record the issuing of verbal instructions to members of staff (or sub-contractor labour). It is preferable, but not essential, that the person receiving the instructions signs to that effect.

NAME	DATE	INSTRUCTIONS GIVEN	BY WHOM	REFERS TO ASSESSMENT	SIGNED

Staff Information Register

Guidance Notes for Consultation with Employees

SECTION E

Arrangements for Induction Training

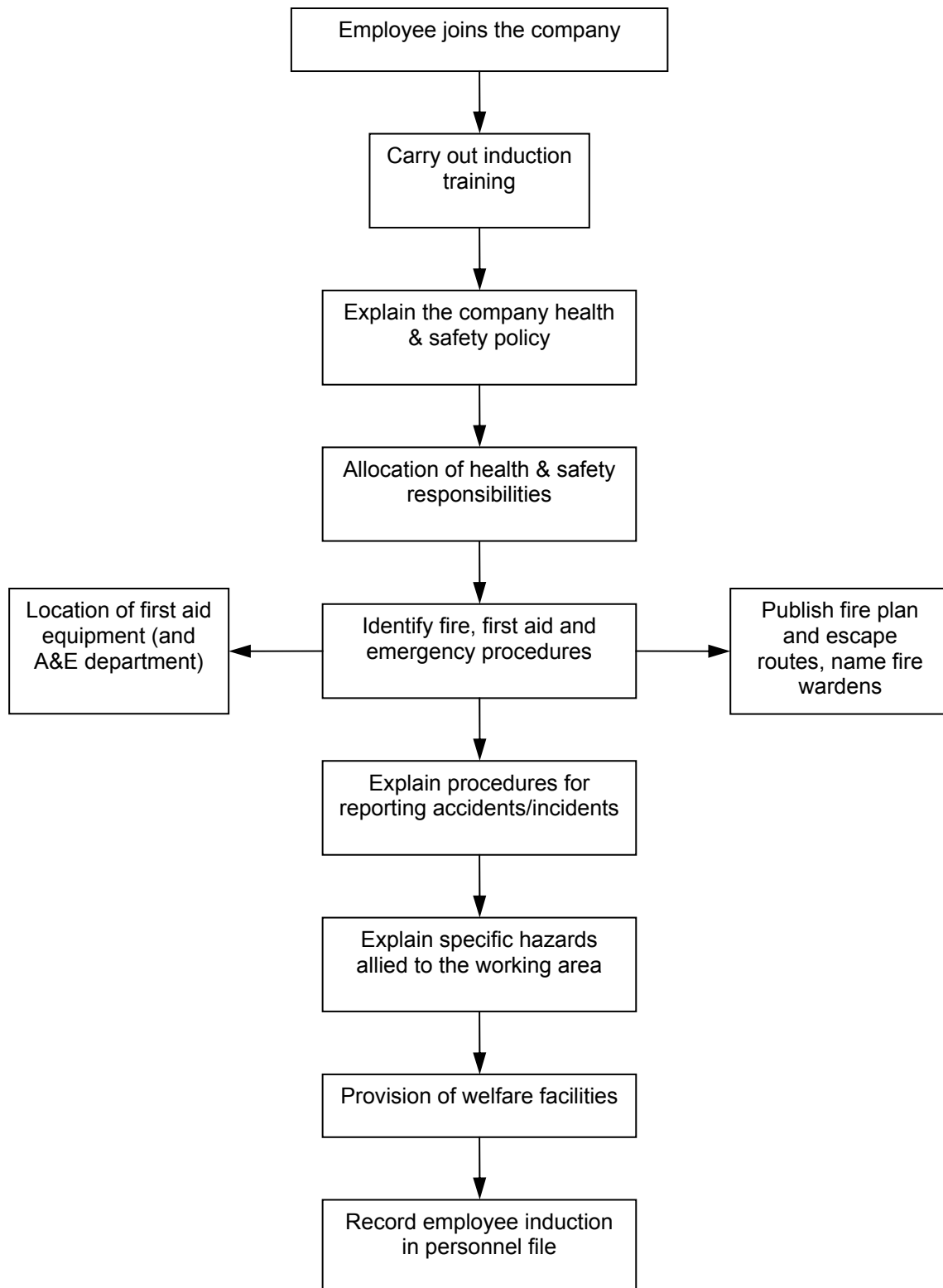
D M Tagg & Sons Ltd expects its employees to undergo specific induction training (which may be provided by the Company or others) prior to works starting, so that we can address the health and safety hazards associated with that particular area.

John Tagg(Company) will ensure that all employees undergo company induction training.

John Tagg(Site) shall ensure that site operatives undergo site induction training and that records of this training are kept on site, together with any certificates from off-site courses attended by employees.

Records of Company induction training will be held at head office by **Alison Tagg**.

Procedure for Induction Training



See guidance section for details

Guidance on Induction Training

INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organization. This should take place as soon as possible after they start, ideally on arrival. The objective of the training is to ensure new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

Areas to be covered:

1. The individual's reporting lines, job title, duties and responsibilities
2. The Company's Health and Safety Policy including:
 - The organization's commitment to health and safety in the workplace
 - Legislative background to the health and safety policy
 - The general statement of policy and its importance
 - How to get access to the health and safety policy
 - The organizational structure for managing health and safety
 - The employee consultation process on health and safety issues
 - Management and staff responsibilities and rules
 - Arrangements and procedures
 - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points
 - How the accident and incident reporting system works
 - First aid arrangements
 - Disciplinary procedures following breach of staff rules.
3. Prohibited and hazardous areas, smoking arrangements
4. Where to find individuals with special health and safety functions, e.g. Health and Safety Adviser/Co-ordinator, First Aiders, Fire Wardens and Safety and Employee Representatives
5. Details of any traffic controls and restrictions
6. Location of specific safety issues
7. Job specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
8. Details of any further training to be provided.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

References:

Health and Safety Management System
Fire notices
First aid notices
Location and job specific requirements
Guidance relevant to the individual's work
Relevant specific/detailed risk assessments.

REFRESHER TRAINING

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers, including the following:

1. Those working with asbestos and hazardous substances
2. Crane operators
3. Drivers of company vehicles
4. Those handling flammable substances
5. Those working with ionising radiation
6. Operators of fork lift trucks
7. Drivers of vehicles carrying dangerous substances by road
8. Safety and employee representatives
9. Qualified First Aiders and appointed persons
10. Safety advisers and co-ordinators
11. Management staff.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, eg every three years for qualified First Aiders, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided *ad hoc*, as well as on a regular basis. For example, staff trained to operate a particular fork lift truck would require additional training should a new truck of a different type or rating be brought into use. Management staff will need retraining following amendments to the health and safety policy, to ensure consistent implementation of any new measures.

INDUCTION SHEET

Site/Area:

Company/Person giving Induction:

Date of Induction:

The following items have been explained to the inductee:

- The Company's policy for health, safety and welfare;
- Allocation of safety responsibilities on site;
- Site specific rules;
- Safe systems of work, where applicable;
- General hazards in and around their work area;
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;
- Fire and emergency procedures (including the location and use of extinguishers);
- First aid - names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use;
- Use, availability and storage of protective clothing and equipment;
- Procedures for reporting accidents, injuries and property damage;
- Welfare - location of canteens, toilets, etc, and other welfare matters;
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

Signed by:(having received safety induction)

Print Name:

Company:

This form is to be held in the site records and then transferred to head office on the completion of the task.

Induction Sheet

SECTION F

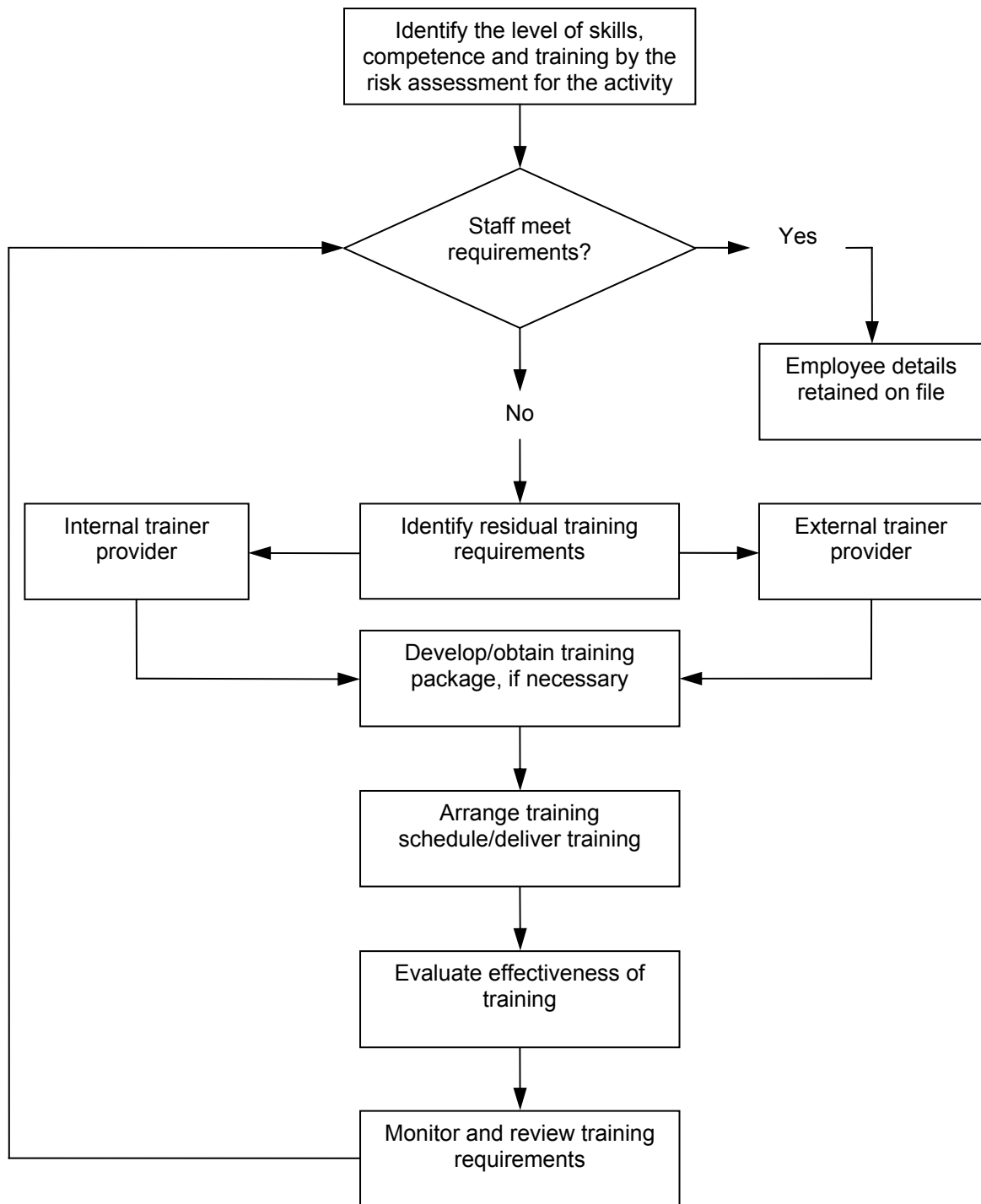
Arrangements for Training

John Tagg will ensure that all members of staff receive training on health and safety, to assist them in undertaking their task safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although the Managing Director has a major role to play within the Company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that his subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

Copies of all training records will be held at head office by **Alison Tagg**.

Procedure for Training



See guidance section for details

Guidance on Training

INTRODUCTION

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

LEGAL REQUIREMENTS

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

EMPLOYEE COMPETENCE

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

1. Training
2. Knowledge
3. Experience
4. Skill.

Employers must decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work, e.g. providing health and safety assistance, working on electrical equipment and systems.

TRAINING NEEDS

Before adequate training can be provided, it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job, and should be reviewed regularly. In between reviews, training needs may become apparent, for example if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

1. Previous experience and training
2. The individual's capability and capacity for learning
3. The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity, and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

METHODS OF TRAINING

There are a variety of different training methods, including:

- Training courses, used for briefings, technical training, large audiences, covering new subject areas and general principles
- Demonstrations, for showing how to carry out specific activities or methods
- Toolbox talks, for passing on information on working procedures to groups of employees
- On the job training, for teaching an individual how to carry out the tasks they are responsible for
- Workshops, for encouraging participation during training courses
- Training may be given by anyone competent to do so, for example:
- In-house personnel, e.g. line managers or employees with specific competence
- External trainers delivering a tailored in-house course in the workplace
- External trainers at an external venue.

TRAINING REQUIREMENTS

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility
- The Health and Safety Policy
- Safety rules, procedures, control measures, monitoring and checking arrangements etc relevant to their areas of responsibility
- Communication with their staff and their managers
- How to supervise staff in relation to safety procedures etc
- Incident investigation
- Identification of problems or improvements in health and safety arrangements
- How and when to take disciplinary action against staff breaching safety rules etc
- Effective recruitment
- Recognition of personal limitations in relation to health and safety knowledge
- How and when to seek specialist advice

SECTION G

Arrangements for Safe Equipment and Plant

The site foreman or **John Tagg** will be responsible for identifying all equipment, plant or tools in need of maintenance.

John Tagg will be responsible for ensuring that effective maintenance procedures are drawn up and implemented.

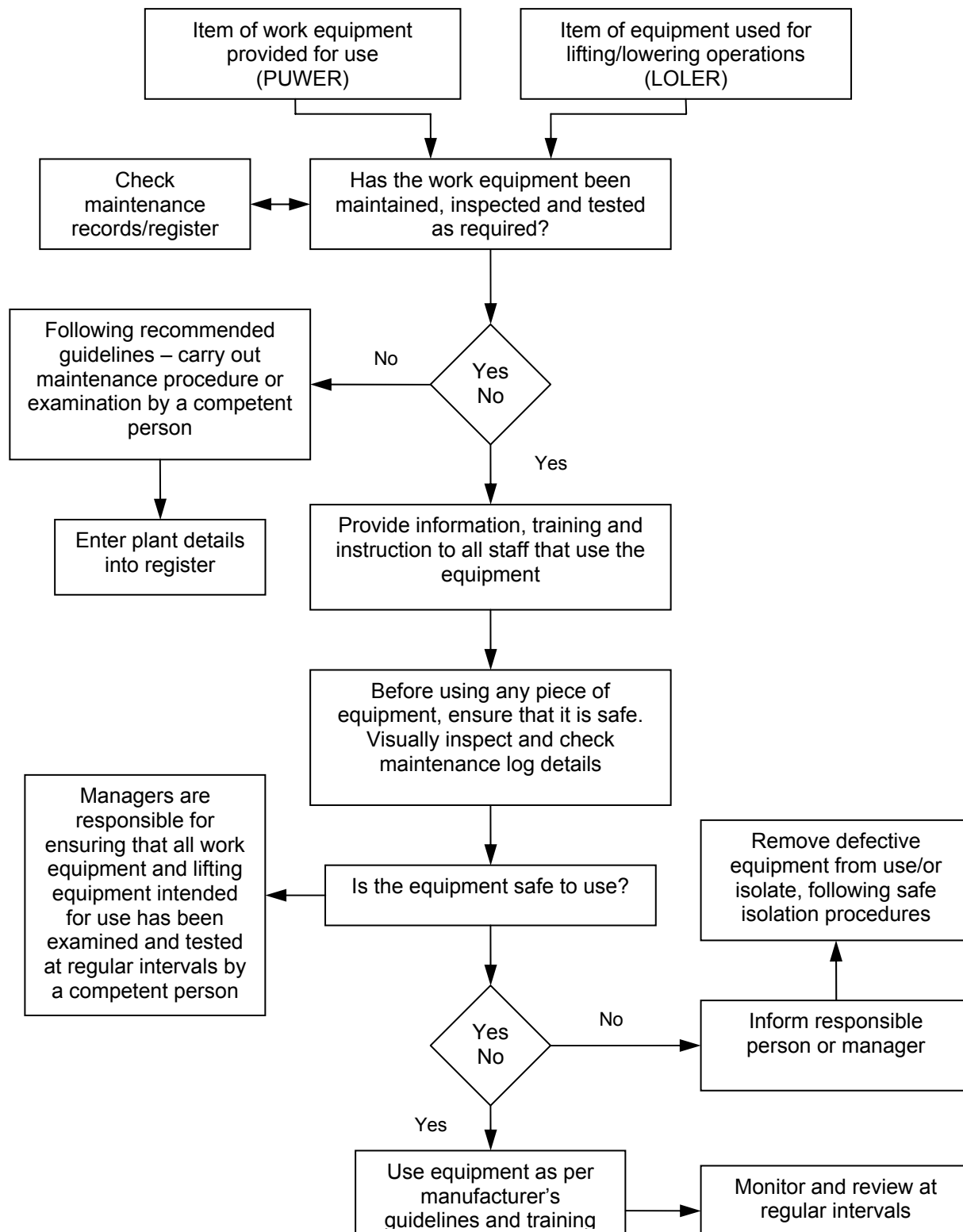
Before using any piece of equipment individuals must ensure that it is safe. Visually inspect the item and check in the maintenance log to see if it is in date.

Any problems found with plant/equipment should be reported to **John Tagg**. No-one is to use any piece of equipment that is not in good condition.

John Tagg will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in The Provision and Use of Work Equipment Regulations, before it is purchased.

Site Managers are responsible for ensuring that portable electrical tools are tested at regular intervals in line with current legislation by a competent person appointed by the Company.

Procedure for Safe Equipment and Plant



See guidance section for details

Guidance on Safe Equipment and Plant

INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of "work equipment" provided for "use" or "used", either by employees or the self-employed. The following definitions are relevant:

Work equipment - covers all machinery and tools, from a major item of construction plant to a screwdriver; and includes equipment such as ladders and scaffolding;

Use - includes its cleaning, repair, modification, maintenance and servicing.

GENERAL REQUIREMENTS AND DUTIES

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the Regulations.

It is the duty of any self-employed person working for a Company to ensure that any equipment they provide complies with the Regulations.

When Company employees are permitted to provide their own equipment, this equipment must also comply with the Regulations.

In construction, items of work equipment are often used by a number of different contractors and it is essential that they co-operate with each other and that their activities are co-ordinated, as required by the Management of Health & Safety at Work Regulations. It is the Company's policy that the provision and use of shared work equipment on construction sites shall be co-ordinated by the principal contractor.

This Company shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment, but even the simplest hand tools shall be subject to a daily visual check by the user for defects before use. Complex equipment is likely to require routine maintenance and planned preventive maintenance, which shall be carried out in accordance with manufacturers' recommendations.

For some plant and machinery, a maintenance log may be required, or be considered appropriate. Where there is a maintenance log for any item of plant or machinery, records shall be kept up to date.

INFORMATION AND INSTRUCTION

All relevant health and safety information and written instructions on the use of work equipment shall be made available to the workforce at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, the Company shall ensure that the workforce properly understands the instruction.

Adequate training in the use of work equipment shall be given, both to "users" and to their supervisors and managers. The Company shall assess what training is adequate.

SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY

PUWER replaces most of the previous legal requirements for the guarding of machinery and requires effective measures to prevent contact with dangerous parts of machinery. Such measures must prevent access to the dangerous part, or stop the movement of the dangerous part before access is gained.

If the dangerous part of the machine is in a place that cannot foreseeably be reached by anybody, no further measures are necessary as that part is said to be "safe by design or position". However; in such cases access may be needed for maintenance or repair and, if no guards or other devices are in place, a suitable system of work, or permit-to work system, shall be implemented. Four levels of effective measures are laid down:

- Fixed, enclosing guards (barriers);
- Other guards or protection devices (trip devices, safety mats, etc);
- Protection appliances (jigs, holders, push sticks, etc);
- Provision of information, instruction, training and supervision.

In many cases, a combination of measures will be needed. All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to any recognized standard;
- Be of good construction, sound material and adequate strength;
- Be maintained in an efficient state, in efficient working order and in good repair;
- Not themselves give rise to any increased risk to health or safety;
- Not easily be disabled or by-passed;
- Be situated at a sufficient distance from the danger zone they are protecting;
- Not unduly restrict any necessary view of the operation concerned;
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.

PROTECTION AGAINST SPECIFIC HAZARDS

Subject to the note below, work equipment must incorporate protection against certain specific hazards:

- Material falling from equipment (e.g. a loose board falling from scaffolding);
- Material held in the equipment being unexpectedly thrown out (e.g. swarf ejected from a machine tool);
- Parts of the equipment breaking off and being thrown out (e.g. an abrasive wheel bursting);
- Parts of the equipment coming apart (e.g. collapse of falsework or scaffolding);
- Overheating or fire (e.g. due to bearings running hot, or ignition by welding torch);
- Explosion of equipment (e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work);
- Explosion of substance in the equipment (e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour; or welding work on a container with flammable residues).

The risk assessment made under the Management of Health and Safety at Work Regulations shall identify any of the above hazards and assess the associated risks. Emphasis shall be placed on reducing the risks by minimizing the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information also have important roles to play.

Note - The above requirements do not apply in circumstances where any of the following regulations apply:

- Control of Lead at Work Regulations
- Ionising Radiations Regulations
- Control of Asbestos at Work Regulations
- Control of Substances Hazardous to Health Regulations
- Noise at Work Regulations
- Construction (Head Protection) Regulations

HIGH OR VERY LOW TEMPERATURES

The Company shall ensure that protection is provided where there is a risk of contact with accessible surfaces of hot or very cold work equipment. Engineering measures, such as insulation, screens or barriers, shall be adopted in preference to personal protective equipment.

CONTROLS AND CONTROL SYSTEMS

The Company shall ensure that the following requirements are met for powered work equipment:

When starting or changing operating conditions:

- One or more controls shall be provided, where appropriate, to start equipment and starting shall only be possible by using a control;
- A change in operating conditions (eg speed or pressure) shall only be possible by use of a control;
- Controls shall be designed and/or positioned so as to prevent accidental operation and must not be capable of operating themselves due to gravity, vibration, etc;
- The stop control (or controls) shall be readily accessible and bring the equipment to a safe condition, in a safe manner. It does not necessarily have to be instantaneous, or to bring all moving parts to a halt.

Emergencies:

- An emergency stop control shall be provided if other safeguards are not adequate to prevent risk when some unplanned event occurs, eg someone becoming exposed to a hazard, or a dangerous malfunction of the machine;
- Emergency stop controls, where appropriate, shall be provided at every control point and, where necessary, at other locations around the equipment so that action may be taken quickly. They shall be positioned so as to be easily reached and operated.

General:

- The intended purpose of each control shall be easily recognizable by wording or symbols, and where appropriate, by colour; shape and position;
- Normal operating controls shall not be placed where anyone using them might be placed at risk. Also, so far as is reasonably practicable, controls shall be positioned so that the operators of the equipment are able to see that no other person is at risk from anything they set going. If this is not reasonably practicable, a safe system of work shall be introduced to ensure the health and safety of others;
- Where appropriate, e.g. in the case of a detonator, an audible, visual, or other suitable warning shall be given whenever work equipment is about to start. The warning shall allow sufficient time for those at risk to get clear; or to prevent the equipment from starting.

Control Systems:

- The Company shall ensure that failure of any part of a control system, or its power supply, shall lead to a "fail-safe" condition and not impede the operation of the "stop" or "emergency stop" controls.

ISOLATION FROM SOURCES OF ENERGY

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Reconnection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance, or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, ie so that unintentional reconnection is not possible. The procedure will normally involve some form of permit-to-work system.

STABILITY

Where appropriate, precautions shall be taken to ensure that items of work equipment are "stabilized", eg the use of outriggers with mobile cranes.

LIGHTING

The Company shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

MAINTENANCE OPERATIONS

Where there is any risk to health or safety, measures shall be taken, as far as is reasonably practicable, that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable, precautions shall be taken to prevent risks to health or safety of those carrying out maintenance work. In this context, "maintenance" includes cleaning and repair. On construction sites, the need to carry out maintenance on moving machinery is unlikely to arise.

MARKINGS AND WARNINGS

The Company shall ensure that, where necessary, all work equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- The maximum rotational speed of an abrasive wheel;
- The maximum safe working load on lifting equipment;
- Identification of gas cylinders by colour;
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations. Warning devices, e.g. reversing alarms on vehicles, shall be clear and easily understood.

INSPECTION REQUIREMENTS

An inspection is required for work equipment whenever it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime for work equipment shall be set by the Company, based on manufacturers' information and other statutory obligations. Additional inspection requirements may be identified, taking into account the work being carried out, any site specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g. scaffolding is inspected under the Construction (Health, Safety and Welfare) Regulations. Other Regulations lay down specific items to be examined. These specific Regulations take precedence over the requirements in PUWER.

RESPONSIBILITY FOR INSPECTION

A number of parties will have responsibilities for ensuring that work equipment is safe to use and that it has been inspected in accordance with the inspection regime. Hire companies must ensure that equipment they hire out complies with PUWER. Employers and self-employed persons have a duty to ensure that equipment they use, or provide for use, complies with PUWER and that includes ensuring that inspections are carried out by a competent person. If employees use equipment provided by another contractor, the Company has a duty to ensure that the equipment is safe to use.

If equipment is provided on site for common use, eg a compressor or abrasive wheel, the Company shall establish who will take responsibility for the equipment and ensure it complies with PUWER. As an employer, the Company shall establish that it is safe for use by our employees.

If hired equipment is used, the Company shall come to an agreement with the hire company as to who will carry out the inspections and when they will be carried out.

The Company shall appoint a person to be responsible for ensuring that all Company-owned plant and equipment is safe, maintained in good condition, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.

TYPES OF INSPECTION

Visual Check

Low risk equipment used for low risk activities will not require a formal inspection. Visual checks may be required by the user before each use to ensure it is in good condition, eg it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by the operative.

In circumstances where additional hazards exist, low risk equipment may need a more detailed check, eg a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Equipment that is of a higher risk, and equipment with moving parts, should have a visual check before each use, and may require a more formal check at specified intervals; this must be carried out by a competent person in addition to the daily checks carried out by the operator.

Inspection of equipment that poses a significant risk, ie dumpers, ride on rollers, etc will be carried out by a competent person in accordance with the Company's inspection regime. These inspections are in addition to the daily checks carried out by the operator.

For the majority of equipment the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections, eg equipment used in confined spaces may require an inspection before each shift.

Recording Inspections

Records of inspections must be made and kept. Examples of inspection registers can be found at the end of this section. However, records can be attached to the equipment itself, or stored electronically in a tamper proof form. They are to be easily accessible by those who use the equipment or otherwise need the information. If the Company uses equipment acquired from another user or provides equipment for use by another user and it is subject to an inspection regime, that equipment must be accompanied by physical evidence of the last inspection.

It is the Company's practice to keep all records of inspection and maintenance for future reference.

MARKING

A CE marking stamped upon equipment indicates that there is a European product directive and that the equipment has been manufactured to a certain standard. However, it does not guarantee that the equipment complies with UK health and safety standards. Therefore, the Company shall ensure that all equipment, whether CE marked or not, complies with UK health and safety requirements and is safe to use.

MOBILE WORK EQUIPMENT

Any work equipment which is intended to travel between different locations for the purpose of carrying out work whilst it is travelling, or carrying out work when at its new location, is classed as mobile work equipment. Examples include dumpers, forklift trucks, mobile cranes, land rovers, ride on rollers, remote controlled rollers, concrete wagons, etc.

Equipment that requires manual effort to power it is not considered mobile work equipment, e.g. pallet trucks, sack barrows, wheelbarrows and bogeys. Portable work equipment that is moved from one place to another but used in a static position is also not considered to be mobile work equipment, e.g. compressors, concrete pumps and cranes that do not have pick-and-carry duties.

However, some equipment not considered to be mobile work equipment can become classed as mobile if it is towed, eg man riding cars used in tunnelling. The requirements in Part III apply to this type of equipment when it is towed and, in each case, the Company shall consider whether towing this equipment creates an additional risk to the operator and any passengers and shall implement any control measures detailed below that may be necessary.

EMPLOYEES CARRIED BY WORK EQUIPMENT

The Company is committed to preventing employees falling out of work equipment, whether it is moving or stationary. To this end, provision of the following shall be considered: cabs, work platforms, seating, and restraining systems such as safety belts or handholds.

Where risk assessment shows that there is a need to protect employees from falling objects whilst being carried by work equipment, the Company shall ensure that cabs or falling object protection structures (FOPS) are fitted. The need for this type of protection will depend on the environment and activities carried out.

RESTRAINING SYSTEMS

Where possible, full body seat belts, lap belts or a purpose-designed restraining system shall be fitted to all work equipment that requires a restraining system. However, some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on the body of the vehicle, or the operators may be doing an activity that will increase the risk should they wear a restraining belt.

Road transport vehicles that are also used to transport people around site are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times. Passengers in the back of a van sitting in front facing seats must wear seat belts, if provided; it is considered unsafe to fix seat belts for those sitting in bench seats along the length of the van. Drivers are to ensure that vehicles fitted with this type of seat travel at restricted speeds when carrying passengers.

ROLL OVER PROTECTION

If equipment that travels whilst being used as work equipment could roll over and injure the operator or passengers or if it can roll more than 90 degrees the need to fit a roll over protection (ROP) structure shall be assessed in order to ensure protection for the operator and passengers.

If it is reasonably practicable to comply with the requirement for ROP and the situation requires it, then the Company shall do so. Once the type of ROP most appropriate for the equipment has been determined, the remaining risk to anyone carried by the equipment shall be established. If there is the chance of them being crushed by the equipment rolling over then a suitable restraining system shall be fitted.

If equipment cannot be fitted with roll-over protection, as it was not designed for this purpose, the Company shall ensure that an engineering analysis is carried out by a competent person to determine what control measures can be taken. If the fitting of ROP, etc would increase the risk to safety, i.e. it would destabilize the equipment or affect the integrity of the equipment, then the Company does not have to comply with this requirement.

Similarly, if it would not be reasonably practicable to operate the mobile work equipment because of the ROP structure, the Company does not have to comply with this requirement. In areas where limited headroom would prevent the use of a ROP structure on a standard machine, a smaller machine or specialist equipment shall be considered before a decision is taken to remove the rollover protection.

If the equipment is stationary whilst carrying out the work, the ROP requirement does not apply. However, if the equipment moves around on site between operations, the risks to employees shall be assessed. Company owned vehicles driving on the road are work equipment, and precedence shall be given to road traffic laws when the vehicles are used on the public highway.

SELF PROPELLED WORK EQUIPMENT

The following requirements apply to mobile work equipment that is propelled by its own motor when in use, eg dumpers, forklift trucks, rollers etc.

The Company shall ensure that an unauthorized person cannot start up this type of equipment. All such equipment shall require a key or other starter device and only authorized persons shall have access to them.

Effective devices for braking and stopping shall be fitted to all self propelled equipment. In the event of the main braking device failing, there shall be a secondary facility that is easily accessible, or an automatic system to prevent the equipment from running away.

Operators of self propelled mobile plant must have a good direct field of vision from their operating position. If there are blind areas, then consideration shall be given to using mirrors, avoiding reversing, using a banksman and fitting reversing alarms where appropriate.

Where equipment is used in the dark it shall be equipped with suitable and sufficient lighting. If the work equipment is carrying something that is a fire hazard, fire fighting equipment shall be provided.

EQUIPMENT MAINTENANCE REGISTER

Description:

Serial No:

Chassis No:

Identification No:

Purchase Date:

Manufacturer's Recommended Maintenance Period:

Due Date:			
Actual Date:			
Maintenance Carried Out:			
Defects Rectified:			
Electrical Integrity:			
Visual Check:			
Competent Person:			
Signed:			

Equipment Maintenance Register

SUGGESTED INSPECTION AND TEST FREQUENCIES FOR ELECTRICAL EQUIPMENT

Type of Premises	Type of Equipment	User Check (Only recorded if a fault is found)	Formal Visual Inspection (Must be recorded - may form part of Combined Inspection & Testing)	Combined Inspection & Testing (Must be recorded)
Construction Sites	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Weekly	Monthly Monthly Monthly Monthly Monthly	3 Monthly 3 Monthly 3 Monthly 3 Monthly 3 Monthly
Industrial, including commercial kitchens	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	Weekly Weekly Before each use Before each use Before each use	None None Monthly Monthly Monthly	Annually Annually Annually 6 Monthly 6 Monthly
Equipment used by the Public	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	For some equipment, such as children's rides, a daily check may be necessary by a supervisor / member of staff	Monthly Monthly Weekly Weekly Weekly	Annually Annually 6 Monthly 6 Monthly 6 Monthly
Schools	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	Weekly Weekly Weekly Weekly Before each use (all checks to be made by a teacher / member of staff)	None None 4 Monthly 4 Monthly 4 Monthly	Annually Annually Annually Annually Annually
Hotels	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually 6 Monthly	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually
Offices and Shops	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually 6 Monthly	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually

Note: The information on suggested inspection frequencies given above is taken from the Institution of Electrical Engineers Code of Practice for In-Service Inspection and Testing of Electrical Equipment. It is more detailed and specific than HSE guidance, but is not considered inconsistent with it.

Suggested Inspection and Test Frequencies for Electrical Equipment

**SUGGESTED INSPECTION AND TEST FREQUENCIES FOR
ELECTRICAL EQUIPMENT – CONSTRUCTION SITES**

Equipment/ Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection & Test
Battery-operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs (Fixed)		Daily/every shift	Weekly	Before first use then 3 monthly
RCDs (Portable)		Daily/Every shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	6 Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Weekly	Annually

Inspection and Test Frequencies for Electrical Equipment – Construction Sites

STATUTORY REGISTERS INDEX

Type of Plant/ Equipment for Task	Examinations			Inspections		
	Thorough Examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on Form No.
Scaffolding	*	*	*	Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Company's own Register
Excavations, Earthworks, Trenches, Shafts, Tunnels	Weekly or more often if part has been affected eg collapse or explosives	Competent person (eg Supervisor)	Company's own Register	Daily - before shift starts	Competent person (eg Supervisor)	Company's own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Company's own Register	Daily and before men are employed therein	Competent person	Company's own Register
Lifting equipment used to lift people, eg mobile elevating work platforms, scissor lifts, man riding baskets and passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register
Lifting equipment used to lift goods, eg cranes, vehicle hoists, goods lifts, gin wheels, ropes used for access, fork lift trucks, lorry loaders (hiab's) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register
Lifting accessories, eg chains, ropes, slings, components for attaching loads for lifting eg hooks, eyebolts, lifting beams or frames etc	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment, eg hoists, tower cranes or gantry cranes	After each installation. After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair or alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register

Be aware that any lifting equipment which normally undergoes 12 monthly inspection, e.g. a mobile crane, needs a six monthly inspection if the use is changed to lift people, e.g. with a man riding basket.

Statutory Registers Index

WORKING AT HEIGHT

DEFINITION OF TERMS

The following are definitions of some of the terms used in the Work at Height Regulations:

“Access and egress” include ascent and descent.

“Fragile surface” means a surface which would be liable to fail if any reasonably foreseeable loading were to be applied to it.

“Personal fall protection system” means a fall prevention, work restraint, work positioning, fall arrest or rescue system, other than a system in which the only safeguards are collective safeguards; the term includes rope access and positioning techniques.

“Work at height” means work in any place where a person could fall a distance liable to cause personal injury (including a place at or below ground level), and obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

“Working platform” means any platform used as a place of work or as a means of access to or egress from a place of work and includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, run, gantry and stairway which is so used.

APPLICATION

With certain specific exclusions, the Work at Height Regulations impose requirements on employers, the self-employed, and those who control persons at work.

Duties are also placed upon people who are working under the control of another person to report to that person any activity or defect relating to work at height which he knows is likely to endanger the safety of himself or another person, and to use any work equipment or safety device provided to him for work at height by his employer (or by another person under whose control he works) in accordance with any training or instructions in its use that he may have received.

ORGANIZATION AND PLANNING

Work at height must be properly planned (including planning for emergencies and rescue), appropriately supervised and, so far as is reasonably practicable, carried out in a safe manner.

Work at height must only be carried out when weather conditions do not jeopardize the health or safety of persons involved in the work.

Work at height must only be organized, planned, supervised and carried out by people who are competent to do so or, if being trained, being supervised by a competent person.

AVOIDANCE OF RISKS FROM WORK AT HEIGHT

In order to identify the measures required to avoid the risks from working at height, a site-specific risk assessment will always need to be carried out. Where it is reasonably practicable to carry out the work safely otherwise than at height, then work at height must be avoided.

Where work is carried out at height, suitable and sufficient measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. These measures are to include ensuring that, where it is reasonably practicable to carry it out safely and under appropriate ergonomic conditions, the work is carried out from an existing place of work or (in the case of obtaining access or egress) using an existing means; where this is not reasonably practicable, sufficient work equipment must be provided to prevent a fall occurring.

Where the risk of a fall occurring cannot be eliminated, sufficient work equipment must be provided to minimize both the distance and the consequences of a fall or, where it is not reasonably practicable to minimize the distance, sufficient work equipment must be provided to minimize the consequences of a fall.

Where the risk of a fall occurring cannot be eliminated, additional training and instruction or other additional measures must be taken to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

SELECTION OF WORK EQUIPMENT FOR WORK AT HEIGHT

Work equipment for use in work at height must give priority to collective protection measures over personal protective measures and, additionally, take account of:

- The working conditions and the risks to the safety of persons at the place where the work equipment is to be used;
- In the case of work equipment for access and egress, the distance to be negotiated;
- The distance and consequences of a potential fall;
- The duration and frequency of use;
- The need for easy and timely evacuation and rescue in an emergency;
- Any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it.

Only work equipment which has characteristics (including dimensions) which are appropriate to the nature of the work to be performed and the foreseeable loadings, allow passage without risk, and in other respects the most suitable work equipment is to be selected for work at height.

REQUIREMENTS FOR PARTICULAR WORK EQUIPMENT

Means of Protection

Where a person could be liable to fall a distance liable to cause personal injury, suitable and sufficient means of protection shall be provided, that shall be:

- Of sufficient dimensions, of sufficient strength and rigidity for the purposes for which they are being used, and otherwise suitable;

- Be so placed, secured and used as to ensure, so far as is reasonably practicable, that they do not become accidentally displaced;
- Be so placed as to prevent, so far as is reasonably 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 guardrail must be fixed at a height of at least 950mm above the edge from which any person is liable to fall; toe boards must be suitable and sufficient to prevent the fall of any person, or any material or object; and there must not be an unprotected gap exceeding 470 mm between any guardrail, toe-board or other similar means of protection.

Any structure or part of a structure which supports means of protection or to which means of protection are attached must be of sufficient strength and suitable for the purpose of such support or attachment.

Except at a point of access to a ladder or stairway where an opening is necessary, there must not be any lateral opening in means of protection. Means of protection must be removed only for the time and to the extent necessary in order to gain access or egress, or where it is necessary for the performance of a particular task, and must be replaced as soon as practicable.

While means of protection are removed, the task must not be performed unless effective compensatory safety measures are in place.

Working Platforms

Working Platforms - stability

A working platform must:

- Be suitable and of sufficient strength and rigidity for the purpose for which it is intended to be used or is being used;
- Be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
- When altered or modified, be so altered or modified as to ensure that it remains stable;
- Be dismantled in such a way as to prevent accidental displacement.

Working Platforms – stability of supporting structure

In this context, “supporting structure” means any structure used for the purpose of supporting a working platform and includes any plant used for that purpose.

A supporting structure must:

- Be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
- In the case of a wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
- In other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
- Be stable while being erected, used and dismantled;
- When altered or modified, be so altered or modified as to ensure that it remains stable.

Working Platforms – safety

A working platform must:

- 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 being carried out there;
- Possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap through which a person could fall, through which any material or object could fall and injure a person, or giving rise to other risk of injury to any person unless measures have been taken to protect persons against such risk;
- Be so erected and used, and maintained in such condition, as to prevent (so far as is reasonably practicable) the risk of slipping or tripping, or of any person being caught between the working platform and any adjacent structure.

Working Platforms – loading

Working platforms and supporting structures are not to be loaded so as to give rise to a risk of collapse or to any deformation which could affect their safe use.

Scaffolding

The following additional requirements for scaffolding are to be noted.

Strength and stability calculations are to be carried out for scaffolding, unless a note of the calculations, covering the structural arrangements contemplated, is available, or it is assembled in conformity with a generally recognized standard configuration.

For all scaffolding, an assembly, use and dismantling plan is to be drawn up by a competent person; depending on the complexity of the scaffolding selected, this plan may be in the form of a standard plan, supplemented by items relating to specific details of the scaffolding in question. A copy of this plan is to be kept available for the use of persons concerned in the assembly, use dismantling or alteration of scaffolding until it has been dismantled.

The dimensions, form and layout of scaffolding decks must be appropriate to the nature of the work to be performed, suitable for the loads to be carried, and permit work and passage in safety.

While a scaffold is not available for use (including during its assembly, dismantling or alteration) it is to be marked with general warning signs 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, particularly:

- Understanding of the plan for the assembly, dismantling or alteration of the scaffolding concerned;
- Safety during the assembly, dismantling or alteration of the scaffolding concerned;
- Measures to prevent the risk of persons, materials or objects falling;
- Safety measures in the event of changing weather conditions which could adversely affect the safety of the scaffolding concerned;

- Permissible loadings;
- Any other risks which the assembly, dismantling or alteration of the scaffolding may entail.

Collective fall arrest systems

A collective safeguard for arresting falls (for example, a net, mat or inflated device designed to catch a falling person) is to be used in preference to personal fall protection systems. However, such a safeguard is only to be used if:

- A risk assessment shows that, so far as is reasonably practicable, work can be performed safely while using it and without affecting its effectiveness;
- The use of other, safer work equipment is not reasonably practicable;
- A sufficient number of available persons have received adequate training specific to the safeguard, including rescue procedures.

A safeguard must be suitable and of sufficient strength to arrest safely the fall of any person who is liable to fall.

Where a safeguard is designed to be attached, it must be securely attached to all the required anchors. Additionally, the anchors and the means of attachment thereto must be suitable and of sufficient strength and stability to safely support the foreseeable loading in arresting any fall and during any subsequent rescue.

An airbag, landing mat or similar safeguard must be stable.

A safeguard which distorts in arresting a fall must afford sufficient clearance.

Suitable and sufficient steps must be taken to ensure, so far as practicable, that the safeguard itself does not cause injury to any person involved in a fall.

Personal fall protection systems

A personal fall protection system is only to be used if:

- A risk assessment shows that, so far as is reasonably practicable, work can be performed safely while using that system;
- The use of other, safer work equipment is not reasonably practicable;
- The user and a sufficient number of available persons have received adequate training specific to the operations envisaged, including rescue procedures.

A personal fall protection system must:

- Be suitable and of sufficient strength for the purpose for which it is being used having regard to the work being carried out and any foreseeable loading;
- Where necessary, fit the user;
- Be correctly fitted;
- Be designed to minimize injury to the user and, where necessary, be adjusted to prevent the user falling or slipping from it, should a fall occur;
- Be so designed, installed and used as to prevent unplanned or uncontrolled movement of the user.

Where a personal fall protection system is designed for use with an anchor, it must be securely attached to at least one anchor. Each anchor and the means of attachment thereto must be suitable and of sufficient strength and stability to safely support any foreseeable loading.

Suitable and sufficient steps must be taken to prevent any person falling or slipping from a personal fall protection system.

Work positioning systems

A work positioning system is only to be used if either:

- The system includes a suitable backup system for preventing or arresting a fall and, where the system includes a line as a backup system, the user is connected to it or, where this is not reasonably practicable;
- All practicable measures are taken to ensure that the work positioning system does not fail.

Rope access and positioning techniques

A rope access or positioning technique is only to be used if:

- It involves a system comprising at least two separately anchored lines, of which one ("the working line") is used as a means of access, egress and support and the other is the safety line (however, where a risk assessment shows that the use of a second line would entail higher risk to persons and appropriate measures have been taken to ensure safety, the system may comprise a single rope);
- The user is provided with a suitable safety harness and is connected by it to the working line and the safety line;
- The working line is equipped with safe means of ascent and descent and has a self-locking system to prevent the user falling should he lose control of his movements;
- The safety line is equipped with a mobile fall protection system which is connected to and travels with the user of the system.

Taking the risk assessment into account and depending in particular on the duration of the job and the ergonomic constraints, provision must be made for a seat with appropriate accessories.

Fall arrest systems

A fall arrest system must incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.

A fall arrest system must not be used in a manner which involves the risk of a line being cut, where its safe use requires a clear zone which cannot be made available, or which otherwise inhibits its performance or renders its use unsafe.

Work restraint systems

A work restraint system must be so designed that, if used correctly, it prevents the user from getting into a position in which a fall can occur, and must be used correctly.

Ladders

A ladder is only to be used for work at height if a risk assessment shows that the use of more suitable work equipment is not justified because of the low risk, together with the short duration of use or existing features on site which cannot be altered.

A ladder is only to be used where the surface on which it rests is stable, firm, of sufficient strength and of suitable composition to support the ladder and any loading intended to be placed on it safely, so that its rungs or steps remain horizontal

To ensure its stability during use, a portable ladder should always be placed at the correct angle, which is about 75° (roughly one metre out for every four metres up).

A suspended ladder must be attached in a secure manner so that it (with the exception of a flexible ladder) cannot be displaced and swinging is prevented.

To prevent its slipping during use, a portable ladder should always be:

- Tied effectively to an existing structure, preferably by securing the stiles at the upper end;
- Fitted with an appropriate ladder stabilizer or anti-slip device;
- "Footed" by another worker. This method is only suitable when it is not practicable to secure the ladder in some other way.

A ladder used for access must be long enough to protrude sufficiently above the place of landing to provide a handhold, unless a firm handhold has been provided by other measures.

An interlocking or extension ladder must only be used if its sections can be prevented from moving relative to each other while the ladder is in use

A mobile ladder must be prevented from moving before it is stepped on.

Where a ladder or run of ladders rises a vertical distance of 9 metres or more above its base, at least one safe landing area or rest platform must be provided, where reasonably practicable.

A ladder must be used in such a way that:

- A secure handhold and secure support are always available to the user, and
- The user can maintain a safe handhold when carrying a load (unless, in the case of a stepladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment shows that the use of a stepladder is justified because of the low risk, together with the short duration of use).

FRAGILE SURFACES

Where any person could work from, pass over or even come near to a fragile surface through which they could fall, then suitable and sufficient steps shall be taken to prevent this. These steps might include providing platforms, coverings or guardrails.

Where, despite taking measures to prevent falls, a risk of falling remains, suitable and sufficient measures must be taken to minimize the distance and consequences of any fall.

Where any person at work could pass over or near, or work on, from or near a fragile surface, prominent warning notices shall be affixed at the approach to the place where the fragile surface is situated or, where that is not reasonably practicable, such persons are to be made aware of it by other means.

FALLING OBJECTS

Suitable and sufficient steps must be taken to prevent, so far as is reasonably practicable, materials or objects from falling and causing injury to any person. If it is not reasonably practicable to prevent materials falling, precautions must be taken to prevent people being struck. Materials or objects must not be thrown from a height if they could injure someone. All materials and equipment are to be stored safely so as to prevent their collapse, overturning or unintended movement causing risk to any person.

DANGER AREAS

Where a workplace contains an area in which there is a risk of any person at work being injured by falling a distance or being struck by a falling object, the workplace is, so far as is reasonably practicable, to be equipped with devices preventing unauthorized persons from entering that area, and that area must be clearly indicated.

INSPECTION OF WORK EQUIPMENT

In addition to any pre-use operators' checks, equipment provided for work at height requires regular formal inspection to ensure that it is safe to use. In this context, equipment provided for work at height includes:

- Guard rails, toe-boards, barriers or other similar collective means of protection;
- Working platforms;
- Scaffolding;
- Nets, airbags or other similar collective safeguards for arresting falls;
- Personal fall protection systems, work positioning systems, rope access and positioning techniques, fall arrest systems, work restraint systems;
- Ladders.

For most equipment, the nature, frequency and extent of any inspection will be determined by a competent person. However, the following specific requirements apply:

- Where the safety of work equipment depends on how it is installed or assembled, it must not be used after installation or assembly in any position until it has been inspected in that position by a competent person;
- Where work equipment is exposed to conditions causing deterioration that is liable to result in dangerous situations, it must be inspected by a competent person at suitable intervals and each time that exceptional circumstances that are liable to jeopardize the safety of the work equipment have occurred;
- A working platform that is used for construction work and from which a person could fall 2 metres or more must be inspected at least every 7 days (this includes a mobile working platform);
- With the exception of lifting equipment, which is covered by the requirements of the Lifting Operations and Lifting Equipment Regulations, all work equipment that leaves one company for use by another company must be accompanied by physical evidence that the last required inspection has been carried out.

Any person who carries out an inspection under Regulation 12 of the Work at Height Regulations shall prepare a report before the end of the working period during which the inspection is completed. A copy of this report must be provided to the Contracts Manager within 24 hours.

A copy of this report must also be held on site, and after the work at that site is completed, at the company head office for at least three months after the report was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

The report must incorporate the following particulars:

- The name and address of the person on whose behalf the inspection was carried out.
- The location of the work equipment inspected.
- A description of the work equipment inspected.
- The date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health and safety of any person.
- Details of any action taken as a result of any matter identified in 5 above.
- Details of any further action considered necessary.
- The name and position of the person making report.

Though there is a requirement to inspect low level working platforms regularly, no report is required for any working platform where there is no risk of falling 2 metres or more.

INSPECTION OF PLACES OF WORK AT HEIGHT

So far as is reasonably practicable, in order to identify any obvious defects, a competent person must check the surface conditions and every parapet, permanent rail or other fall protection measure of every place of work at height on each occasion before work starts. These checks do not have to be recorded.

WORK AT HEIGHT COMPLIANCE CHECKLIST

<p>1. Has a site-specific risk assessment been carried out for this site in order to identify the measures needed to prevent both falls of persons from height and materials falling from height? Is it still relevant to the work being undertaken? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>2. Could any person work from, pass over or even come near to a fragile surface through which they could fall? If yes describe the steps being taken to prevent this.</p> <p>.....</p>	<p>YES/NO</p>
<p>3. Is it possible for any person, vehicle, plant, equipment or any other material to fall into an excavation? If yes describe the steps being taken to prevent this.</p> <p>.....</p>	<p>YES/NO</p>
<p>4. Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.</p> <p>.....</p>	<p>YES/NO</p>
<p>5. Are working platforms wide enough to permit the safe passage of persons and the safe use of plant and materials? Do they provide a safe working area? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>6. Do working platforms have suitably non-slippery surfaces? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>

Work at Height Compliance Checklist

Work at Height Compliance Checklist Cont...

<p>7. Do working platforms have gaps through which a person or any object could fall? If yes describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>8. Are working platforms free from slipping or tripping hazards and areas where any person could be caught between the platform and any adjacent structure? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>9. Are working platforms and supporting structures capable of carrying any load that will be placed on them? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>10. Is the scaffold properly erected, with toe boards, intermediate rail and hand rail? Is there an inspection procedure in place? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/NO</p>
<p>11. Where fall arrest systems are in use, have site-specific risk assessments been carried out for their use on this site? Are they still relevant to the work being undertaken? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/ NO/ N/A</p>
<p>12. Where fall arrest systems are in use, have rescue procedures been published? Are there sufficient available persons who have been trained in those rescue procedures? If no describe the steps being taken to correct this.</p> <p>.....</p>	<p>YES/ NO/ N/A</p>

Work at Height Compliance Checklist Cont...

<p>13. What system is in place to ensure that ladders will be in good condition, used properly, effectively tied or otherwise stabilized?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>14. Who is the competent person who will inspect (and record) any working platforms, personal suspension equipment or scaffold?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Inspection carried out
by.....(Name).....(Signed)

Results of inspection passed to.....(Name) (Position)
for action

Date.....

Inspection Report

Work at Height Regulations 2005

Report of results of every inspection made in pursuance of regulation 12

1) Name and address of the Company/Person on whose behalf the inspection was carried out

2) Location of the work equipment inspected. (Site address)

Description of the work equipment inspected	Date and time of inspection	Details of any matter identified that could give rise to a risk to the health or safety of any person	Details of any action taken as a result of any matter identified	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

Work at Height – Inspection Report Form

Guidance Notes for Safe Equipment and Plant

SECTION H

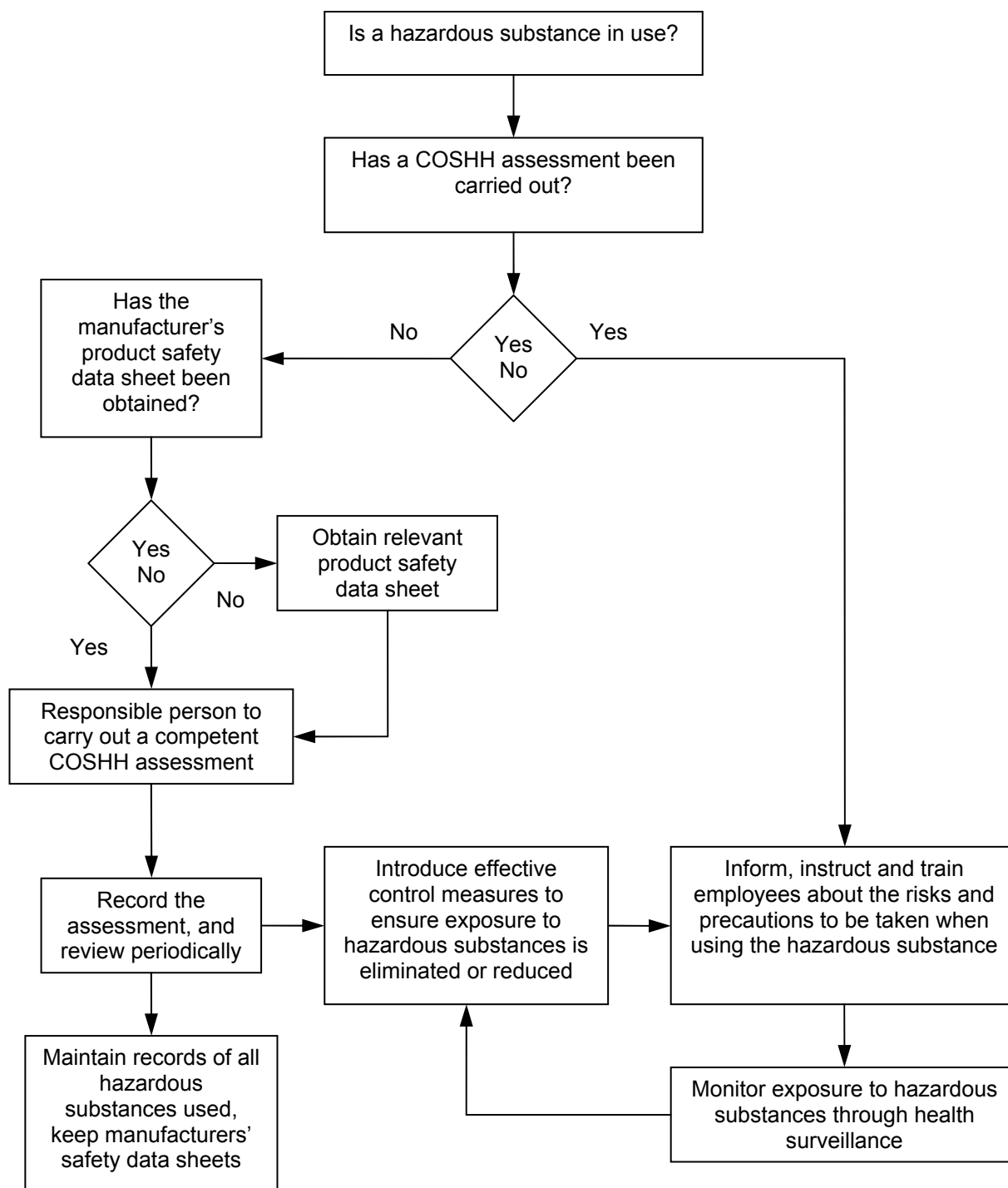
Arrangements for the Safe Handling and Use of Substances

John Tagg will be responsible for identifying all substances that require a COSHH assessment and checking that new substances can be used safely before they are purchased.

John Tagg will be responsible for undertaking COSHH assessments, or he may at his discretion delegate this responsibility to another competent employee.

John Tagg will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

Procedure for the Safe Handling and Use of Substances



See guidance section for details

Guidance on the Safe Handling and Use of Substances

INTRODUCTION

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This Section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the Company has considered all the factors relevant to the work and that informed judgements have been made with regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

SURVEY AND DATA SHEETS

The first process is to survey the site for substances. Once this is done, obtain the material safety data sheet (MSDS) for each substance, and formally assess the use of those substances which are hazardous in use. The safety data sheet has the following purposes:

It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used;

It provides all the information on a hazardous substance that the employer is required to provide to his employees under Regulation 12, in a standard and rational format;

It provides all the essential information necessary to carry out the formal assessments, as required under Regulation 6.

When the assessment is completed, the sheet should be filed in a COSHH safety data sheet file and be updated if and when the supplier provides further information or alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. Scrutinising the information gained on the substance, using the criteria set out below, does this.

For the purpose of the COSHH Regulations, a hazardous substance is defined as any substance, including any mixture, which is:

A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. In the case of substances introduced to the work area, this information should be displayed on the labelling on the container;

A substance which has been assigned a Workplace Exposure Limit (WEL) by the Health and Safety Commission and published in HSE Guidance Note EH40 - Occupational Exposure Limits;

A biological agent which creates a hazard to the health of any person;

Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air;

A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace.

For paragraph 5 above it may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other cases it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

SUBSTANCES TO BE ASSESSED

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the Regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding, and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment, then that assessment should be carried out with a combination of in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment, the following procedure is to be followed:

1. **Review the Information**
A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures, and the results of any exposure monitoring and health surveillance previously carried out.
2. **Study the Operation and/or Process**
Having reviewed the information in Step A, a close study needs to be made of the operation and/or process itself. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.
3. **Evaluation of Risk**
In order to evaluate the risks to health, the following have to be considered:
 - The hazardous properties of the substance;
 - Information on health effects provided by the supplier, including information contained in any relevant safety data sheet;
 - The level, type and likely duration of exposure;
 - The circumstances of the work, including the amount of the substance involved;
 - Activities, such as maintenance, where there is potential for a high level of exposure;
 - The effect of preventive and control measures, which have been or will be taken in accordance with regulation 7;
 - Conclusions regarding the risk.

The Hazard - The information reviewed in Step A should supply this.

The possibility of exposure -This can be broken down into four areas:

Risk of exposure - whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur.

Frequency of exposure - if it is reasonably foreseeable that exposure could occur, how often is that exposure like to be. This can normally be ascertained from past experience and general knowledge.

People at risk - there is a need to identify the people at risk to exposure to the substance, whether they are exposed by working directly with it, are in the vicinity of the work or areas where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged and is to include members of the public and other non-employees.

Routes of entry into the body - whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.

The quantity to which people are likely to be exposed - It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

1. exposure routinely and frequently occurs;
2. a high level of exposure can be foreseen;
3. the substance has been assigned a Workplace Exposure Limit (WEL);
4. the substance is known to be particularly hazardous.

Where the magnitude or significance of the exposure is uncertain, detailed measurements will normally be required to enable the requirements for the prevention or adequate control of exposure to be assessed.

The likely duration of exposure can normally be ascertained from past experience and general knowledge.

Conclusions Regarding the Risk

Once all the information has been gathered and collated, it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. If it is felt that there is still insufficient information to reach reasonable and valid conclusions, then further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for the following periods from the date of the last entry made in it:

1. where the record is representative of the personal exposures of identifiable employees, for at least 40 years;
2. in any other case, for at least 5 years.

Exposure judged not to be a risk to health

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

- The process and/or operation is carried out to the same, or better, standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure;
- The quantities of substances, or rate of use, are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail;
- Measurements have previously been taken of the process and/or operation, including in a "maximum exposure" situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same;
- The process and/or operation is performed strictly in conformance with well documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available, the risks must be identified and precautions instituted to protect the health of those exposed.

Exposure judged to be a risk to health

Where exposure is either known, or found to be, occurring in situations where prevention is reasonably practicable, the risk must be considered unacceptable.

COSHH ASSESSMENT SHEET

Sheet Number:

This assessment is generic in nature and must be specifically adapted to meet particular site requirements or conditions by site management/user.

COMPANY NAME

OPERATION / PROCESS

LOCATION

PRODUCT/SUBSTANCE USED

DATA SHEET N^o

HAZARDOUS CONTENT

W.E.L.

EXPOSED PERSONS

FREQUENCY OF EXPOSURE

DURATION OF EXPOSURE

HAZARDS

CONTROL MEASURES TO BE PUT IN PLACE



EXPOSURE ASSESSMENT: OPERATORS AND OTHERS

ASSESSOR

POSITION

DATE

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled. Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant/low/medium/high		
Is residual risk level acceptable?		
Serious or imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick)		
Contractor	Site Copy	Employees
Subcontractor	Other	Client
On-Site Assessment Signed	Print Name	Date

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the Assessment Register.

This register should be completed as follows:

OPERATION AND/OR PROCESS - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process;

LOCATION - The location within the premises should be clearly identified;

RECORD NUMBER - The record number of the Assessment;

DATE - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the Assessment Register.

EXPOSURE - PREVENTION OR CONTROL

Introduction

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

Control of Exposure

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specific period of time referred to as a time-weighted average (TWA). Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes' exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of HSE Guidance Note EH40, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL, the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed and the trouble required in taking the measures necessary to reduce that risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion or absorption through the skin or mucous membrane.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as the manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

PREVENTION AND CONTROL MEASURES

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure, the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

Prevention of exposure:

- The elimination of the substance, removing the risk in total;
- The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.

Control of exposure:

- The total enclosure of the operation and/or process;
- The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances;
- The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely;
- The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances;
- The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances;
- The reduction of the number of persons exposed;
- The reduction of the length of exposure;
- The prohibition of smoking, eating or drinking in the workplace;
- The provision and use of suitable personal protective equipment;

- The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment;
- The provision of adequate welfare facilities as already outlined;
- The regular and effective cleaning of the workplace and/or plant to remove contamination;
- The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances.

EXISTING CONTROL MEASURES

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate, consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

Company control measures include, but are not restricted to, the following:

Hygiene Facilities: Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of emergency.

Personal Protective Equipment: Where protective clothing is used or there is a risk of contamination of personal clothing and effects, then accommodation for that clothing and personal effects and changing facilities will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and so that they can be easily and effectively cleaned.

Eating, Drinking and Smoking: Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.

Eating and Drinking Facilities: Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace, facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

Maintenance of Personal Protective Equipment

The Company undertakes to ensure that personal protective equipment, including protective clothing; is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.

Dangerous Substances and Explosive Atmospheres

INTRODUCTION

The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) set minimum requirements for the protection of workers from the risks of fire and explosion arising from dangerous substances and potentially explosive atmospheres in the workplace.

Further to the requirements of the Management of Health and Safety at Work Regulations to manage risks, Regulation 5 of DSEAR requires that, where a dangerous substance is or is liable to be present at the workplace, a suitable and sufficient assessment shall be made of the risks to employees and other persons that arise from the substance. DSEAR does not address the health risks from substances; these are dealt with by the COSHH Regulations.

This Section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks that arise from dangerous substances. The objective of the assessment is to provide enough information to ensure that the correct:

- measures are taken to eliminate the identified risks, or reduce them as far as is reasonably practicable;
- equipment and procedures are put in place to deal with accidents and emergencies;
- information and training are provided to employees;
- classification into zones is made of places where explosive atmospheres may occur, the zones to be marked where necessary;
- coordination is carried out between employers sharing a workplace regarding the implementation of measures to protect employees from any risk from the explosive atmosphere.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the processes complexity and variability.

INTERPRETATION

For the purpose of the DSEAR Regulations, a dangerous substance is defined as any substance, including any mixture, which is:

a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations;

a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within sub-paragraph a) above;

any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within sub-paragraph a) or b) above.

The above definition would include such substances as petrol, liquefied petroleum gas, paints, varnishes and certain types of combustible and explosive dusts produce in, for example, machining and sanding operations.

An explosive atmosphere is defined as a mixture, under atmospheric conditions, of air and one or more dangerous substances in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.

A workplace means any premises or part of premises used for or in connection with work, and includes:

- any place within the premises to which an employee has access while at work;
- any room, lobby, corridor, staircase, road (other than a public road) or any other place used as a means of access to or egress from that place of work or where facilities are provided for use in connection with that place of work.

However, the requirements concerning classification into explosive atmosphere zones do not apply to some workplaces because there is other legislation fulfilling these requirements; for example:

- areas used for the medical treatment of patients;
- where gas appliances are used for cooking, heating, hot water production, refrigeration, lighting or washing and the normal water temperature does not exceed 105°C (unless the appliance is specifically designed for use in an industrial process carried out on industrial premises) and gas fittings located in domestic premises;
- the manufacture, handling, use, storage and transport of explosives or chemically unstable substances;
- activities at mines, quarries, borehole sites and offshore installations.

COMPETENCY TO ASSESS

The person delegated with the duty in their responsibilities must carry out the assessment. Each assessment is required to be done competently, in order to comply with the Regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding, and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment, then that assessment should be carried out with a combination of in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons and to examine both any records and the workplace.

The assessor must have an understanding of the DSEAR Regulations and their aims and should have read and understood this manual.

SURVEY AND DATA SHEETS

The first process is to survey the site for dangerous substances. Once this is done, the safety data sheets for each substance must be obtained from the manufacturer, and a formal assessment made of the use of those substances which:

- are explosive, oxidising, extremely flammable, highly flammable or flammable, or;
- create a risk at the workplace because of their physico-chemical or chemical properties and the way they are used, or;
- can form an explosive mixture with air or an explosive atmosphere.

The safety data sheet has the following purposes:

It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a data sheet should be purchased or used;
It provides all the information on a dangerous substance that the employer is required to provide to his employees under Regulations 8 and 9, in a standard and rational format;
It provides some of the essential information necessary to carry out the formal assessments, as required under the DSEAR Regulations.

The completed sheet should be filed in a DSEAR Data Sheet file and be updated if and when the supplier provides further information or alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been obtained, it is necessary to classify each substance that has been identified as dangerous under the DSEAR Regulations. Scrutinising the information gained on the substance, using the criteria set out below, does this.

PROCEDURE

In order to carry out a competent Assessment, the following procedure is to be followed:

Review the Information. A review of the information available on the substance should be carried out. This should comprise the supplier's safety data sheets, or information provided in HSE's Approved Supply List.

Study the Operation and/or Process. Having reviewed the information in Step A, a close study needs to be made of the operation and/or process itself. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved. The Supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established. For example, diesel oils are not classified as flammable under CHIP; however, if they are heated to a sufficiently high temperature in a process can create a fire risk. The diesel oil would then become a dangerous substance for the purposes of DSEAR.

Evaluate the Risk. In order to evaluate the risks to employees from fire, explosion or other hazardous properties of dangerous substances, the following have to be considered:

The hazardous properties of the substance - The information reviewed in Step A should supply this.

The quantity of the substance involved - The risk assessment must be carried out, regardless of the quantity of dangerous substance present. This will enable a decision to be made as to whether existing measures are sufficient or whether additional controls or precautions are necessary.

The way the substance is used or stored

Non-routine activities, such as maintenance work - these often have a higher potential for fire and explosion to occur.

The possibility of explosive atmospheres occurring - assess whether there is a likelihood of accumulations of gas, mist, dust or vapour that may ignite.

The identification of all potential sources of ignition

The identification of hazardous zones - for the purposes of DSEAR, hazardous places are classified in terms of zones on the basis of the frequency and duration of the occurrence of an explosive atmosphere, as follows:

Zone 0 -

A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is present continuously or for long periods or frequently.

Zone 1 -

A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is likely to occur in normal operation occasionally.

Zone 2 -

A place in which an explosive atmosphere consisting of a mixture with air of dangerous substances in the form of gas, vapour or mist is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Zone 20 -

A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is present continuously or for long periods or frequently.

Zone 21 -

A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is likely to occur in normal operation occasionally.

Zone 22 -

A place in which an explosive atmosphere in the form of a cloud of combustible dust in air is not likely to occur in normal operation but, if it does occur, will persist for a short period only.

Where necessary, places classified as hazardous must be marked at their points of entry with triangular warning signs with black letters (EX) and black edging on a yellow background, the yellow part to take up at least 50% of the area of the sign:



The requirements for identifying and marking hazardous zones come into effect at different times, depending on when the workplace is first used, as follows:

Workplace in use before July 2003 – Workplace must meet the requirements by July 2006;

Workplace in use before July 2003 but modified before July 2006 – Workplace must meet the requirements from the time the modification takes place;

Workplace coming into use for the first time after 30 June 2003 – Workplace must meet the requirements from the time it comes into use.

The selection of equipment and protective systems – for all places in which explosive atmospheres may occur, equipment and protective systems must be selected according to the requirements set out in The Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres Regulations, 1996 unless the risk assessment finds otherwise. In particular, the following categories of equipment must be used in the zones indicated, provided they are suitable for gases, vapours, mists, dusts or mists and dusts, as appropriate:

In Zone 0 or Zone 20, category 1 equipment;

In Zone 1 or Zone 21, category 1 or 2 equipment;

In Zone 2 or Zone 22, category 1, 2 or 3 equipment;

Category 1 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **very high** level of protection; it is intended for use in areas in which explosive atmospheres caused by mixtures of air and gases, vapours or mists or by air/dust mixtures are present continuously, for long periods or frequently. The requisite level of protection must be ensured, even in the event of rare incidents relating to equipment, such that either:

in the event of failure of one means of protection, at least an independent second means provides the requisite level of protection; or,

the requisite level of protection is assured in the event of two faults occurring independently of each other.

Category 2 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **high** level of protection; it is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are likely to occur. The requisite level of protection must be ensured, even in the event of frequently occurring disturbances or equipment faults which normally have to be taken into account.

Category 3 equipment is designed to be capable of functioning in conformity with the operational parameters established by the manufacturer and must ensure a **normal** level of protection; it is intended for use in areas in which explosive atmospheres caused by gases, vapours, mists or air/dust mixtures are unlikely to occur or, if they do occur, are likely to do so only infrequently and for a short period only. The requisite level of protection must be ensured during normal operation.

The same timescale as for identifying and marking hazardous zones applies, although equipment already in use before July 2003 can continue to be used indefinitely provided that the risk assessment shows that it is safe to do so.

The effect of preventive and control measures that have been or will be taken - control measures need to be consistent with the risk assessment and appropriate to the nature of the activity or operation. Refer to the section entitled "Risks - Elimination or Control" below.

Any special measures needed to ensure coordination of safety measures and procedures when employers share a workplace

RISKS - ELIMINATION OR CONTROL

Introduction

Regulation 6 of DSEAR requires that risks from dangerous substances must be either eliminated or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

The initial approach to the elimination and control of risks from dangerous substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately eliminate or control risks, the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the elimination or control of any risks could be any combination of the following and should be considered in the order given:

Elimination or reduction of risks:

The elimination of the substance, removing the risk in total;

The substitution of the substance with a less dangerous substance or a less dangerous form of the substance.

Control of risks:

The reduction of the quantity of dangerous substances to a minimum;

The avoidance or minimising of the release of a dangerous substance;

The control of the release of a dangerous substance at source;

The prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;

Ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;

The avoidance of ignition sources, including electrostatic discharges;

The avoidance of adverse conditions which could cause dangerous substances to give rise to harmful physical effects;

The segregation of incompatible dangerous substances.

Mitigation of detrimental effects:

The reduction to a minimum of the number of persons exposed;

The avoidance of the propagation of fires or explosions;

The provision of explosion pressure relief arrangements;

The provision of explosion suppression equipment;

The provision of plant which is constructed so as to withstand the pressure likely to be produced by an explosion;

The provision of suitable personal protective equipment.

EXISTING CONTROL MEASURES

The control measures already in existence should be examined and evaluated. If these control measures are then considered inadequate, consideration should be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

TRAINING

The Company shall provide employees and other people at the workplace who might be at risk with suitable information, instruction and training on precautions and actions they need to take to safeguard themselves and other, including:

- Names of the substances in use and the risks they present
- Access to any relevant safety data sheet
- Details of legislation that applies to the hazardous properties of those substances
- The significant findings of the risk assessment

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process in a specified work area a copy of that particular assessment record is to be filed in a central record. To readily identify the work areas, operations and/or processes assessed, each assessment is to be recorded in the Assessment Register.

This register should be completed as follows:








OPERATION AND/OR PROCESS - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process;

LOCATION - The location within the premises should be clearly identified;

RECORD NUMBER - The record number of the Assessment;

DATE - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the Assessment Register.

DSEAR ASSESSMENT SHEET		Sheet Number:				
This assessment relates specifically to the location identified						
COMPANY NAME						
LOCATION OF WORK AREA						
OPERATION / PROCESS CARRIED OUT						
PRODUCT/SUBSTANCE USED			QUANTITY OF SUBSTANCE USED / STORED			
IGNITION SOURCES IDENTIFIED			EXPOSED PERSONS			
FREQUENCY OF EXPOSURE			DURATION OF EXPOSURE			
 EXPLOSIVE	 OXIDISING	 EXTREMELY FLAMMABLE	 HIGHLY FLAMMABLE		 DANGEROUS SUBSTANCE	 EXPLOSIVE DUST
HAZARDOUS ZONE CLASSIFICATION						
CONTROL MEASURES TO BE PUT IN PLACE						
EMERGENCY MEASURES TO BE PUT IN PLACE						
ASSESSOR		POSITION			DATE	

DSEAR Assessment Sheet

Asbestos Management

INTRODUCTION

Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lung and chest lining. Past exposure to asbestos is currently believed to kill 3,000 people a year in this country and this number is expected to increase over the next ten years. There is no cure for asbestos related disease.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place. If these materials remain in good condition and are not disturbed there is no risk to the health of the premises occupants or visitors; however, if damaged or disturbed, asbestos fibres can be released into the air and breathed in.

THE DUTY TO MANAGE ASBESTOS

On 21 May 2004, Regulation 4 of the Control of Asbestos at Work Regulations came into effect. This regulation requires all persons who have maintenance or repair responsibilities for non-domestic premises to manage the risk from asbestos.

If you are this duty holder you must:

1. Find out whether your building contains asbestos and what condition it is in;
2. Assess the risk;
3. Prepare and implement a plan to manage that risk.

IDENTIFYING AND LOCATING ASBESTOS

The first step to preparing a suitable management plan is to take all reasonable steps to locate any Asbestos containing materials (ACMs) on the premises. This can be done in several ways:

Inspect any building plans or other relevant documents such as builders invoices, Health & Safety file for details of materials used in construction or refurbishment;
Carry out a thorough inspection of the premises both inside and out to identify ACMs;
Consult architects, employees or safety representatives, who may have further information and who have a duty to co-operate and make this information available.

Should the age of the building or the information obtained provide strong evidence that no ACMs are present the duty holder needs only to record why this evidence indicates no asbestos is present.

It should always be presumed that a material contains asbestos unless there is strong evidence to the contrary.

Prior to carrying out any inspection or survey, a risk assessment must be carried out of the likely hazards, such as from the use of any access equipment and exposure to asbestos

In some cases where the premises are small and no maintenance work is planned it may be appropriate for the duty holder to carry out their own inspection. In all other cases a trained and competent person should be employed to carry out a survey.

The organisation instructed to carry out this survey should be able to produce evidence of their training, suitable liability insurance and confirmation that HSE guidance "*MDHS 100 Surveying, Sampling and Assessment of Asbestos Containing Materials*" is to be followed.

Where asbestos or materials presumed to contain asbestos are found this must be recorded and kept available to all persons on the premises. There may be areas inaccessible to the surveyor, such as ceiling voids, ducts or roofs; these should be recorded presumed to contain asbestos unless there is strong evidence to the contrary.

MDHS 100

There are three levels of asbestos survey referred to within the HSE guidance "*MDHS 100 Surveying, Sampling and Assessment of Asbestos Containing Materials*":

Type 1 - Location & Assessment Survey (Presumptive Survey)

The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of asbestos containing materials on the premises. All areas should be accessed or be presumed to contain asbestos. Any material, which can reasonably be expected to contain asbestos, must be presumed to contain asbestos, and where it is highly likely to contain asbestos, there should be a strong presumption that it does. All materials, which are presumed to contain asbestos, must be assessed.

Type 2 - Standard Sampling, Identification & Assessment Survey (Sampling Survey)

The purpose and procedures used in this type of survey are the same as for type 1, except that representative samples are collected and analysed for the presence of asbestos.

Type 3 - Full Access Sampling & Identification Survey (Pre-Demolition/Major Refurbishment Survey)

This type of survey is used to locate as far as reasonable practicable, all asbestos containing materials in the building and may involve destructive sampling, in order to gain access to all areas likely to be disturbed by the proposed works. A full sampling programme is undertaken to identify the presence and quantity of asbestos containing materials on the premises. This type of survey does not specify the condition of the asbestos containing materials as it is intended as a basis for tendering for the removal prior to demolition or refurbishment.

MANAGEMENT PLAN

Once identified, the condition of the ACMs must be assessed. The duty holder should check whether the materials have become detached from their base, been damaged or have their coatings peeled & broken off, and if debris or dust can be found nearby.

The duty holder must next decide whether, due to the amount, condition and location of the ACMs identified there is a risk to people working on or near it. Factors to consider include:

- The amount and condition of the asbestos;
- The location of the asbestos;
- Whether there is easy access to the asbestos;
- Whether the asbestos is likely to be disturbed by work processes or accidentally;
- The number of persons working nearby;
- Whether work or maintenance is planned in the vicinity.

If the asbestos is in good condition, not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.

If it is decided to leave ACMs in place, a register should be drawn up detailing where all ACMs are to be found, including an annotated plan of the premises. Each ACM should be labelled and persons working within the premises advised of their presence. Furthermore a permit to work system should be adopted to prevent ACMs being disturbed during any future works.

If the asbestos is in poor condition or likely to be disturbed in any way it must either be repaired, encapsulated or removed by a competent contractor, and may need to be carried out by a Licensed contractor.

The final steps are to check what has been done and regularly review and monitor the effectiveness of the plan. The duty holders must satisfy themselves that the ACMs have not deteriorated or are likely to be disturbed by a change in the type of occupancy or forthcoming works.

CHECKLIST

FIND	You must check if materials containing asbestos are present.
CONDITION	You must check what condition the material is in.
PRESUME	You must assume the material contains asbestos unless you have strong evidence to the contrary.
IDENTIFY	If you are planning maintenance or refurbishment or if the material is in poor condition, you may wish to arrange for the material to be sampled by a specialist
RECORD	Record the location and condition of the material on a plan or drawing.
ASSESS	You must decide if the condition or location means the material is likely to be disturbed.
PLAN	Prepare and implement a plan to manage these risks.

ACTION PLAN

The following table indicates the recommended action to be taken should asbestos containing materials be located within the premises:

Minor Damage The material should be repaired &/or encapsulated, The condition of the material should be monitored at regular intervals, Label the material, Inform all persons of the presence of asbestos.	Good Condition The condition of the material should be monitored at regular intervals, Label the material, Inform all persons of the presence of asbestos.
Poor Condition Asbestos in poor condition should be removed.	Asbestos Disturbed Asbestos likely to be disturbed should be removed.

All work with asbestos containing materials must comply with the Control of Asbestos at Work Regulations and may require a Licensed Contractor to undertake it.

DEALING WITH SUSPICIOUS MATERIALS

On discovery or disturbance of Asbestos Containing Materials (ACMs) or any other suspicious material the following procedure must be followed:

1. Stop work;
2. Inform others locally not to further disturb the material;
3. Where appropriate, seal and cordon off area and post appropriate warning signage;
4. Where appropriate, follow decontamination procedure as per the Emergency Procedures in The Plan of Work;
5. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate;
6. Do not return to task until the area is given the all clear and you are instructed to do so.

Guidance Notes for the Safe Handling and Use of Substances

SECTION I

Arrangements for Providing Information, Instruction and Supervision

The Health and Safety Law poster is displayed at all fixed company workplaces, and should also be displayed at each temporary site within the common welfare areas. The Health and Safety Law poster contains the following information: -

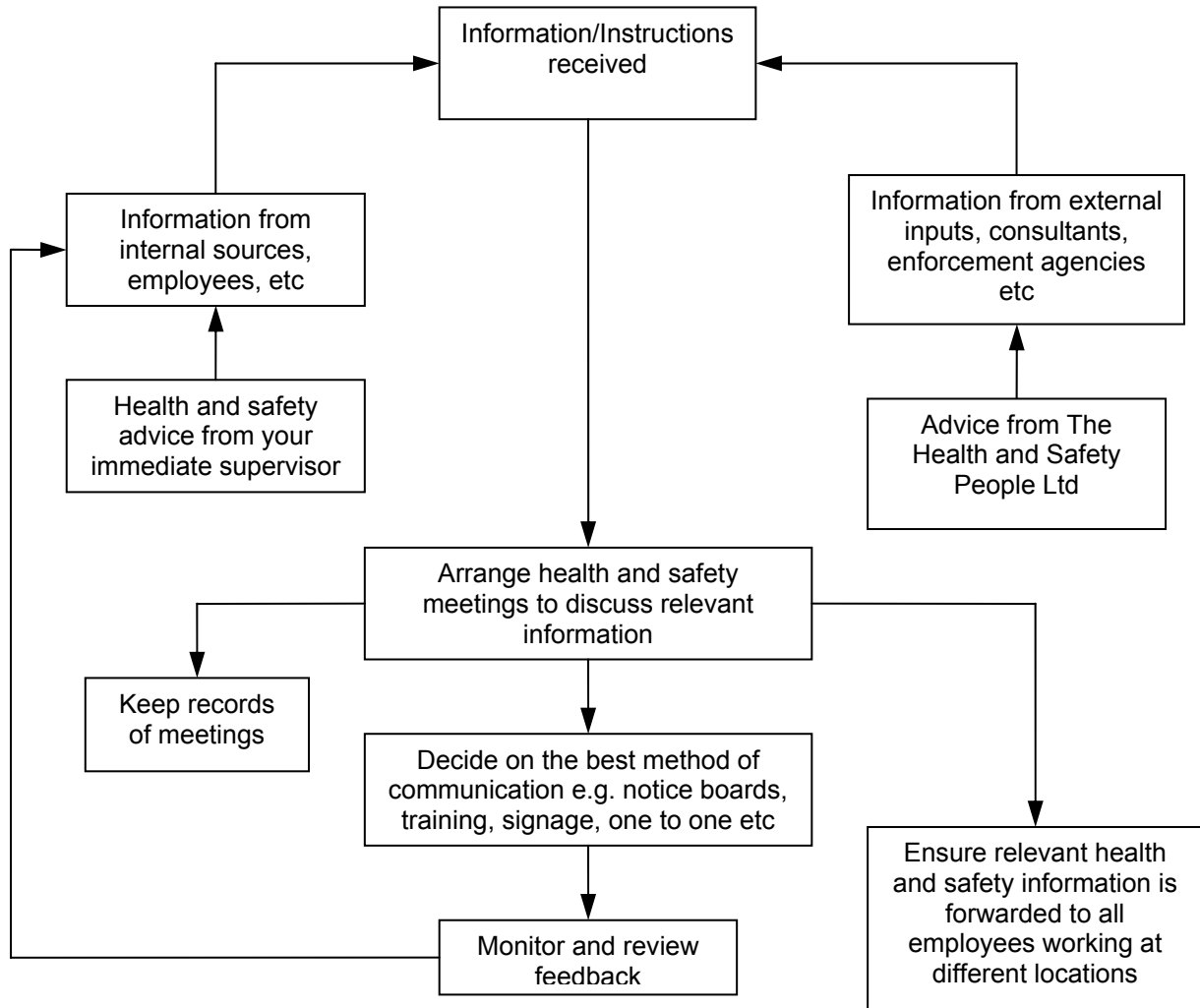
- Names and locations of trade unions or other Safety representatives, and groups they represent.
- Management of Health and Safety, Appointed Person(s) Health and Safety responsibilities.
- Name and address of enforcing authority whose health and safety inspectors cover this workplace (e.g. HSE or your local authority's Environment Health Department).

Health and safety advice is available from your immediate supervisor or from The Health and Safety People on 08456 122 144.

Supervision of young workers and trainees will be organised by **John Tagg** and carried out by the site/workplace Supervisor.

John Tagg is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Procedure for Providing Information, Instruction and Supervision



See guidance section for details

Guidance for Providing Information, Instruction and Supervision

SAFETY SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities, but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road or rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

Safety Signs

Safety signs must conform to the requirements over page. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

Signals

These include:


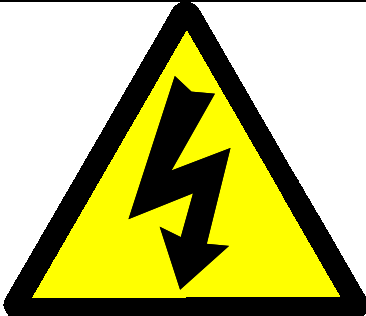

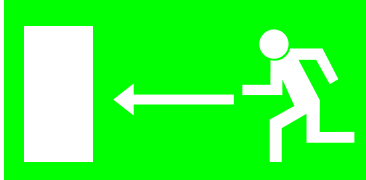

- Acoustic signals and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals;
- Hand signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. crane signals. (Note: The signals detailed in the Regulations differ from those recommended in BS 7121 Code of Practice for the Safe Use of Cranes. However, the signals referred to in BS 7121 may continue to be used).

Training

Employees shall be given sufficient information, instruction and training about the meaning of safety signs and signals and on relevant action that must be taken.

Further Guidance

Further information is given in HSE booklet L64 Safety Signs and Signals: Guidance on Regulations.

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	
Prohibitory (e.g. "NO SMOKING ")	Round	Black pictogram on white background, red edging and diagonal line	
Warning (e.g. "ELECTRICAL RISK")	Triangular	Black pictogram on yellow background with black edging	
Mandatory (e.g. "EAR PROTECTION MUST BE WORN")	Round	White pictogram on blue background	
Emergency escape or first aid	Rectangular or square	White pictogram on green background	
Fire fighting (e.g. "EMERGENCY FIRE HOSE")	Rectangular or square	White pictogram on red background	

SITE DOCUMENTATION

NOTICES

The following notices will be displayed, in a prominent position on site:

1. Health and Safety Law – placard;
2. A copy of your company's Employers Liability Insurance;
3. F10 (as appropriate);
4. Copy of the organisation's Health and Safety Policy Statement.

It is also recommended that the following are displayed:

- The Dangerous Substances and Explosive Atmospheres Regulations (in areas where highly flammable liquids or LPG is used);
- Any other abstracts of Regulations that are relative to works being carried out on site.

PRESCRIBED REGISTERS

Weekly Record of Inspection as required by the Construction (Health, Safety and Welfare) Regulations for:

1. Scaffolds;
2. Excavations;
3. Cofferdams;
4. Caissons.
5. Record of Inspection and/or Thorough Examination as required by PUWER or LOLER , for all other equipment;
6. Accident Book – record of injuries incurred on site.

DOCUMENTS

1. Health and Safety Plan.
2. Method Statements for all tasks where there is a foreseeable risk.
3. Assessments required:
4. Risk
5. COSHH
6. Environmental
7. Noise
8. Manual Handling
9. Confined Space
10. Specialist e.g. asbestos, RPE
11. Evidence/Certificates of Competence (including training) for any equipment used/tasks carried out.

SITE RULES

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in an employee's contract of employment or a breach of contract from that employee's employer. It should also be borne in mind that contravention of Health and Safety Legislation is a criminal offence and that a prosecution can be taken against an individual by the Health and Safety Executive.

WORKING PRACTICES

It is the responsibility of all employees, contractors and visitors are to ensure that:

1. No machine, or item of plant or equipment is operated by any person unless they have been trained and are authorised to do so.
2. All machine guarding is in place and correctly adjusted prior to machinery being used.
3. Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard is reported immediately.
4. No machine, or item of plant or equipment is left unattended or cleaned whilst in motion, unless the operator is authorised to do so.
5. No repairs, maintenance or adjustments to machines, or items of plant or equipment are carried out, unless the operator authorised to do so.
6. All substances are used only in accordance with the written instructions.
7. All substances are stored in accordance with the written instructions and are returned to the storage after use.
8. All hazard notices or warning signs displayed on the premises are obeyed.
9. All notices displayed in the workplace are read and they understand the instructions.
10. All safety equipment and facilities provided are used and are not misused or wilfully damaged.
11. The work area is kept clean and tidy at all times.
12. All waste is disposed of in the correct container.
13. All liquid spills are cleaned up immediately.
14. All emergency procedures relevant to their work area are obeyed.
15. Emergency exits and equipment are not obstructed.
16. Any use of or damage to fire fighting equipment is reported immediately.
17. Prompt medical assistance is sought for any injury received at work and the injury is reported as soon as possible.

MISCONDUCT

Any person on site found to have acted in any one of the following ways shall be liable to disciplinary procedures:

1. Wilfully breaching the Company's safety rules or Health and Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.
7. Misusing any chemical, flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.

ADMINISTRATIVE ARRANGEMENTS

Notification

The following written notifications may be required. The responsibility for making these notifications should be established prior to any notification being given.

To the Health and Safety Executive:

1. Form OSR1 prior to occupation of offices (which are to be used for more than six weeks if fixed or six months if mobile) in which persons are employed for more than 21 man hours per month;
2. Form F10, unless the work is expected to last less than 30 days, or employ less than 500 man days, within 7 days of work commencing;
3. Fire certificate if more than 20 people are employed in offices or other temporary buildings, or more than ten are employed other than on the ground floor or highly flammable or explosive substances are stored in or under buildings;
4. Where radiography is to be carried out 28 days notice may be required. (Where radiography is carried out the relevant section of the manual - Radiography, shall be provided);
5. Where asbestos is being removed a licence may be necessary and work notified in accordance with that licence, or 14 days notice given (Where work with asbestos is carried out the relevant section of the manual shall be provided).

To the Local Authority:

1. Notification of intended demolition;
2. Application for consent to carry out any activity creating noise under Section 61 of The Control of Pollution Act;
3. Notification to dispose of wastes, in particular specified wastes;
4. Application to erect scaffolding or other structures on the public highway.

To the statutory undertakings:

1. Requests for the location of underground services;
2. Request for the isolation of overhead or underground services;
3. Request for the provision of temporary site services.

Documentation

Arrangements shall be made for the provision of:

1. Statutory documentation;
2. Company documentation as required.

Arrangements with other contractors

The principal contractor will normally be responsible for appointing a health and safety co-ordinator who will ensure safe co-ordination, co-operation and the exchange of information between all contractors on site (as is required by the Management of Health and Safety at Work Regulations).

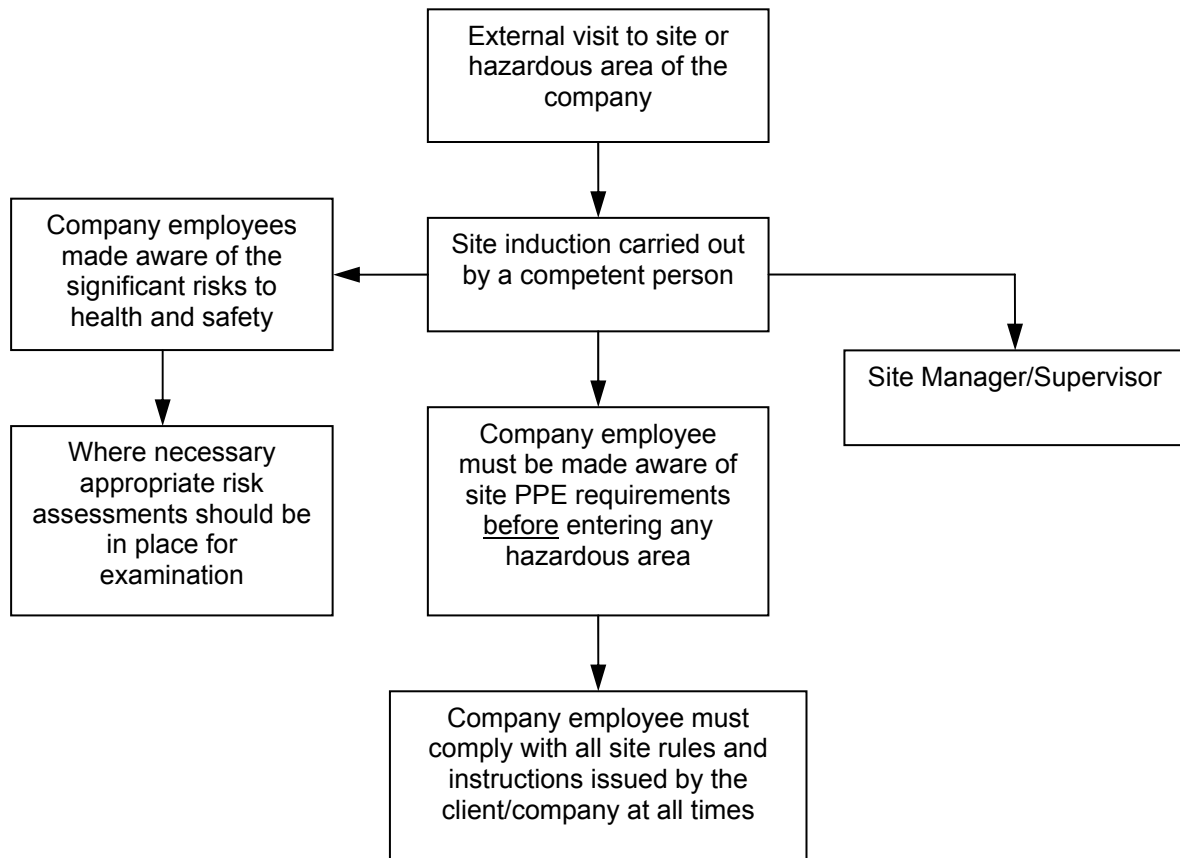
**Guidance Notes for Providing Information,
Instruction and Supervision**

SECTION J

Arrangements for Company Staff Visiting Hazardous Areas/Sites

If Company employees are required to work in/visit external work sites or parts of the Company's premises that are deemed to be hazardous, then there will either be a specific risk assessment or safe system of work which might incorporate a permit to work system to ensure their safety. It will be for **John Tagg** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

Procedure for Company Staff Visiting Hazardous Areas/Sites



See guidance section for details

Guidance for Company Staff Visiting Hazardous Areas and Sites

INTRODUCTION

“Hazardous Areas” in the context of this section relates to areas within the company premises, or on external work sites (eg construction sites) where company employees are required to work/visit on company business.

It is the policy of this company that, in the event of any of our company employees being required to periodically work at or visit external work sites or parts of the company's premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect:

HAZARDOUS AREAS WITHIN THIS COMPANY'S PREMISES

The manager/supervisor in control of the hazardous area(s) must ensure that:

Written procedures are in place for the effective monitoring and/or supervision of company staff required to work in or visit hazardous or restricted areas;

A risk assessment is made of the hazardous area in question to identify company staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of First Aid into account;

Company staff at risk are made aware of hazardous or restricted areas on the company premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas;

The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc);

There is an adequate provision of personal protective equipment readily available for use by company staff before entering the hazardous area, and that such staff are aware of where that equipment is located;

A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals.

In the case of external personnel (eg cleaners, members of public, visitors, etc) entering the hazardous area the precautions above must still be taken as if that person were an employee of this company.

HAZARDOUS EXTERNAL SITES

Where it is necessary for company employees to visit or work at external sites that present a significant risk to their health and/or safety, the following procedures must be in place prior to any works being carried out:

Company employees must be made aware of significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this company), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, in place and be made available to company employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this company.

Any personal protective equipment required to be worn on site must be provided (either by the client or this company as the case may be) and worn BEFORE entering the hazardous area.

All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this company MUST be complied with at all times (in certain cases this may include a permit to work system)

Guidance Notes for Company Staff Visiting Hazardous Areas/Sites

SECTION K

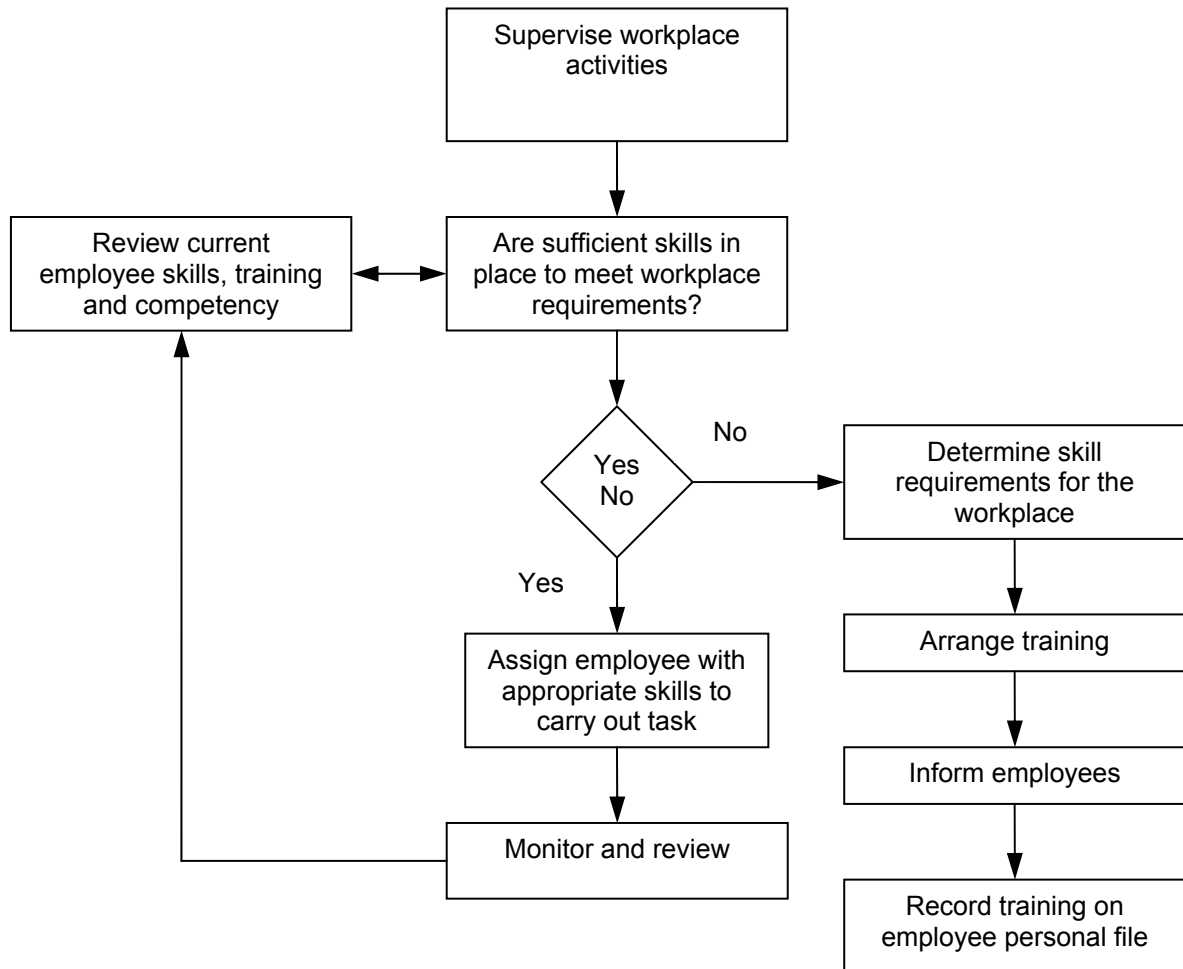
Arrangements to Assess Employee Competency for Tasks and Training

John Tagg will deem who is competent to carry out the following tasks:

1. Supervising workplace activities;
2. Advising on risk assessment;
3. Equipment maintenance/repair;
4. Administering First Aid;
5. Scaffold Inspection;
6. Using plant or mobile machinery;
7. Driving fork lift trucks;
8. Changing abrasive wheels;
9. Controlling lifting operations;
10. Supervising the erection of scaffolding/support work;
11. Altering or amending scaffolds or working platforms.

John Tagg will identify, arrange and monitor training provided either in-house or by external providers.

Procedure for Assessing Employee Competency for Tasks and Training



See guidance section for details

Guidance on Assessing Employee Competency

Frequently there is a need to deem competence to carry out a task or oversee a task and convey authority to use a particular piece of equipment. Competence is not defined precisely in any current Regulation or Act. The nearest we get is from The Management of Health and Safety at Work Regulations:

“A person shall be regarded as competent ... where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures”.

When in doubt a judge would often turn to a renowned dictionary. From the Cambridge International Dictionary of English:

- competence, competency noun the ability to do something to a level that is acceptable.

Modern Regulations insist that it is for the employer to deem competency and so to be able to carry out a (dangerous) task to a level that is acceptable we need to demonstrate that the individual has "training and experience or knowledge and other qualities" to enable him carry out that task safely.

In some circumstances, there is a qualification that helps. Generally, we accept that the person who has passed a driving test and holds a driving licence is competent to drive. Or a training course, eg attendance at a safety awareness course may be sufficient to think that a man is competent to be in a certain area and not cause harm to himself or others. In other circumstances the knowledge that the operative has carried out this task safely for the last ten years, without danger, may be sufficient to deem competence. Where there is a legal requirement for training, eg driving a fork lift truck, then satisfying that requirement will be a necessary part, but perhaps not the whole reason for deeming competence.

Where a person is deemed competent, or given authority, to carry out a task then it would be wise to record that fact.

Competence may be required in overseeing or supervising, advising on safety critical matters, using particular equipment or working in certain environments.

An incomplete guide list follows:

Overseeing or Supervising

- Supervising site personnel
- Supervising on-site activities
- Supervising use of machinery
- Supervising young persons or trainees

Advising on Safety Critical Matters

- Advising on risk assessment
- Carrying out occupational health monitoring
- Carrying out equipment maintenance/repair
- First aid

Using Particular Equipment

- Plant or mobile machinery
- Fork lift trucks

COMPETENCY/AUTHORISATION REGISTER

NAME.....

Competency	Training	Date deemed competent	Signed Management
	Experience		
	Knowledge	Date of retraining/ re assessment	Signed Competent Person
	Supervision		
Competency	Training	Date deemed competent	Signed Management
	Experience		
	Knowledge	Date of retraining/ reassessment	Signed Competent Person
	Supervision		
Competency	Training	Date deemed competent	Signed Management
	Experience		
	Knowledge	Date of retraining/ reassessment	Signed Competent Person
	Supervision		

Competency/Authorisation Register

Guidance Notes for Assessing Competency for Tasks and Training

SECTION L

Arrangements for Manual Handling Operations

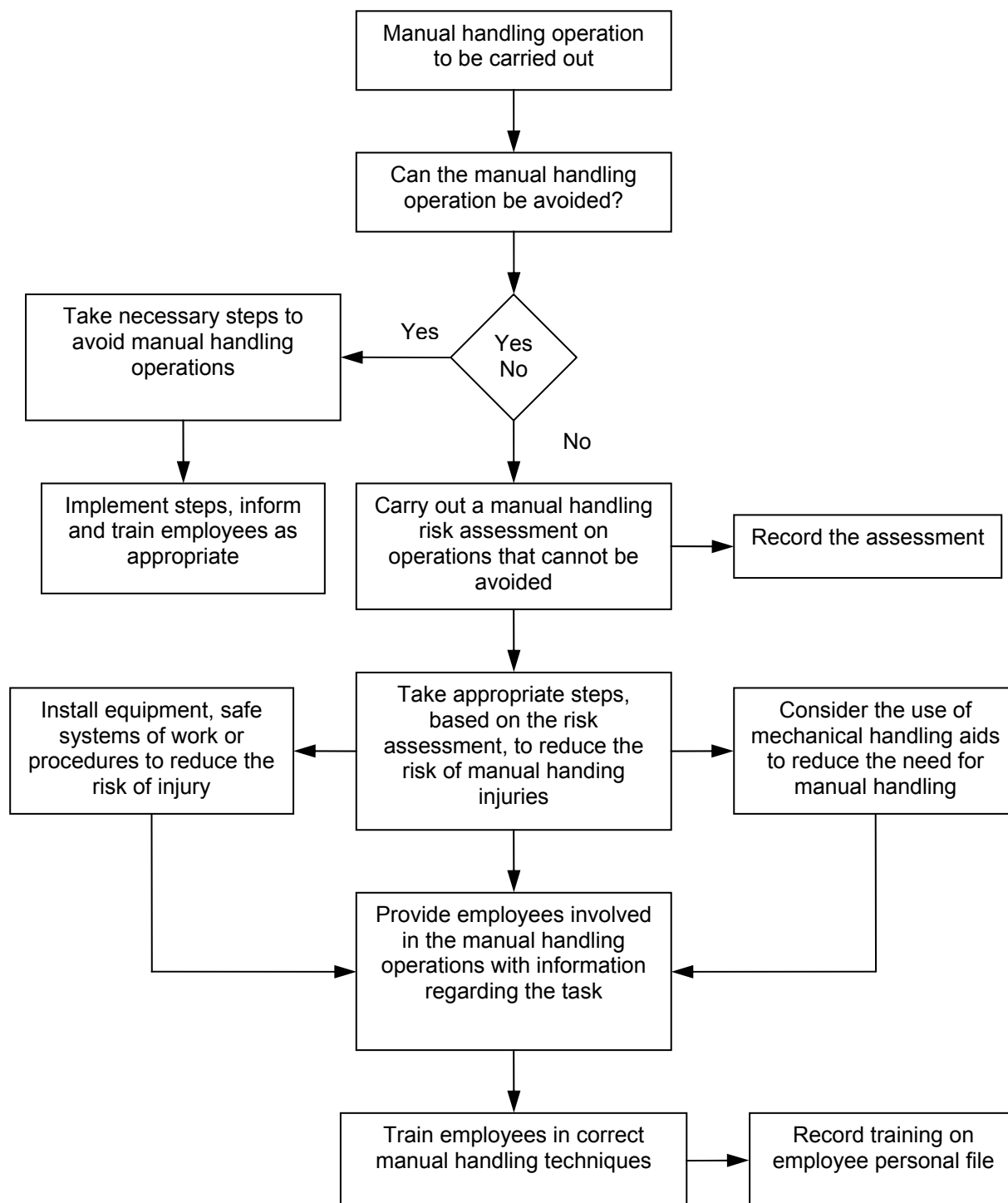
Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Regulations on Manual Handling, the Company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this Company (as their employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

Procedure for Manual Handling Operations



See guidance section for details

Guidance on Manual Handling Operations

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting, but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the Company is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable;
2. Assess adequately any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment, and the individual's capability. Unless the assessment is very simple a written record will be needed;
3. Reduce the risk of injury as far as is reasonably practicable.

PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. The spine has a natural shape when a person is standing; when that person bends over the back becomes arched and weaker. Therefore, if the back can be kept straight and the muscles of the legs and thighs utilized, with the load kept close to the body a person can act as a human elevator, resulting in far heavier loads being lifted, with far less effort.

There are **six** significant points in manual handling. These are:

Grip - a good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips and continued use of them leads to strained fingers and forearms;

Back - the back is to be kept straight to maintain its natural and strongest position. This necessitates bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles;

Chin - the chin is to be kept well in so that it is near the chest. This helps to keep the spine in its natural position;

Feet - the correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted;

Arms - arms are to be kept as close to the body as possible so that the body does not become unbalanced;

Body - the body, being kept in its normal position, is to act as a counterweight for the load.

OTHER PRECAUTIONS

1. A person should always be able to see where they are going.
2. It is good practice to look over the route before lifting, to ensure that there are no obstructions or obstacles in the way.
3. Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
4. If loads are unwieldy or irregular in shape, hand hooks or other lifting aids are to be used.
5. If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

Example of a Workplace Risk Assessment for Manual Handling

OPERATION/PROCESS MANUAL HANDLING OF GENERAL ITEMS		DATE	No
LOCATION			
EQUIPMENT USED Various, including barrows, lifting aids, hods.		CAN TASK BE ELIMINATED?	Yes No
SUBSTANCES USED Various.		ARE COSHH ASSESSMENTS NEEDED?	Yes No
RISK PRIOR TO CONTROLS			
HAZARDS IDENTIFIED		Low	Med High
Musculo-skeletal injuries if the load is too heavy or awkward			X
Operative falling / tripping			X
Contamination from the substance being carried			X
Impact injury from fall of material being carried			X
EXPOSED PERSONS Operative		TOTAL NUMBERS AFFECTED Various	
FREQUENCY OF EXPOSURE Various		DURATION OF EXPOSURE Various	
CONTROL MEASURES ALREADY IN PLACE 1. Utilize mechanical lifting and carrying aids where possible. 2. Operative involved in handling to be assessed for physical capability prior to lifting and carrying (operative to be trained in Kinetic method of lifting). 3. Operative to get assistance if load too heavy (team lift if necessary) if item is over 25 Kg in weight. 4. Ensure good housekeeping standards i.e. site kept tidy/waste build-up minimized. 5. Ensure access equipment, ladders etc will take weight of operative and load being carried. 6. Ensure loads being carried are secure and are not likely to move during the lift. 7. Operative to wear PPE against substance / material being carried.		EXTENT TO WHICH THEY CONTROL RISK 1. Reduces the amount of manual lifting required. 2. Ensures operative capable of carrying out the task. 3. Team lifting will help reduce strains. 4. Helps ensure clear/safe route for carrying load thus reducing potential for trips / falls. 5. Helps prevent access equipment failing. 6. Will help prevent load toppling over and/or operative falling. 7. Provides some protection to operative against injury and contamination.	
ADDITIONAL MEASURES REQUIRED Operative to be made aware of COSHH assessment findings for materials being moved.		ACTION BY Supervisor	BY WHEN? Prior to task
STATEMENT ON RESIDUAL RISKS When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.			
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS Further risk assessments must be carried out for pregnant women, nursing mothers or young persons.			
MONITORING RESULTS Monitoring is required to ensure that the controls remain effective.			
ASSESSOR The Health and Safety People Ltd	POSITION Health and Safety Advisers	REVIEW DATE Review for each job and as required during works	

Manual Handling – Workplace Risk Assessment Example

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
 Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant / low / medium / high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick):		
Contractor	Site Copy	Employees
Subcontractor	Other	Client
On-Site Assessment Signed:	Print Name:	Date:

Guidance Notes on Manual Handling Operations

SECTION M

Arrangements for Fire and Emergencies

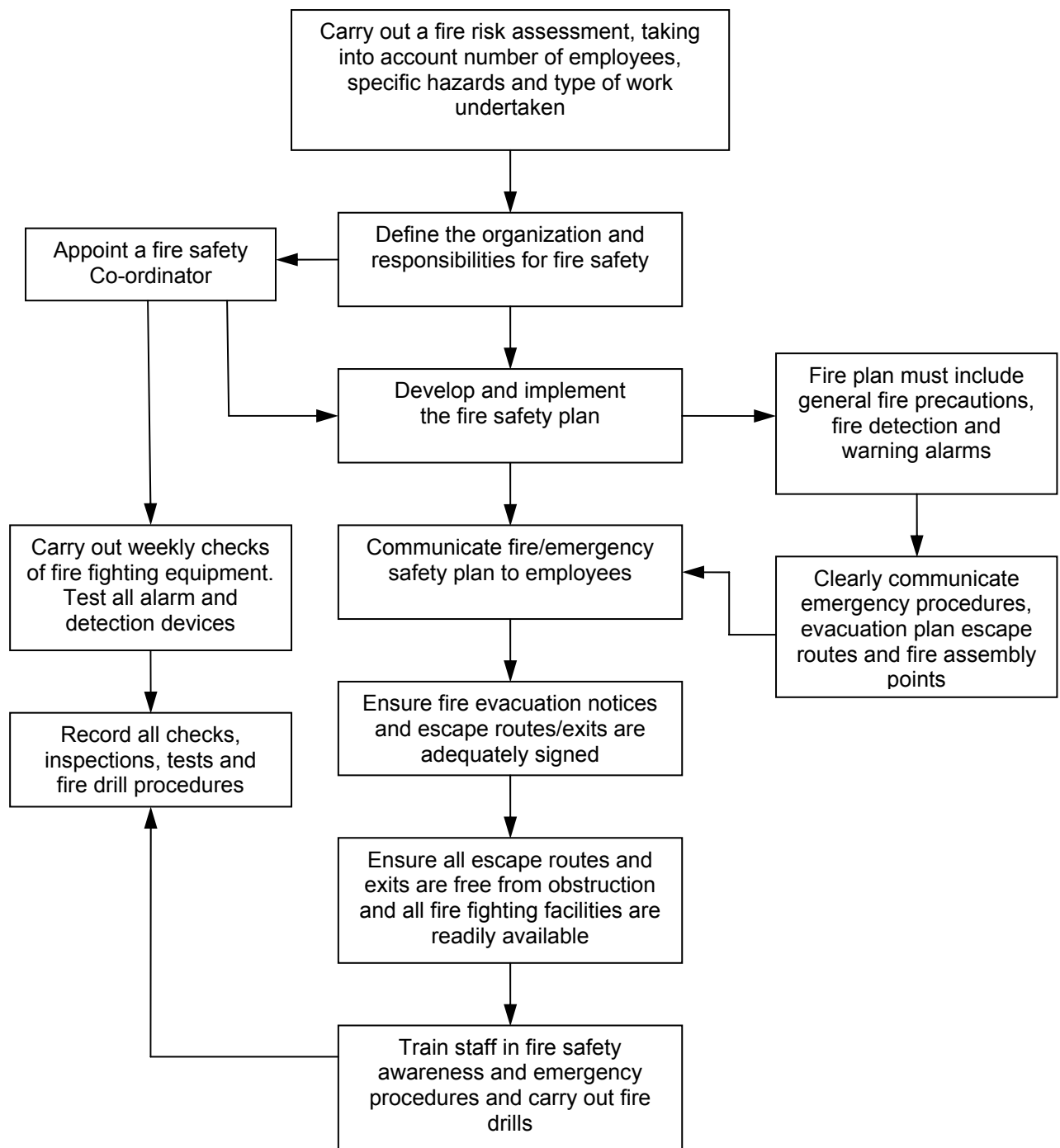
It is the policy of this company that suitable and sufficient fire and emergency procedures be in place, both at the company premises and on construction sites, in order to facilitate effective evacuation or other appropriate action, and to ensure that personal health and safety is not put at risk unduly during the course of such action.

For the company premises, **John Tagg** will ensure that the procedures are put in place, implemented and maintained.

In the case of construction sites, in many circumstances the on-site emergency procedures will be defined by the Principal Contractor's Construction Phase Health and Safety Plan or the Client's standing arrangements. If this is the case then this will be explained at site induction. If not, the Site Manager will ensure that the procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **John Tagg** as soon as possible.

Procedure for Fire and Emergencies on Company Premises



See guidance section for details

Guidance for Fire and Emergencies on Company Premises

Suitable and sufficient fire and emergency procedures should be in place at the company premises in order to facilitate effective evacuation or other appropriate action, and to ensure that employees' health and safety is not put at risk unduly during the course of such action.

FIRE PRECAUTIONS

John Tagg is to ensure that:

1. Sufficient fire fighting equipment is available on the premises and that it is serviced/ maintained at least once per year;
2. Training and instruction are given to staff in respect of means of escape, the use of the fire fighting equipment and the fire drill procedure;
3. The fire drill procedure is tested periodically;
4. Records are kept of items 1 to 3 above;
5. The following check is made of the premises, either personally or by a designated member of staff, when work ceases:
 - Electric, gas and oil equipment not required to operate overnight is switched off;
 - Equipment in use overnight is safe;
 - No cigarettes are left smouldering;
 - Fire doors and smoke stop doors are closed;
 - Windows are closed, outside doors locked and the premises are secure against intruders.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

The fire alarm device for these premises consists of: **Break Glass Call Units**.

Alarm call points are located: **Opposite the entrance to the Office**.

The assembly point is located: **In the front Car Park**.

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring:

1. Raise the alarm (If you are not near an alarm device shout "FIRE" and give the LOCATION);
2. Inform **the Receptionist of Building Management**, who will alert the Fire Brigade by telephone and inform anyone else in the building;
3. Put the fire out if that is possible without putting yourself in danger/report your presence to **John Tagg** at the assembly point.

Full details of the incident are to be passed to **John Tagg** as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm (If you are not near an alarm device shout "FIRE");
2. Inform **the Receptionist of Building Management**, who will summon the Police by telephone and inform anyone else in the building;
3. Report your presence to **John Tagg** at the assembly point;

Full details of the incident are to be passed to **John Tagg** as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm, the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish the phone call or to collect personal belongings;
2. Report your presence to **John Tagg** at the assembly point;
3. Do not re-enter the building until the senior fire officer declares that it is safe to do so.

Summoning the fire brigade:

The information that shall be required is:

1. **D M Tagg & Sons Ltd**
2. **Unit 42, Brambles Enterprise Centre, Waterberry Drive, Waterlooville, Hampshire, PO7 7TH**
3. **023 9223 1950**
4. **BRIEF DETAILS OF THE EMERGENCY e.g. FIRE IN THE GROUND FLOOR**

Fire/Emergency Action Sign

Fire Wardens:

Names of Fire Wardens and areas they control:

Due to the nature of the premises it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

FIRE SAFETY INSPECTION CHECKLIST – COMPANY PREMISES

AREA:

DATE:

No	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire/emergency procedures displayed?			
03	Fire extinguisher locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers - appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers mounted on walls or similar?			
08	Fire alarm points clearly indicated?			
09	Fire alarm tested on a weekly basis?			
10	Fire drill conducted within the last 6 months?			

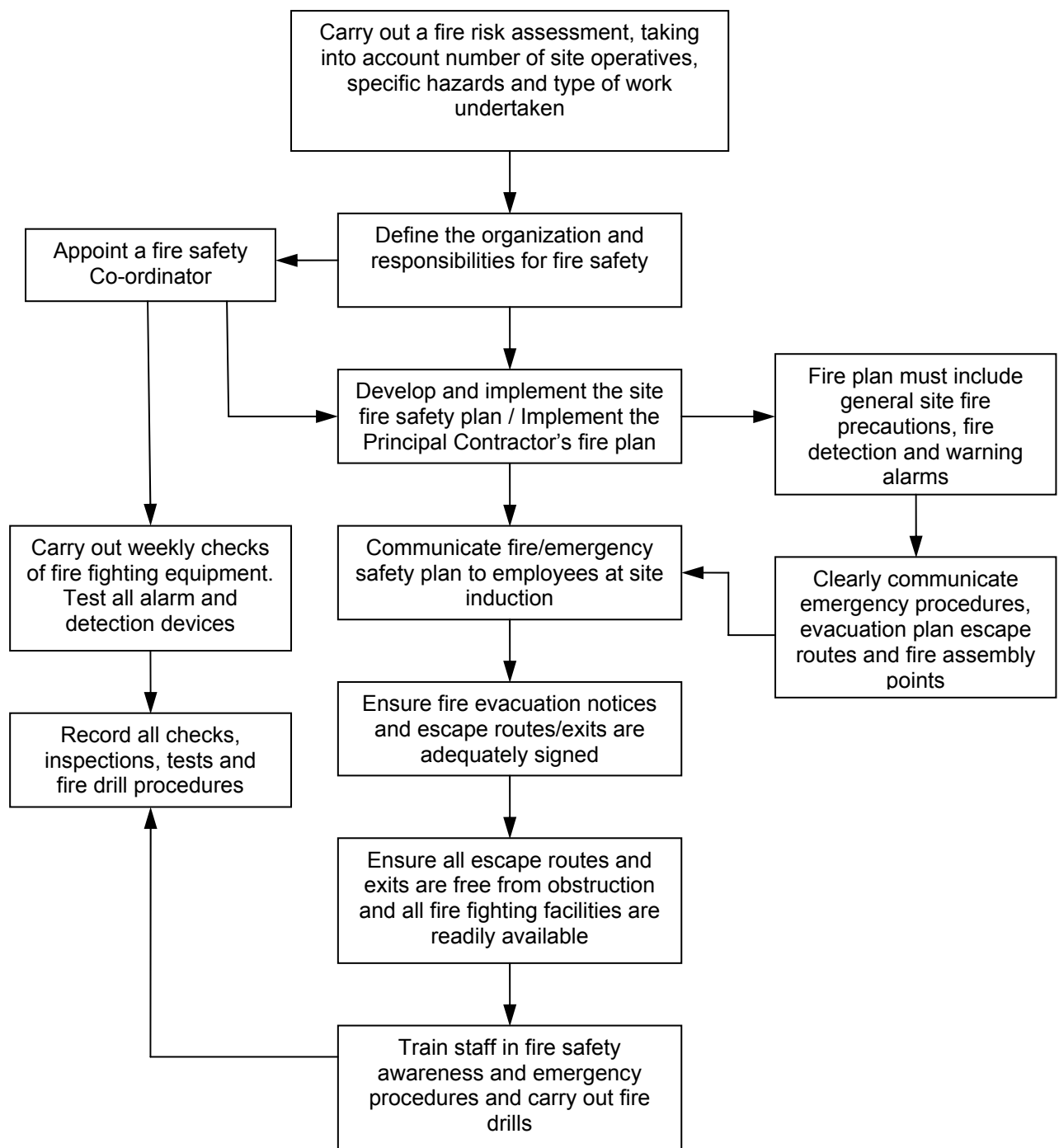
No.	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	“No Smoking” and similar warning signs displayed in areas of flammable materials storage?			
20	Fire risk assessment for areas still valid and relevant to risk?			

Name of person making this report:

Department/Section:

Fire Safety Inspection Checklist – Company Premises

Procedure for Fire and Emergencies on Construction Sites



See guidance section for details

Guidance for Fire and Emergencies on Construction Sites

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action, and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be put in place at the site, although it is possible that these procedures may be more detailed/complicated depending on the nature, extent and complexity of the site, and if there are any existing emergency/fire procedures in place for the site.

FIRE PRECAUTIONS

The Site Manager is to ensure that:

1. Sufficient fire fighting equipment is available on the site and that it is serviced/maintained at least once per year;
2. Training and instruction are given to staff in respect of means of escape, the use of the fire fighting equipment and the fire drill procedure;
3. The fire drill procedure is tested periodically;
4. Records are kept of items 1 to 3 above;
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
 - Electric, gas and oil equipment not required to operate overnight is switched off;
 - Equipment in use overnight is safe;
 - No cigarettes are left smouldering;
 - Fire doors and smoke stop doors are closed;
 - Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire patrol is carried out one hour after the end of any hot works.

A suitable fire assembly area will be designated in compliance with routine orders issued by the company representative or defined in the health and safety plan.

UNDERGROUND SERVICES

Should any underground services be struck, contact is to be made with the organization to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organizations is to be retained on site.

TEMPORARY ACCOMMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently there are many of these things at the same time.

The basic hazard is FIRE.

The Fire Certificates (Special Premises) Regulations require a fire certificate where a temporary building will house more than twenty people or more than ten people on a floor other than the ground floor. Application is made on form FP1 to the HSE (NOT the Fire Brigade).

In order to secure this certificate the following criteria must be satisfied:

1. Fire exits must be conspicuously marked, easily and immediately able to be opened from the inside and have unobstructed access and a suitable means of escape;
2. Adequate fire fighting equipment must be available.

Precautions

Temporary buildings should be at least 10m away from the permanent structure to create a fire gap. Where the break is less than 6m then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this, the following standards apply:

1. Internal ceiling and all wall surfaces to BS476 part 7;
2. External roof surface to BS476 part 3;
3. Walls and roof 30 minute fire resistance to BS476 parts 20 and 22;
4. Doors and windows 30 minute fire resistance to BS476 parts 20 and 22;
5. Supporting members 30 minute fire resistance to BS476 parts 20 and 21;
6. Metal tread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring on site:

1. Raise the alarm (If you are not near an alarm device shout "FIRE" and give the LOCATION);
2. Inform the Site Manager or his deputy, who will alert the Fire Brigade by telephone and inform anyone else in the building/on site;
3. Put the fire out if that is possible without putting yourself in danger;
4. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm (If you are not near an alarm device shout "FIRE");
2. Inform the Site Manager or his deputy, who will summon the Police by telephone and inform anyone else in the building/on site;
3. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm, the following action is to be taken:

1. Evacuate the site quickly and quietly. Do not wait to finish the phone call or to collect personal belongings;
2. Report to the senior person at the assembly point;
3. Do not re-enter the site until the senior fire officer declares that it is safe to do so.

THE ASSEMBLY POINT IS LOCATED: _____

Summoning the fire brigade:

The information that shall be required is:

COMPANY NAME: _____

**LOCATION OF THE FIRE
(SITE ADDRESS):** _____

BRIEF DETAILS OF THE EMERGENCY e.g. FIRE IN THE GROUND FLOOR

FIRE WARDENS

Names of Fire Wardens and areas they control:

Due to the nature of the premises/site it will not always be possible to have a designated fire warden in each area. It is imperative therefore that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

FIRE SAFETY INSPECTION CHECKLIST - CONSTRUCTION SITE

NAME OF COMPANY:

SITE ADDRESS:

DATE:

No.	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located in fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months (as applicable to duration of construction works)?			

No.	ITEM	YES/NO	REMEDIAL ACTION REQUIRED (INCLUDE LOCATION)	ACTION DATE
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

Name of person making this report:

Job Title:

Fire Safety Inspection Checklist - Construction Site

FIRE RISK ASSESSMENT
The Fire Precautions (Workplace) (Amendment) Regulations 1999

Company Name:					Date:				
Workplace Address:					Contact Name:				
					Contact Number:				
Nature of Occupancy:					Use of Remainder of Building:				
Construction of Building:									
Where in the Building is the Workplace:									
No. of Floors in Building:			No. of Staircases in Building available as Exit Routes from Workplace:				No. of Final Exits		
Maximum Number of Employees at Risk in the Workplace:					Maximum Number of other Persons at Risk in the Workplace:				
Action Required	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Indicate by ✓									
Assessor			Position Health and Safety Adviser			Review Date			

Fire Risk Assessment

STEP 1 – FIRE HAZARDS	FIRE HAZARDS IDENTIFIED
<p>What are the possible sources of ignition within the workplace? (e.g. Smoking materials, faulty electrical equipment, overloaded electrical sockets, heat from processes, arson etc)</p>	
<p>What sources of fuel may present a fire hazard in the workplace? (e.g. General office consumables, paper, flammable liquids, adhesives, paints, office equipment and furniture etc)</p>	
<p>What processes generally take place within the workplace? (e.g. Welding, cutting, grinding, refuelling of vehicles etc)</p>	
STEP 2 – PERSONS / GROUPS AT RISK	PERSONS / GROUPS IDENTIFIED
<p>Who are the persons at significant risk in the event of a fire? (e.g. Employees, visitors, contractors, less able person, children, etc)</p>	

STEP 3 – EVALUATING THE RISKS

(a) From the hazards identified in Step 1, what is the likelihood of a fire occurring in the area being assessed?	√ as appropriate: Low / Medium / High
(b) Are the identified hazards controlled? If no, record finding in Part A	

PART A

Significant hazards	People/groups of people who are at risk from the hazards identified	Existing hazards/risks which are not adequately controlled
Further Action required?		
Action By:	By When:	

STEP 4 - Fire Detection & Fire Warning	
(a) Can the means for giving a warning be clearly understood throughout the whole premises?	
(b) Type of fire detection warning system Is the alarm system sufficient for risks involved?	
(c) Have you informed your employees about Your fire alarm system, Do they know how to operate it Do they know how to respond to it?	
(d) Are there sufficient numbers of Fire Action signs displayed? E.g. What to do in the event of a Fire Have the details been filled in?	
(e) Are there any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire?	
Further Action required?	
Action By:	By When:

STEP 5 – Means of Escape	
(a) Are there any persons who may not be able to react quickly, in the event of a fire?	
(b) Do exits lead to a place of safety?	
(c) Are all gangways and escape routes free from obstruction?	
(d) Are there enough exits? Are they in the right place and wide enough? Are they wide enough for wheelchair users?	
(e) Are all escape routes /final exits correctly signed?	
(f) Are fire doors 'wedged' in the open position?	
(g) Where appropriate, do doors used for means of escape open in the direction of travel?	
(h) Are self closing devices on fire doors working properly?	
Further Action required?	
Action By:	By When:

STEP 6 – Fire Drills, What to Do in the Event of a Fire	
(a) Does the company carry out regular fire drills? At what frequency?	
(b) Are the results of the fire drills recorded?	
(c) Are Fire Marshals nominated and suitably trained?	
(d) Where is the Assembly Point situated? Is it clearly identified?	
(e) Do employees know what to do in the event of a fire?	
(f) Do visitors/contractors to the premises know what to do in the event of a fire?	
(g) Is a Roll Call carried out and by whom?	
Further action required?	
Action By:	By When:

STEP 7 – Means of Fighting Fire	
(a) Are sufficient fire extinguishers sited throughout the workplace?	
(b) Are extinguishers: The correct type? Located correctly? Easily accessible? Mounted on a wall or stand? Appropriate signage displayed?	
(c) Have persons likely to use the fire extinguishers, been given adequate instruction and training? If yes, when?	
Further action required?	
Action By	By When:

STEP 8 – Checks, testing and maintenance

(a) Do you check: Fire fighting equipment (at what frequency?) Emergency lighting (at what frequency?)	
(b) Have the fire extinguishers been serviced within the last year?	
(c) Do you test your fire alarm system? At what frequency? Are the results recorded?	
Further action required?	
Action By:	By When:

STEP 9 – Emergency Plan

(a) Do you have an emergency plan?	
(b) Is the emergency plan displayed in prominent locations around the premises?	
Further action required?	
Action By:	By When:

Guidance Notes for Fire and Emergencies

SECTION N

Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

FIRST AID

John Tagg will ensure that there are sufficient first aiders available both at head office and on all sites. First aid kits are kept at the following locations:

In the Reception In the Company Vehicles

The responsibility for ensuring they are kept stocked at all times rests with the first aiders / appointed persons:

First aid kits kept in the Company's vans are the responsibility of the driver of the van.

MEDICAL EMERGENCIES

In the event of an injury or sudden illness on site the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate;
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately;
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to the site foreman and **John Tagg** as soon as possible.

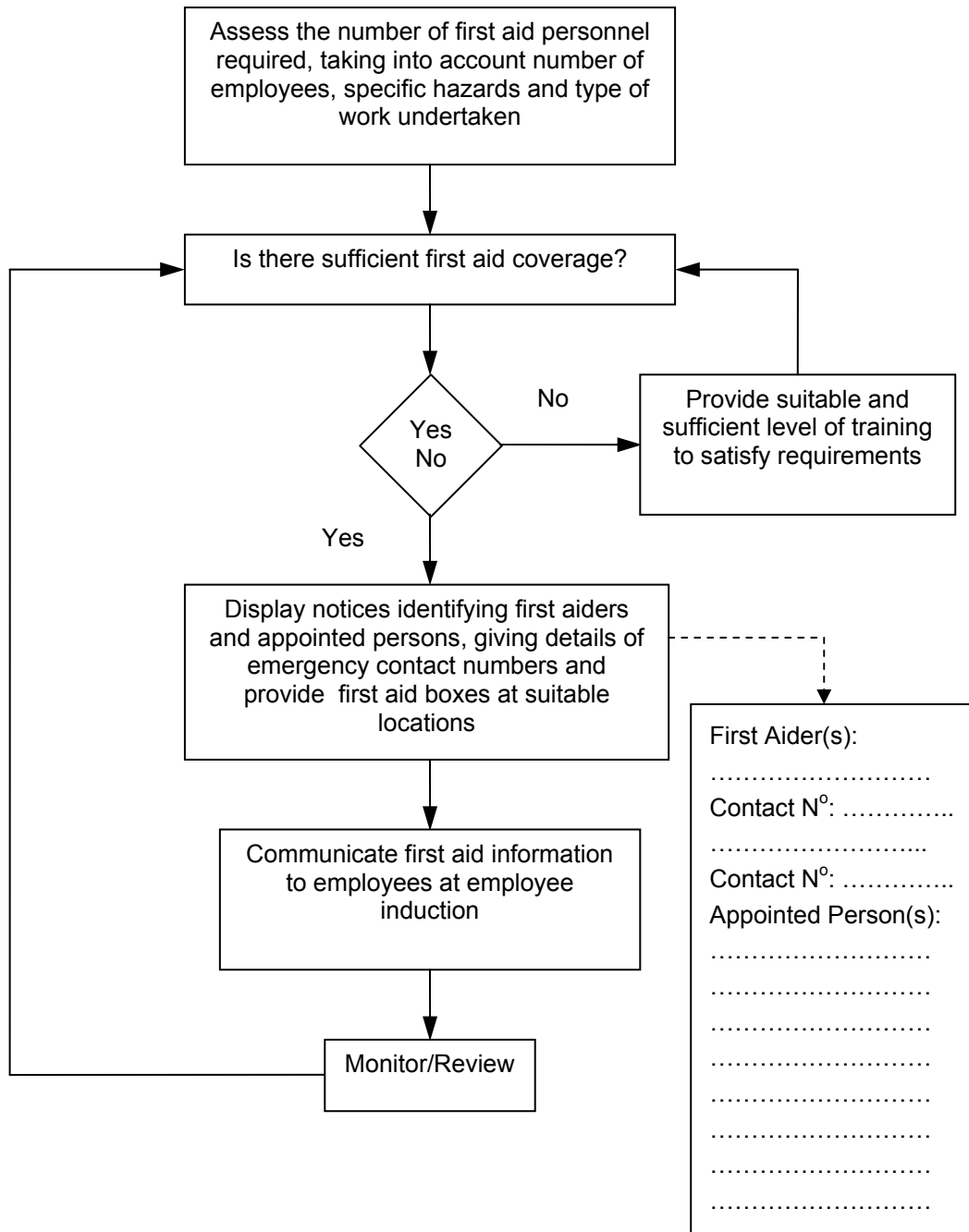
ACCIDENTS / INCIDENTS

All accidents and cases of work-related ill health are to be recorded in the accident book, which is located in **Reception and in Company Vehicles**

John Tagg is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

John Tagg is responsible for investigating accidents/incidents, ill health and dangerous occurrences. At his discretion he may call on The Health and Safety People to assist with the investigation.

Procedure for Assessing First Aid Requirements



See guidance section for details

Guidance for Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to First Aid provision, this company recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the company. The ACoP states that if the assessment identifies a need for first aiders, employers should ensure that they are provided in “sufficient numbers at appropriate locations”.

It is recognised by this company that the assessments carried out need not be recorded, but as employers may have to justify their decisions, it should look at the following:

ASPECTS TO CONSIDER	IMPACT OF FIRST AID PROVISION
1. What are the risks of injury and ill health arising from the work identified in the risk assessment?	If the risks are significant, the Company may need to employ, train and appoint first aiders
2. Are there any specific risks, e.g. working with: hazardous substances? dangerous tools? dangerous machinery? dangerous loads or animals?	The following need to be considered: specific training for first aiders extra first aid equipment precise siting of first aid equipment informing emergency services first aid room
3. Are there parts of the establishment where different levels of risk can be identified?	Different levels of provision will probably need to be made in different parts of the premises.
4. Are large numbers of people employed on site?	First aiders made need to be employed for the higher probability of an accident.
5. Record of accidents and cases of ill health. What type are they and where did they happen?	It may be necessary to: (a) locate first aid provision in certain areas (b) review the contents of first aid boxes
6. Are there inexperienced workers on site, or employees with disabilities or special health problems?	The following will need to be considered: (a) special equipment (b) local siting of equipment
7. Are the premises spread out, e.g. are there several building on the site or multi-floor buildings?	Provision in each building or on several floors will need to be considered
8. Is there shift work or out-of-hours working?	There needs to be first aid provision at <u>all</u> times people are at work
9. Is the workplace remote from emergency services?	Local medical services will need to be informed of the location of the premises. Special arrangements with the emergency services may need to be considered

Table of suggested numbers of first aid trained persons

Where there are special circumstances, such as remoteness from emergency medical services, shift working, or sites with several separate buildings, there may need to be more first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one full first aider
	More than 100	One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

It must be noted that most 'construction work' is in the high risk category and that specific Hazard Training is no longer approved by the Health and Safety Executive (HSE).

Where there are special circumstances, such as remoteness from emergency services and shift work, more trained personnel may be necessary.

First aid assessment checklist

The minimum first aid provision for each work site is:

- A suitably stocked first aid container;
- A person to take charge of first aid arrangements;
- Information for employees on first aid arrangements.

First aid materials, equipment and facilities

When the assessment of first aid requirements has been completed, this company will provide the materials, equipment and facilities needed to ensure that the level of cover identified as necessary will be available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

First aid containers

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are kept easily accessible, and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should not be kept

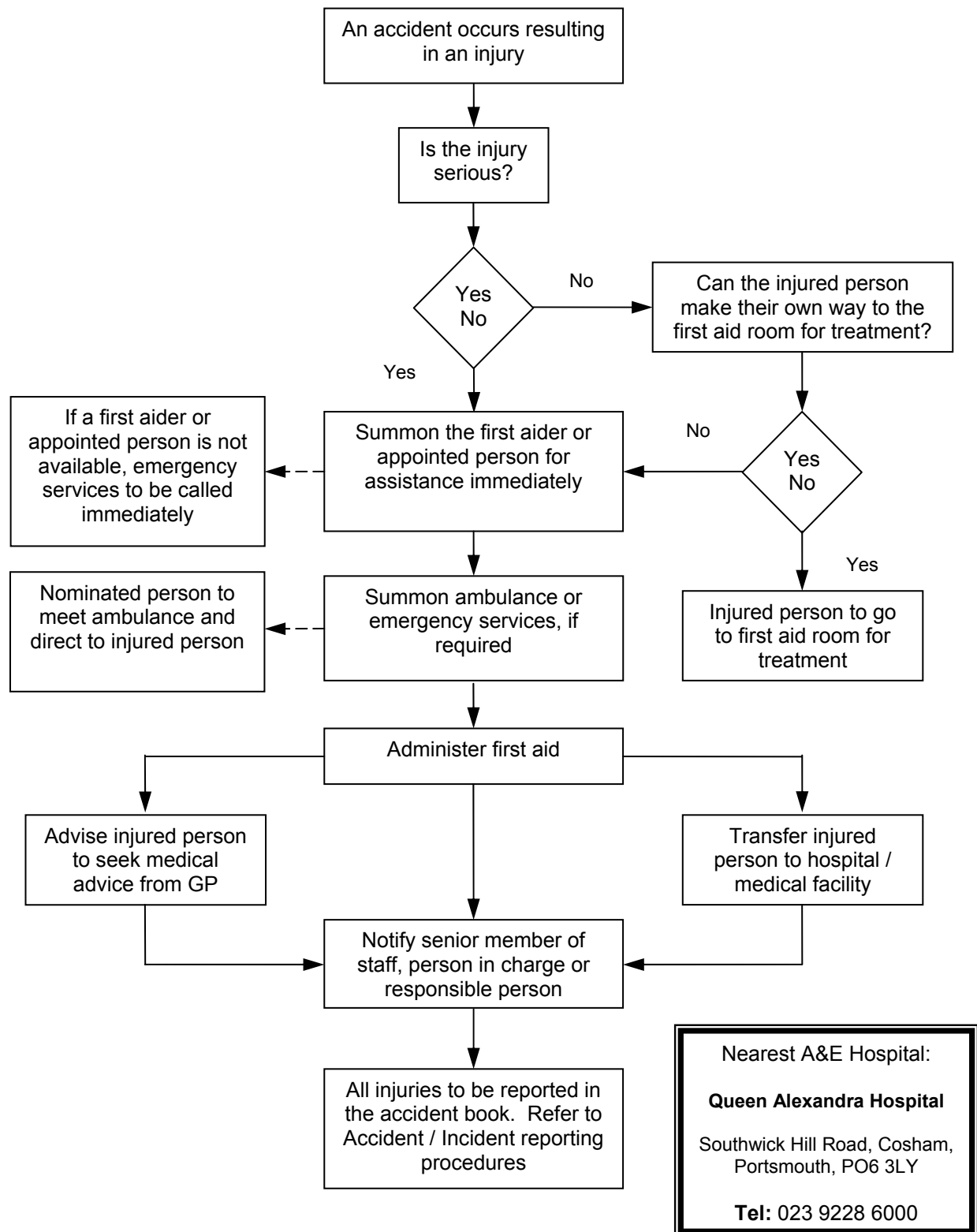
As there is no mandatory list of items that should be included in a first aid container this company will decide what to include in the first aid container from information gathered during our assessment of first aid needs. As a guide, where no special risk arises in the workplace, a minimum stock of first aid items would normally be:

- A leaflet giving general guidance on first aid (for example HSE leaflet 'basic advice on first aid at work');
- Individually wrapped sterile adhesive dressings (assorted sizes), appropriate to the type of work (dressings may be of a detectable type for food handlers);
- Two sterile eye pads;
- Four individually wrapped triangular bandages (preferably sterile);
- Six safety pins;
- Six medium sized individually wrapped sterile unmedicated wound dressings - approximately 12cm x 12cm;
- Two large sterile individually wrapped unmedicated wound dressings - approximately 13cm x 13cm;
- One pair of disposable gloves.

As this is a suggested contents list only, equivalent but different items will be considered acceptable.

Where mains tap water is not readily available for eye irrigation at least one litre of sterile normal saline in sealed, disposable containers will be provided.

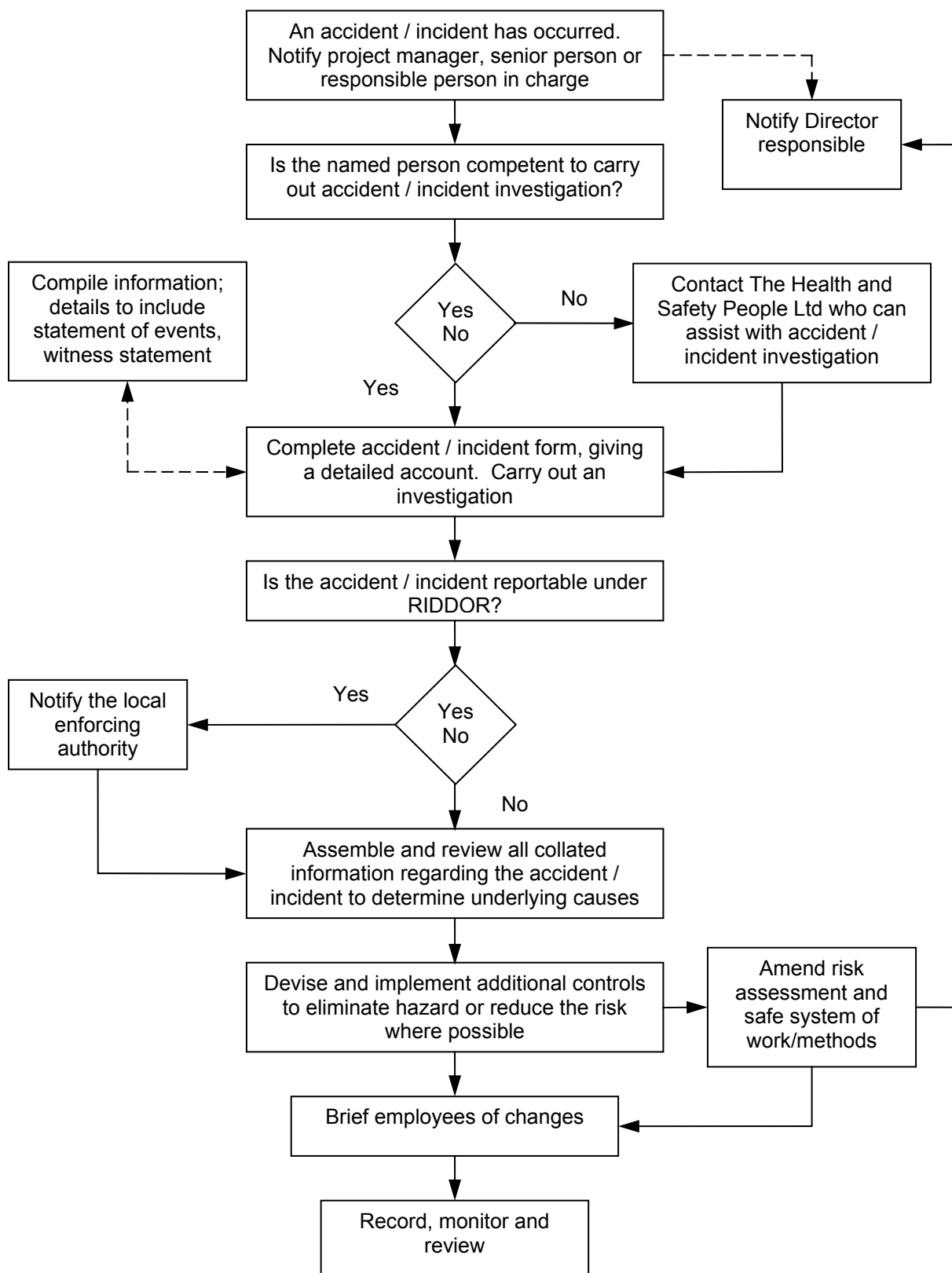
Procedure for Dealing with Medical Emergencies



Nearest A&E Hospital:
Queen Alexandra Hospital
 Southwick Hill Road, Cosham,
 Portsmouth, PO6 3LY
Tel: 023 9228 6000

See guidance section for details

Procedure for Accident / Incident Investigation and Reporting



See guidance section for details

Guidance for Accident / Incident Investigation and Reporting

In the event of an employee of this Company suffering any of the following categories of injury:

- Fatal injury;
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc);
- An injury resulting in the employee being absent from work for more than three (3) days;
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.);
- Any other accident resulting in damage to property or injury to employees and/or members of public.

Certain procedures must then be followed as described below.

Initially the accident **MUST** be reported to your Supervisor as soon as possible and be reported in the Company Accident Book held on the premises. Those working on sites away from Company premises are to ensure that the accident is reported to Head Office for entry in the Company Accident Book.

The details that must be recorded in the Accident Book are:

- Name of the person suffering the injury;
- Date and time of the injury;
- Name of person reporting the injury;
- Cause of the injury;
- Any action taken as a result of the injury;
- Whether or not the injury is reportable to the enforcing authority (Health and Safety Executive or Local Authority);
- Nature of the injury (e.g.: part of the body affected).

The Supervisor is required to report the incident to Company management, who will decide if it is reportable to the enforcing authority. If it is, then an appointed member of management will fill in the details required on the official reporting form (F2508, F2508A, etc) and send it to the enforcing authority within the time period specified by law (See 'Accident Reporting Telephone Line' overleaf). Over three-day injuries must be reported within ten days to the HSE office (or the local authority Environmental Health Department) that serves the location of the accident. Serious incidents (which are reportable immediately) should be reported by the quickest possible means, then must be followed up by the official reporting form within ten (10) days, unless reported to the Incident Contact Centre by phone or via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the Company's internal accident investigation form, and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **MUST** report the accident in the Accident Book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of public (or other person who is not an employee of this Company) is injured as a result of a work activity by one of our employees and that member of public is taken to hospital for treatment, then the accident/injury must be reported to Company management WITHOUT DELAY.

Where an incident has occurred that is classified as a dangerous occurrence, then that incident must be reported to management WITHOUT DELAY, even if no-one was injured.

Accident Reporting Telephone Line

On 1 April 2001 The Health and Safety Executive (HSE) launched a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Incident Contact Centre allows employers to report accidents, cases of ill health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The Centre also allows employers to report accidents to the enforcing authorities by e-mail or via the Internet for the first time.

The move was designed to simplify the UK's existing accident reporting system by replacing the 500 different telephone numbers and addresses then used to report workplace accidents with a single Incident Contact Centre.

National Number

Under this system, a single national telephone number and address was introduced for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report incidents by sending a completed RIDDOR incident report form by e-mail, Internet, fax or post.

Call the Incident Contact Centre, Monday to Friday from 8.30am to 5.00pm, on:

(Tel) 0845 300 9923 or (Fax) 0845 300 9924

Employers are also able to report RIDDOR incidents by e-mail to: riddor@natbrit.com, or by visiting the Centre's website at: www.riddor.gov.uk.

In addition, employers are able to send postal reports to: Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.

Copies of the leaflet 'RIDDOR Reporting: Information about the new incident centre' (MISC310) are available free from HSE Books on (Tel) 01787 881165.

ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested: Date and time investigation commenced:

Location where the investigation is being carried out: *(Is it at the actual location of the incident or off site?)*

Name of Company this investigation is being carried out for:

Name and Job title of person supplying information:

TYPE OF INCIDENT (Please tick relevant boxes)

Fatality		Under "3" day injury		No time lost	
Major Injury		In hospital more than 24 hours		Member of public/other contractor injured	
Over "3" day injury		Dangerous occurrence		Became unconscious	
Reportable disease		Damage incident		Needed resuscitation	

THE INJURED PERSON

Name of Injured Person:

Age Sex: M/F

Status: Employee Self Employed Trainee Trade Contractor Other

Injured Person's Home Address:

Telephone Number:

Occupation when Injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Company Name of Injured Person's Employer:

THE ACCIDENT/INCIDENT

What is the exact location of the accident/incident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident/incident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident/incident?

TRAINING AND RECOMMENDATIONS

What job instruction had injured person received relating to the incident, and when?

What action has been taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the Risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR _____

IT IS IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.

INJURED PERSON'S STATEMENT

Full Name of Person Making this Statement: *(Please print)*

Signed.....

Date.....

WITNESS STATEMENT

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

Signed.....

Date.....

Guidance Notes for Accident Reporting and Investigation

SECTION O

Arrangements for Health Surveillance / Management of Occupational Illness

Health surveillance is required when employees are liable to be significantly exposed to asbestos, lead or other substances hazardous to health. It is also required where employees are exposed to activities which create excessive noise or require them to use vibrating tools for long periods of time. This includes both hand held equipment and self-propelled plant and machinery.

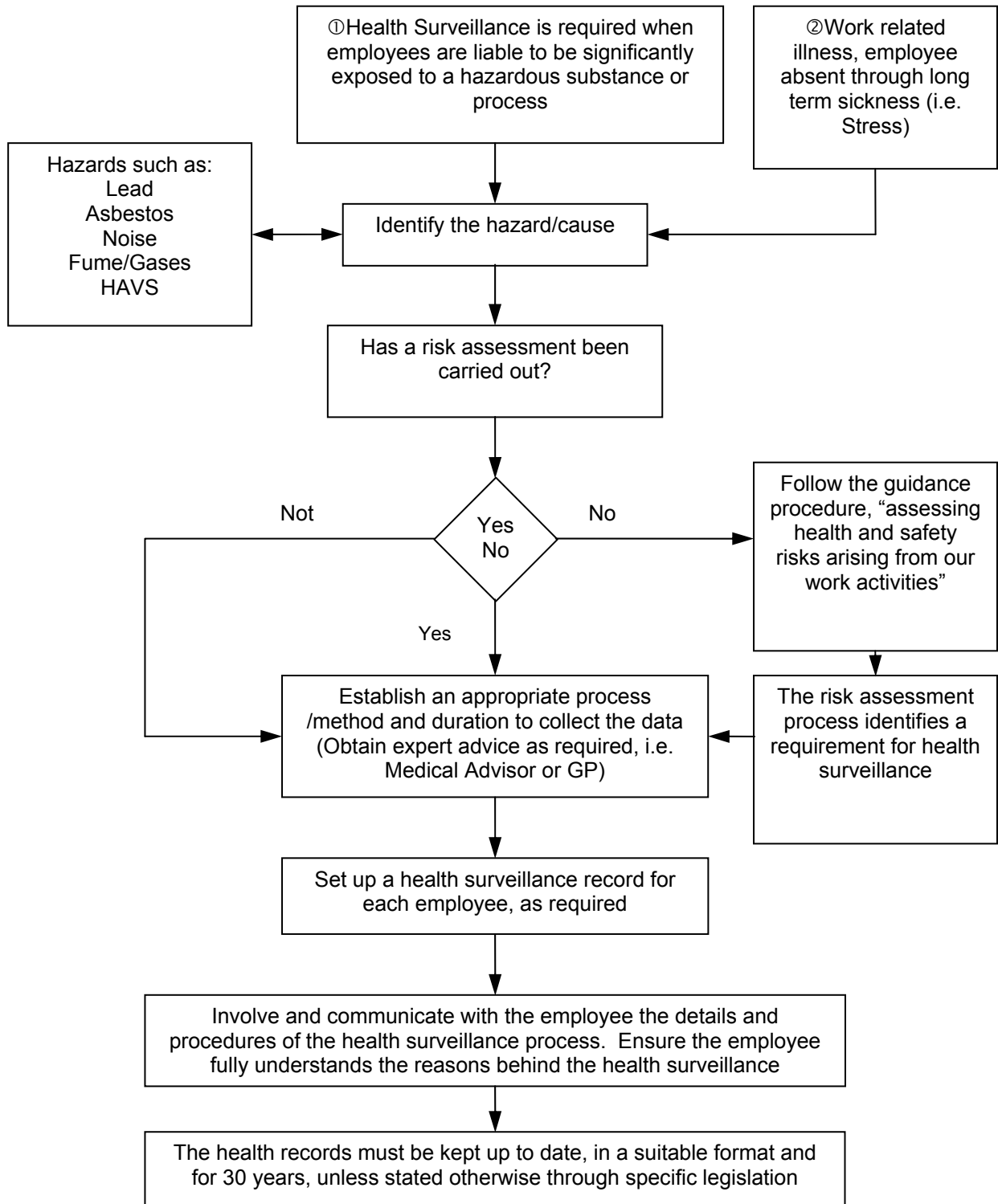
John Tagg will identify when one of those circumstances exists. He will then seek assistance from a competent individual or body e.g. Occupational Nurse/Doctor, Employment Medical Advisory Service (EMAS), or other suitable Occupational Health Service Provider. He shall also consult our appointed health and safety advisors for further advice on the levels of health surveillance required.

John Tagg will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

John Tagg is responsible for investigating work-related causes of sickness absences and is responsible for acting on investigation findings to prevent a recurrence.

The company has developed a stress policy to deal with incidents of work related stress. As part of the arrangements to implement this Policy, this company has contracted the services of The Health and Safety People Limited to provide an Employee Assistance Programme (EAP). This programme is available to all employees and their families free of charge. To access the assistance programme employees should call **0800 731 7409** and quote the company reference number.

Procedures for Health Surveillance / Management of Occupational Illness



See guidance section for details

Guidance for Health Surveillance / Management of Occupational Illness

INTRODUCTION

Health surveillance is a collective term used for a wide range of procedures. It includes:

- Collecting, maintaining and reviewing health records. Health records must be kept for at least 30 years, except where stated otherwise in more specific legislation.
- Checks for signs of readily detectable conditions by a responsible person (eg a specially trained supervisor or first aider).
- Enquiries, inspections and examinations by a qualified person such as an occupational health nurse.
- Medical surveillance under the supervision of a doctor. In certain cases the doctor must be an employment medical adviser or a 'relevant' doctor.

The Control of Vibration at Work Regulations requires employers to provide health surveillance for all employees who are likely to be regularly exposed to vibration levels above the Exposure Action Value (EAV) or are considered to be at risk for any other reason.

The Control of Asbestos at Work Regulations requires that employees liable to be significantly exposed to asbestos receive regular medical surveillance by a relevant doctor.

The Control of Lead at Work Regulations requires that where exposure to lead is significant, employees are to be under medical surveillance by a relevant doctor.

The Control of Substances Hazardous to Health Regulations requires health surveillance to be undertaken by a relevant doctor where:

- employees are exposed to substances hazardous to health;
- there is an identifiable disease or adverse health effect related to the exposure, and;
- there are valid techniques for detecting indications of the disease or the effect.

In addition to this, The Management of Health and Safety at Work Regulations require health surveillance where a risk assessment shows that the following criteria apply:

1. There is an identifiable disease or adverse health condition related to the work concerned. Examples of this would include (the list is not exhaustive):
 - Noise induced hearing loss from working in noisy environments.
 - Sun burn/skin cancer from working in direct sunlight.
 - Silicosis from working with silica based products.
 - Asthma from working with respiratory sensitizers (eg adhesives, bitumen, solvents).
 - Dermatitis from working with skin sensitizers (eg cement, bitumen, acids, alkalis).
 - Cancer from working with carcinogenic materials (eg mineral oils, wood dusts).
 - Stress as defined by the HSE i.e. 'an adverse reaction people have to excessive pressure or other types of demands placed on them'.
2. Valid techniques are available to detect indications of the disease or condition.
3. There is a reasonable likelihood that the disease or condition may occur under the particular conditions of work.
4. Surveillance is likely to further the protection of the health and safety of the employees to be covered.

HEALTH RECORDS

Should it be decided through the risk assessment process that health surveillance is required, then a health record must be kept for each employee who is subject to that surveillance. This may, in some circumstances, be the only health surveillance requirement.

Included in the health record should be the full personal details of the employee, surname, forenames, permanent address, sex, date of birth, National Insurance Number, date of commencement of present employment and a historical record of jobs involving exposure to substances requiring the health surveillance.

Where health surveillance is carried out which includes medical surveillance, the records must also contain the date of health surveillance, details of who carried out the surveillance and conclusions of all other surveillance including decisions of the medical practitioner (eg fitness for work).

What must not be included in the health record is any clinical information obtained by an occupational health professional, nor any biological monitoring results. The doctor or nurse concerned must keep these confidential, unless the employee has given their consent to disclose this information.

The records are to be kept in a suitable form, paper or computer, but should be compatible with and capable of being linked to any monitoring records and be readily accessible by the employee. Employees must be allowed access to their own health records and be aware of the arrangements for access.

Health records must be kept for 30 years (unless stated otherwise in more specific legislation) following the last entry made. If the company stops trading the records are to be offered to the Health & Safety Executive (HSE) for safe keeping.

Once the appropriate procedure has been determined, it is necessary to decide how often the surveillance is to be carried out. Advice from a doctor or occupational health nurse should be sought.

A company may be able to maintain health records without further occupational health advice. The person carrying out the surveillance will be the one who makes entries about fitness for work.

Where a condition gives rise to easily identifiable signs or symptoms of some disease or illness, checks for those signs and symptoms can be carried out by a responsible person acting within the limits of their training and experience, for example a manager or supervisor who has experience of the working environment, who is able to gain the confidence and cooperation of employees and who has been properly trained by an occupational health doctor or nurse to be able to recognize and record specific signs or symptoms that may be related to occupational exposure.

Where occupational exposure may give rise to signs and symptoms that need investigating to determine their true nature and origin, these checks ought to be carried out by a suitably qualified person. For example, an occupational health nurse carrying out standardized clinical tests or using symptom questionnaires.

Other procedures, such as biological monitoring, reviews of records of ill health and clinical examinations, should be carried out by, or under the supervision of, a doctor.

EMPLOYEE INVOLVEMENT

During this process it is important that the employees fully understand the reasons for, and the procedures involved in, the health surveillance process. Offering them full consultation when the procedures are being set up and keeping them fully involved and informed may help to achieve this.

Employees must be encouraged to report to the person who carries out the health surveillance any ill affects that may be linked to exposure. For this to happen they will need to be instructed on how to identify the typical signs and symptoms, especially in the case of dermatitis, asthma or other respiratory disease or vibration white finger. In some cases, notably skin disease or burns on parts of the body that are normally covered, the employee may need to be relied upon to carry out their own self inspection as part of the health surveillance process. They will therefore need to be instructed on how to carry this out and what to look for. Employees must be informed of the importance of reporting any suspected effects and assured that this will not lead to any disciplinary action.

FACILITIES

During the health surveillance process, facilities need to be provided for any inspections, examinations, sample taking or investigations to be carried out. This facility must ensure the privacy of the employees and should be clean, warm, well ventilated, well illuminated and provided with washing facilities. A wash hand basin and toilet should be sited nearby for the employee concerned.

SURVEILLANCE RESULTS

If a doctor does not carry out health surveillance, any suspected cases of ill health and any other signs of ill health that may be linked to exposure that are discovered should be referred to an appropriate doctor for further assessment. An appropriate doctor will often be the employee's own general practitioner, who ought to be fully aware of the employee's medical history. He may not be fully aware of the work involved and any health risks associated with the employee's work, so it is important that the doctor is made aware of this. The doctor will require this information so that he may be able to give the appropriate advice and treatment if necessary.

Investigations and the results of the health surveillance are of prime importance in deciding whether current control measures in place are adequate. Where cases of ill health are suspected to be related to exposure at work then this must be investigated immediately and any necessary action taken to prevent or control over exposure.

Health surveillance is only worthwhile if the results are acted upon. If employees are suffering from adverse health effects, further exposure to the cause of the problem must be prevented. This may be by changing the process, substance or material, by relocation of the employee or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE).

OCCUPATIONAL ASTHMA

Occupational asthma is caused by exposure to respiratory sensitizers, which can cause permanent damage to the nose, throat and lungs. Once a person becomes sensitized, further exposure to the sensitizer (sometimes to even tiny quantities) causes allergic symptoms that can range in severity from a runny nose and watery eyes to asthma, which can kill.

The most common effects of sensitization are rhinitis and conjunctivitis – runny or stuffy nose and watery or prickly eyes. If further exposure to the sensitizer is not prevented, these may lead to asthma – periodic attacks of wheezing, chest tightness and breathlessness resulting from constriction of the airways. Symptoms can occur either immediately on exposure or after several hours. Delayed symptoms are often most severe in the evening or during the night, so employees may not realize that their work is causing the problem. If workers already have respiratory disease or breathing difficulties their chances of becoming sensitized may increase and their symptoms may become more severe.

Where assessment has identified that employees are, or are liable to be exposed to any substance or agent in the workplace known to be a respiratory sensitizer and where there is a reasonable likelihood that disease or adverse health effects may occur, suitable health surveillance must be arranged by the employer in order to protect employees from the effects of respiratory sensitization.

Where there is only limited evidence of a hazard and limited exposure a low level of health surveillance may be appropriate, involving collecting baseline information about past or present symptoms of respiratory sensitivity. Employees should be told of the symptoms to watch for and advised to report such symptoms to the responsible person appointed to undertake health surveillance.

Where there is more positive evidence of a hazard, a system of active enquiry should be introduced to seek out evidence of symptoms among employees. This could be carried out by the responsible person appointed to undertake health surveillance. Any symptoms which suggest respiratory sensitization should be referred immediately to the company occupational health adviser.

Where there is a high degree of hazard, a higher level of surveillance will be necessary. This is likely to include pre-exposure assessments by an occupational health professional and lung function tests as appropriate.

It may also be appropriate to introduce health surveillance regimes to identify Occupational Stress, Musculo-Skeletal Disorders and Drug and Alcohol Abuse.

WELDING FUME/GASES

Welding fume is a mixture of airborne fine particles. Toxic gases may also be generated during welding and cutting.

More than 90% of the particulate fume arises from vaporization of the consumable electrode, wire or rod as material is transferred across the arc or flame. The range of welding particles size is shown in relation to the more familiar types of dust and fume. The respirable fractions of particles (especially less than 3µm) are potentially the more harmful as they can penetrate to the innermost parts of the lung.

The range of welding particles size in relation to the more familiar types of dust and fume.

The potential hazards from breathing in particulate fume are that fine particles can cause dryness of the throat, tickling, coughing and if the concentration is particularly high, tightness of the chest and difficulty in breathing.

Breathing in metal oxides such as zinc and copper can lead to an acute flu-like illness called 'metal fume fever'. It most commonly occurs when welding galvanized steel; symptoms usually begin several hours after exposure with a thirst, cough, headache, sweat, pain in the limbs and fever. Complete recovery usually occurs within 1 to 2 days of removal from the exposure, without any lasting effects.

The continued inhalation of welding fume over long periods of time can lead to the deposition of iron particles in the lung, giving rise to a benign condition called siderosis.

There is evidence that welders have a slightly greater risk of developing lung cancer than the general population. In certain welding situations, there is potential for the fume to contain certain forms of chromium and/or nickel compounds - substances which have been associated with lung cancer in processes other than welding. As yet, no direct link has been clearly established. Nevertheless, as a sensible precaution and to minimize the risk, special attention should be paid to controlling fumes which may contain them.

A number of other specific substances known to be hazardous to health can be found in welding fume such as barium and fluorides which do not originate from the metal. If the metal contains a surface coating, there will also be a potential risk from any toxic substances generated by thermal degradation of the coating.

HEALTH HAZARDS FROM GASES

The main potential hazard from breathing in gases during welding is irritation of the respiratory tract:

Ozone can cause delayed irritation of the respiratory tract which may progress to bronchitis and occasionally pneumonia.

Nitrogen oxides can cause a dry irritating cough and chest tightness. Symptoms usually occur after a delay of 4 to 8 hours. In severe cases, death can occur from pulmonary oedema (fluid on the lungs) or pneumonia.

MEDICAL CONFIDENTIAL

Health Questionnaire - Pre-Employment

Full Name	Proposed job/Position to be filled
Address _____ _____ _____ _____ _____ Tel No	Brief description of duties and hours
Date Joining Company	
National Insurance Number	
Name and Address of your next of kin _____ _____ _____ _____ Tel No	NOTES
Name and Address of your doctor _____ _____ Date of Last Visit _____ Reason for Visit _____	
Date of Birth	

Please answer the following questions. Where the answer is YES, please give full details on page 3, indicating the question number:

Have you at any time suffered from or had any symptoms of the following complaints:	No	Yes
Depression, anxiety state, nervous illness or mental disorder.		
Fainting attacks, fits, vertigo, blackouts, migraines or any disease of the nervous system, e.g. epilepsy.		
Persistent cough, asthma, pleurisy, pneumonia, tuberculosis, chronic cough, bronchitis or any other ailment of the lungs or chest.		
Rheumatism, arthritis, gout, backache, "disc" trouble, rheumatic fever, joint or tendon disorder, e.g. tenosynovitis or repetitive strain injury.		

MEDICAL CONFIDENTIAL**Pre-Employment Health Questionnaire /2**

Name: _____

	No	Yes
Palpitations, shortness of breath, chest pains, raised blood pressure or other ailment of the heart or circulatory system.		
Indigestion, diarrhoea, gastric or duodenal ulcer, gall stones, or any ailment of the stomach, intestines or liver.		
Any ailment affecting the kidneys, bladder or prostate gland.		
Diabetes, anaemia, hepatitis, jaundice or any blood or gland condition.		
Ailment affecting the eyes (indicate if colour blind and to what extent).		
Ailment affecting the ears.		
Ailment affecting the nose or throat eg hay fever, nose bleeds or sinus problems.		
Varicose veins, rupture or piles.		
Skin disorder eg eczema, contact dermatitis, psoriasis.		
Thyroid disease.		
Alcoholism.		
Any injury, operation, physical abnormality or illness not mentioned above.		

Have you ever had any special medical investigation, X-ray, cardiogram or blood or urine test? If yes give dates and result.		

Are you now or have you recently been taking tablets, medicine, or drugs? If so, what for?		

Height and weight:	
What is your height? (Ft/Ins or Metres)	
What is your weight? (Stones/lbs or Kgs)	
Has your weight increased/decreased/remained stable over the past year?	

What is your average weekly unit consumption of alcohol? (1 unit = ½ pint beer or 1 glass of table wine or sherry, or a single measure of spirits)	units
Has it ever exceeded the present level?	

MEDICAL CONFIDENTIAL

Pre-Employment Health Questionnaire /3

Name: _____

Do you smoke?		
Have you ever smoked?		
If an ex-smoker, when did you stop?		
Indicate the average quantity smoked in a week.		

Have you had any illness or disease involving treatment with Cortisone or other steroids? Please give name of drug and amount of daily dosage, if YES.		

	No	Yes
Do you need any special aids/adaptations to assist you in performing the job effectively?		

If answer is YES to any of the above, please give full details below, indicating the question number. Continue on a separate sheet of paper if necessary.

Have you ever been vaccinated or immunised against any of the following?	Yes	No	Date
Diphtheria			
Hepatitis A			
Hepatitis B:			
Primary Course			
Booster (s)			
Antibody test			
Measles, Mumps, Rubella (MMR)			
Poliomyelitis (Polio)			
Rubella (German Measles)			
Rubella antibody test			
Tuberculosis (TB):			
BCG			
Skin Test (Heaf/Mantoux)			
Whooping Cough			
Tetanus			
Varicella (Chicken Pox)			
Others			
Please give details:			

MEDICAL CONFIDENTIAL

Pre-Employment Health Questionnaire /4

Name: _____

Further Details:

DECLARATION:

I declare that the answers contained in this health questionnaire are, to the best of my knowledge, true and complete.

I will attend for a health interview/examination if required.

Signed.....Date.....

Guidance Notes for Using Health Surveillance Questionnaire

Please refer to these notes in the course of completion of the health surveillance questionnaire until familiar with its content and use. (The numbers refer to the relevant point in the text, indicated by the figure in the margin.)

- 1 **PERSONAL DETAILS** Please obtain full information if possible. The National Insurance number may be used in epidemiology and should be sought in all cases. Works numbers may not be allocated in small firms.
- 2 **BLANCHING** This refers to a white discoloration of the fingers usually followed by a red flush. The area affected is variable, sometimes sparing the distal phalanx and occasionally giving a mottled appearance.
- 3 **DIAGRAM** Indicate the greatest extent affected at any time (since last assessment). Where part of the phalanx is affected, score as if it blanches completely. Sum the scores of the phalanges of each finger separately to obtain the values for the boxes.
- 4 **TINGLING** Note which fingers are affected.
- 5 **NUMBNESS** This may occur in association with finger blanching or independently. Numbness occurring apart from blanching is of prime interest as this may indicate neurological involvement.
- 6 **FINE MOVEMENTS** Difficulties may be experienced, for example, when fastening buttons or threading a needle or manipulating small objects. (This may result from areas of reduced sensitivity.)
- 7 **INTERFERENCE WITH ACTIVITIES** Specify which symptoms, and whether interference only occurs in cold weather.
- 8 **LEISURE EXPOSURE** Specify source of exposure and approximate time per week. Do not forget motorcycles. Occasional use of DIY tools is unlikely to be damaging.
- 9 **ALCOHOL** Half a pint of beer = one glass of wine = one measure of spirit = one unit.
- 10 **MEDICAL HISTORY** A number of conditions are recognized as giving symptoms similar to those of hand-arm vibration syndrome (HAVS). Most of them are rare, and some are listed here:

Vascular

Trauma

Polyarteritis nodosa

Scleroderma

Thoracic outlet syndrome

Toxic effects

Cold haemagglutinins

Systemic lupus erythematosus

Dermatomyositis

Rheumatoid arthritis

Neurological

Trauma to neck or arm

Peripheral nerve entrapment

Peripheral neuropathy

Drug and other toxic effects

CNS disorders- Poliomyelitis

- Hemiplegia

Syringomyelia

Spinal cord compression

Multiple sclerosis

11 LEADING HAND This is applicable to hand-held tools only and is the hand nearer to the source of vibration.

12 VIBRATION EXPOSURE Ask about all activities involving exposure to vibration. A list of tools giving rise to vibration is in paragraph 12 of Chapter 1. Try to estimate the time for which the hands are ACTUALLY exposed to vibration, not just the period during which the tool is used (which is likely to be longer than the actual exposure period). Where work does not follow a regular pattern, an estimate of the range of exposure durations can be given, for example two to three hours per day.

13 NEUROTOXIC AGENTS AND DRUGS Possible neurotoxic agents encountered in the workplace include:

n-hexane	methyl butyl ketone
arsenic	carbon disulphide
acrylamide	diethyl thiocarbamate
thallium	mercury compounds
antimony	some organophosphates
TOCP	lead (inorganic)

Rarely, neuropathy may follow the administration of most groups of drugs, for example:

Chloramphenicol	isoniazid
-----------------	-----------

Streptomycin	polymyxin
Ethambutol	nitrofurantoin
metronidazole	gold
indomethacin	vincristine
perhexiline	phenytoin.

14 ROOM TEMPERATURE When measured, record value; otherwise record subjective impression as warm/comfortable/cool/cold.

15 CIRCULATION Record blood pressure in both arms. If pulse or blood pressure is reduced in either arm, evidence of a subclavian bruit should be sought.

16 NERVOUS SYSTEM A sterile pin or broken orange stick is recommended for eliciting superficial pain. Manual dexterity should be tested using a collection of small coins, washers, bolts or similar objects.

17 FURTHER TESTS Each of the tests listed in this section of the questionnaire is described in more detail in points (a) to (g):

(a) LEWIS PRUSIK TEST Pressure is applied to the nail bed for ten seconds and, on release, normal colour should return in two seconds or less. The method is poorly standardised and the result unlikely to be helpful unless it is grossly abnormal.

(b) ADSON'S TEST During deep inspiration, with the head rotated to the side being tested and the arm abducted, the radial artery at the wrist is palpated. In the presence of subclavian obstruction, the radial pulse is reduced or absent. The false positive rate is about ten per cent.

(c) ALLEN'S TEST This test examines the patency of the palmar arches and the digital arteries. Normal anatomical variations may give rise to false positive results. The examiner uses the fingers of each hand to compress the radial and ulnar arteries at the wrist and then raises the subject's hand while the subject opens and closes the hand to empty the palmar arches and subcutaneous vessels. The hand is then lowered and one of the arteries released. Prompt flushing of the hand indicates a normal contribution from the tested artery. Faint and delayed flushing of the fingers indicates that either the deep palmar or the digital arteries are occluded. In an established case of HAVS it is said that faint flushing and a delay of more than five seconds indicates digital artery occlusion.

(d) MOVING TWO-POINT DISCRIMINATION Reshape an ordinary paper-clip into two probes which are gently stroked along the surface of the fingertip, ensuring that any barbs are away from the direction of movement. The subject is asked whether he/she can feel one or two points, and the distance between the two points is measured. The procedure is repeated, reducing the distance between the two points until they can no longer be identified as separate. The normal moving two point discrimination at the fingertip has been found to be 2 mm.

(e) TINEL'S TEST This test and Phalen's test are used to elicit symptoms indicative of carpal tunnel compression. They are both primarily indicated when the subject complains of tingling in the fingers. The subject's hand and forearm are rested horizontally on a flat, firm surface with the palm uppermost. The examiner places his/her index finger over the carpal tunnel at the wrist and applies a sharp tap to it with a tendon hammer. A complaint of tingling in the subject's fingers indicates median nerve compression at the wrist.

(f) PHALEN'S TEST The subject raises his/her arms to chin level and then allows both hands to flex at the wrist by gravity. This posture should be maintained for three minutes. Tingling in the finger is indicative of compression of the median nerve under the carpal ligament.

(g) MUSCLE STRENGTH This can be tested clinically, against gravity and resistance, or using a dynamometer, when grip strength is most commonly examined. Ensure that the device is zeroed and ask the subject to adopt a standard posture. Usually this will be sitting, with the arm flexed and the forearm supinated and resting on a flat surface. The mean of three successive trials should be recorded.

18 SECONDARY RAYNAUD'S PHENOMENON For this diagnosis there should be a history of episodic finger blanching, with no family history and an identified causal factor, whether vibration or a medical condition.

19 STOCKHOLM GRADING (VASCULAR) Enter the stage and the number of affected digits for each hand.

20 SCORING (VASCULAR) Enter the sum of the scores for each hand separately (see note 3).

21 STOCKHOLM GRADING (NEUROLOGICAL) Enter its stage and number of affected digits for each hand.

22 LATENCY Record the time between first exposure to vibration and the onset of symptoms.

Notes for the Use of Questionnaires for Health Surveillance of Persons who will be working with Known Skin Sensitizers

General

The responsible person should be properly trained by an occupational health doctor or nurse, who should be involved in setting up the surveillance system, to be able to recognize and record specific signs or symptoms that may be related to occupational exposure.

All symptoms indicative of skin sensitization reported should be referred immediately to the doctor or nurse for further investigation.

Responsible persons should not be expected to make judgements on the cause of symptoms.

Notes for the Responsible Person

Employees should be instructed about the possible effects of sensitization and should be warned that symptoms can occur outside working hours.

The pre-exposure questionnaire should be administered prior to commencing work to establish health status.

While work with skin sensitizers continues the periodic questionnaire should be used at six weeks, six months and annually thereafter, or as advised by the occupational health adviser to the company.

Employees exposed to skin sensitizers who develop any symptoms indicative of skin sensitization should be referred to the company occupational health adviser for further investigation.

MEDICAL CONFIDENTIAL

**Health Surveillance Questionnaire (Initial) for
Persons who will be working with Known Skin Sensitizers**

To be completed by the Responsible Person

COMPANY:

BRANCH/DEPOT:

JOB TITLE:

EMPLOYEE'S SURNAME:

EMPLOYEE'S FORENAMES:

Substances are in use in this workplace which have been known to cause skin disease or adverse effects on the skin. Following risk assessment under regulation 6 of the Control of Substances Hazardous to Health Regulations (COSHH), management have decided to carry out a programme of pre-exposure and periodic health surveillance in accordance with Regulation 11(2) (b) of COSHH.

In some cases further advice may be required from the company occupational health adviser.

I understand that a programme of health surveillance is necessary in this employment and will form part of my management health record.

Signature of Employee: Date:

Signature of Responsible Person: Date:

Referred for further investigation? Yes No

Health Surveillance Questionnaire (Initial) for Persons who will be working with Known Skin Sensitizers

MEDICAL CONFIDENTIAL

Initial Health Surveillance Questionnaire (Skin) /2

To be completed by the Employee

Please read the questions carefully and write your answers in ink, as accurately and fully as possible. This questionnaire and its contents are absolutely confidential.

SURNAME:

FORENAMES:

Date of Birth: Age:

National Insurance Number:

Home Address:
.....
.....
Postcode:
Home Telephone No:

Next of Kin: Relationship:
Address:
.....
.....
Postcode: Tel No:

Name of Family Doctor (GP):
Address:
.....
.....
Postcode: Tel No:

MEDICAL CONFIDENTIAL

Initial Health Surveillance Questionnaire (Skin) /3

SURNAME:

FORENAMES:

INITIAL HEALTH SURVEILLANCE QUESTIONNAIRE:

	No	Yes
Do you believe that your skin has been damaged as a result of any previous employment?		

Do you have, or have you ever had any of the following skin conditions?	No	Yes
Itching.		
Pain.		
Redness.		
Soreness.		
Swelling.		
Blistering.		
Cracked skin		
Bleeding for no apparent reason.		

Has your past employment included contact with the following? Where the answer is YES, please give full details below, indicating the question number:	No	Yes
Chemical irritants - such as caustic soda, fresh mixed cement, acids, metals such as nickel or chromium, solvents, hydrocarbons.		
Chemical sensitizers - such as dyes and dye intermediates, photographic developers, rubber accelerators and antioxidants, insecticides, oils, resins, coal tar derivatives, explosives, plasticizers, rubber or leather gloves.		
Plants and their products - such as cinnamon, henna, primrose.		
Biological agents - such as grain, copra, scabies.		
Mechanical causes - such as cuts or abrasions followed by secondary infections, repeated trauma between tools and skin pressure points.		
Physical factors - such as heat causing skin softening, cold causing chilblain/frostbite, burns from fire, electricity, sun, ionizing radiation.		

Further Details:

MEDICAL CONFIDENTIAL

Initial Health Surveillance Questionnaire (Skin) /4

SURNAME:

FORENAMES:

To be completed by the Responsible Person

No further action required

Refer to company occupational health adviser

Signature of Responsible Person:

Date:

To be completed by the Employee

I confirm that the responses given by me are correct and that I have received a copy of the completed questionnaire.

Signature of Employee:

Date:

MEDICAL CONFIDENTIAL

**Health Surveillance Questionnaire (On-Going) for
Persons Working with Known Skin Sensitizers**

To be completed by the Responsible Person

COMPANY:

BRANCH/DEPOT:

JOB TITLE:

EMPLOYEE'S SURNAME:

EMPLOYEE'S FORENAMES:

Substances are in use in this workplace which have been known to cause skin disease or adverse effects on the skin. Following risk assessment under Regulation 6 of the Control of Substances Hazardous to Health Regulations (COSHH), management have decided to carry out a programme of pre-exposure and periodic health surveillance in accordance with Regulation 11(2) (b) of COSHH.

This on-going surveillance questionnaire should be completed six weeks, six months and annually after employment commences or as advised by the occupational health adviser to the company.

Further advice will be required from the company occupational health adviser if any 'Yes' box is ticked.

Health Surveillance Questionnaire (On-Going) for Persons Working with Known Skin Sensitizers

MEDICAL CONFIDENTIAL

On-going Health Surveillance Questionnaire (Skin) /2

To be completed by the Employee

Please read the questions carefully and write your answers in ink, as accurately and fully as possible. This questionnaire and its contents are absolutely confidential.

SURNAME: _____

FORENAMES: _____

Date of Birth: _____ Age: _____

National Insurance Number: _____

Home Address:
.....
.....
.....
Postcode:
.....

Home Telephone No:
Next of Kin: Relationship:
Address:
.....
.....
.....
Postcode: Tel No:

Name of Family Doctor (GP):
Address:
.....
.....
.....
Postcode: Tel No:

MEDICAL CONFIDENTIAL**On-going Health Surveillance Questionnaire (Skin) /3**

SURNAME:

FORENAMES:

ON-GOING HEALTH SURVEILLANCE QUESTIONNAIRE:

Since starting your present job have you suffered from any of the following skin conditions?	No	Yes
Itching.		
Pain.		
Redness.		
Soreness.		
Swelling.		
Blistering.		
Cracked skin		
Bleeding for no apparent reason.		

Where the answer to any of the above questions is YES, please answer questions 2 to 9.
Where the answer to all the above questions is NO, please go directly to the Confirmation section on page 4.

How long ago did the condition first become apparent?		
On what part of the body did the condition start?		
What are your spare-time hobbies?		
	No	Yes
Have you had a similar condition in the past?		
Does anyone else at work suffer from a similar condition?		
Does anyone else in your family suffer from a similar condition?		
Do you keep pets or work with animals?		
Does your job involve contact with the following? Where the answer is YES, please give full details on page 4, indicating the question number:		
Chemical irritants - such as caustic soda, fresh mixed cement, acids, metals such as nickel or chromium, solvents, hydrocarbons.		
Chemical sensitizers - such as dyes and dye intermediates, photographic developers, rubber accelerators and antioxidants, insecticides, oils, resins, coal tar derivatives, explosives, plasticizers, rubber or leather gloves.		
Plants and their products - such as cinnamon, henna, primrose.		
Biological agents - such as grain, copra, scabies.		
Mechanical causes - such as cuts or abrasions followed by secondary infections, repeated trauma between tools and skin pressure points.		
Physical factors - such as heat causing skin softening, cold causing chilblain/frostbite, burns from fire, electricity, sun, ionizing radiation.		

MEDICAL CONFIDENTIAL

On-going Health Surveillance Questionnaire (Skin) /4

SURNAME:

FORENAMES:

Further Details:

To be completed by the Responsible Person

No further action required

Refer to company occupational health adviser

Signature of Responsible Person:

Date:

To be completed by the Employee

I confirm that the responses given by me are correct and that I have received a copy of the completed questionnaire.

Signature of Employee:

Date:

NOISE ASSESSMENT GUIDANCE

INTRODUCTION

The Noise at Work Regulations implement the EC directive "Protection of Workers from the Risks Related to Exposure to Noise at Work".

They are much more specific than the basic duty of care enshrined in the Health and Safety at Work etc. Act and require the Company to carry out assessments of the noise levels within our premises (including sites remote from the main place of work) and take appropriate action where necessary.

Three action levels are defined in Regulation 2(1).

First action level:

Where employees are subjected to an average daily noise dose of 85 dB (A) the company shall inform the employees as to the level of their exposure and the risks that are entailed, and instruct the employees in how to minimize those risks, at the same time providing the employees with, and advising them to make use of, free ear protection.

Second action level:

Where the daily noise dose reaches 90 dB (A), ear protection becomes compulsory, and it is the legal responsibility of the company to ensure that our employees make use of it. Similarly the company shall also make sure that the ear protection reduces the daily noise dose to below 90 dB (A), designate and identify ear protection zones, and do everything that is reasonably practicable to lower the daily noise dose to below 90 dB (A).

Peak action level:

Should peak exposure (not daily averages) ever reach 200 PASCAL's, the requirements of the second action level will apply.

PRACTICE

As a broad guideline any circumstance causing the need to speak loudly to another person two metres away indicates a potential problem.

Rudimentary techniques can be utilized to identify noise hazards, and the company shall introduce appropriate noise reduction measures wherever a problem area is indicated.

There are four main ways of limiting noise:

- a) Reduction of noise at source;
- b) Isolation of the noise at source;
- c) Ear protection for workers at risk;
- d) Reduction of time to which personnel are exposed to noise.

Taking these individually:

- a) Good maintenance lubrication and on site practices (classically the compressor whose engine cover is left loose to rattle) can achieve plant noise reductions of up to 15 dB (A) and must be part of any noise reduction plan. Reduction of noise levels associated with the interaction of the tool bit and the material being worked are much more difficult and with the exception of mufflers to tools where no great precision is required (pneumatic concrete breaker) is best left to the manufacturer;
- b) Isolation of the noise at source can produce benefits. It may be possible to use one of the following techniques:
 - Enclosing the noise source;
 - Enclosing the noise source and the operator;
 - Screening bystanders from the source;
 - Reducing reverberation by introducing a noise absorbent material;
 - Removing the source to another non-reverberant location;
- c) It may be possible to plan for noise control. Organizing work such that the number of operatives exposed to that noise is reduced, that the operatives rotate between more and less noisy functions or that other systems of work replace the noisy process completely;
- d) Personal Protective Equipment. This is almost certainly the quickest route to noise dose reduction. As a first resort, however, it is frowned upon as it is seen as a way of avoiding reducing noise levels at source. Ear protection must, both legally and sensibly, be accompanied by an information campaign and training programme for both operatives at risk and supervisory staff.

Where subsequent changes in work practices make a survey no longer valid then the above process will be repeated for the new conditions that prevail.

Suppliers of new machines will be requested to supply details of the expected noise levels of any new machines purchased.

NOISE ASSESSMENTS

Where a noise problem is known to exist, or is suspected, then a noise assessment shall be carried out. Such assessments are only to be carried out by competent personnel familiar with the operation of, and evaluation of results from, a suitable noise meter. When completed, the Noise Assessment Sheet should be filed either with the safe system of work for that task or with the risk assessment for that task.

RULE OF THUMB

It is not always easy to assess noise in workshops where working patterns and work equipment (the most frequent source of damaging noise levels) vary or are intermittent or in the construction industry, due to the frequently changing nature of work. The rule of thumb is that if it is necessary to raise your voice to speak to someone >2m away then there is the probability of the first action level being breached. At this point, the previous procedures must be instigated in order to minimize the noise dose. If this does not achieve the required result then it is imperative that a formal noise assessment is carried out.

Noise Assessment			
Sheet Number		Date:	
OPERATIVE/BYSTANDER			
OPERATION/PROCESS			
LOCATION			
	MAIN NOISE SOURCE	BACKGROUND NOISE SOURCES	
DURATION			
CONTINUOUS/ INTERMITTENT			
SILENCED/ MUFFLED			
OPEN, SEMI OR REVERBERANT			
MONITORING RESULTS			
EXPOSURE ASSESSMENT			
HEARING PROTECTION RECOMMENDATIONS			
CONTROL ACTION REQUIRED			
ASSESSOR		POSITION	
SIGNED		DATE	

Noise Assessment

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant/low/medium/high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick)		
Contractor	Site Copy	Employees
Subcontractor	Other	Client
On-Site Assessment Signed	Print Name	Date

STRESS POLICY

Introduction

This Stress Policy has been developed in full consultation with management and employee representatives, and has been endorsed by the Management Team. The policy covers all employees; Failure to comply with this policy may lead to disciplinary action being taken.

Definition of Stress

Stress is defined by the HSE as 'an adverse reaction people have to excessive pressure or other types of demands placed on them'.

We wish to make it clear that 'stress' is not the same as 'pressure'. Pressure can be motivating and challenging, and improve performance. By 'stress' we mean something that is a negative, a response to too much pressure or too many demands, which the person finds difficulty in coping with.

Legal Obligations

We acknowledge that we have a duty of care to the mental health and well being of our employees. We will treat stress in the same way as any other health hazard and assess risks to mental health and well being when necessary. Where an employee becomes disabled through stress-related illness, we will make reasonable adjustments where practicable. We acknowledge that we should act reasonably to prevent risks that are reasonably foreseeable. Any recording of information will conform to the latest data protection regulations (see the Data Protection Policy).

Policy Statement and Commitment

D M Tagg & Sons Ltd recognises that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible, but also to state what will be done if there are employees having problems.

D M Tagg & Sons Ltd are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness, and where employees under stress can access appropriate support.

Benefits from following this policy

We anticipate the following benefits from implementing the Stress Policy:

1. Improved working climate and culture
2. Greater openness about sources of pressure at work at all levels
3. Better awareness in all employees of stress-related issues
4. Greater consistency of approach from managers in dealing with stress
5. Earlier identification of stress-related problems
6. Improved skills in managers
7. Overall reduction in key stress indicators
8. Improved and better-utilised support services

Risk Assessment and Management

Stress indicators (e.g. stress-related absence, staff turnover) will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments, and we will adopt a team approach. For example, where hazards have been identified a working group will be formed with representatives from, HR, Health and Safety, Management, and Employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role (see below).

The Role of Managers

- Managers have a critical role in minimising and managing stress risks, and will receive relevant training to give them the skills and knowledge to be able to implement the policy. All managers will be required to attend this training. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees, and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended, but be time-limited and reviewed at agreed stages.
- Managers have a critical role in offering support to employees, and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of Counsellors; however managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence, and to refer employees to relevant support services including the Employee Assistance Programme provided by The Health and Safety People Limited when necessary.
- Managers are encouraged to maintain good communication at all times, and this should be 'face-to-face' communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.
- Managers should be aware of employees' training and development needs, especially when an employee is taking on a new or changed role.
- Managers should monitor and review workloads to ensure that they do not become excessive.
- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.
- Managers should not regard stress as a weakness, and should encourage open discussion of 'sources of pressure' at team meetings. Treating employees who have stress-related conditions less favorably may be discriminatory.

- Managers should adopt an 'open door' policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.
- Managers should be clear about roles and responsibilities of staff.
- Managers should regularly monitor and review stress indicators e.g. patterns of absence.
- Management of stress-related absence
- Managers should be consistent and should refer to our Absence Management Policy for guidance. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related, an early referral to Occupational Health is recommended. Managers should seek advice from Human Resources if in any doubt.

Support for Managers

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.
- Managers will receive briefings on the roles of the Employee Assistance Programme, and the support they can get from Human Resources (with regard to the implementation of this policy).
- Managers should not hesitate to seek advice and/or support if they feel they need it.
- Managers need also to be aware of support services available to employees, of how to refer employees, and of how employees can self-refer.
- The role of support services will be discussed as part of managers' training.

Employees' Responsibilities

- Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they don't know about.
- Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the Absence Management Policy if in any doubt.

Support for Employees

All employees can now access a confidential counseling service (through the Employee Assistance Programme). Details are posted on all notice boards appointments can be made at any time, including during working hours. The service is free and confidential, and employees are encouraged to use this service, whatever the nature of the stress-related problem.

Lack of skills, in a new role for example, can cause stress, and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Working Relationships

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive, and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a Director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

Evaluation and review

This policy will be evaluated over a 12-month period from the commencement date. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data will be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can make use of suggestion boxes, email or any other communication channel.

STRESS AWARENESS QUESTIONNAIRE

Complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, total your score and read the summary for that score.

Ratings	1 = Never	2 = Sometimes	3 = Often	4 = Always
---------	-----------	---------------	-----------	------------

1	I will often act before thinking	1	2	3	4
2	I don't like taking advice	1	2	3	4
3	I will cancel social engagements because of work	1	2	3	4
4	I often miss lunch because of work commitments	1	2	3	4
5	I sometimes push myself physically too hard	1	2	3	4
6	I put off dealing with difficult situations	1	2	3	4
7	I find it difficult to refuse a request	1	2	3	4
8	I often get impatient	1	2	3	4
9	My family sometimes comes second to work	1	2	3	4
10	I am often late	1	2	3	4
11	I react badly to criticism	1	2	3	4
12	I often feel that there is not enough time	1	2	3	4
13	I do not like to be kept waiting	1	2	3	4
14	I have little time to relax	1	2	3	4
15	I find it difficult in a new environment	1	2	3	4
16	I get angry easily	1	2	3	4
17	I sometimes take on too much	1	2	3	4
18	I find it difficult to delegate	1	2	3	4
19	I feel guilty if I am not busy at work	1	2	3	4
20	I take on too many jobs at once	1	2	3	4
21	Sometimes I find it difficult to cope	1	2	3	4
22	I often feel emotional at work	1	2	3	4
23	I feel frustrated when stuck in traffic	1	2	3	4
24	I tend to bottle up my emotions	1	2	3	4
25	I know when I am stressed	1	2	3	4
	TOTAL				

Score between 1 - 25 = OK

Score between 25 - 50 = mildly stressed – observe

Score between 50 – 75 = Cause for concern management action required

Score between 75 – 100 = Immediate action required refer to medical practitioner

Stress Awareness Questionnaire

Guidance Notes on Health Surveillance / Management of Occupational Illness

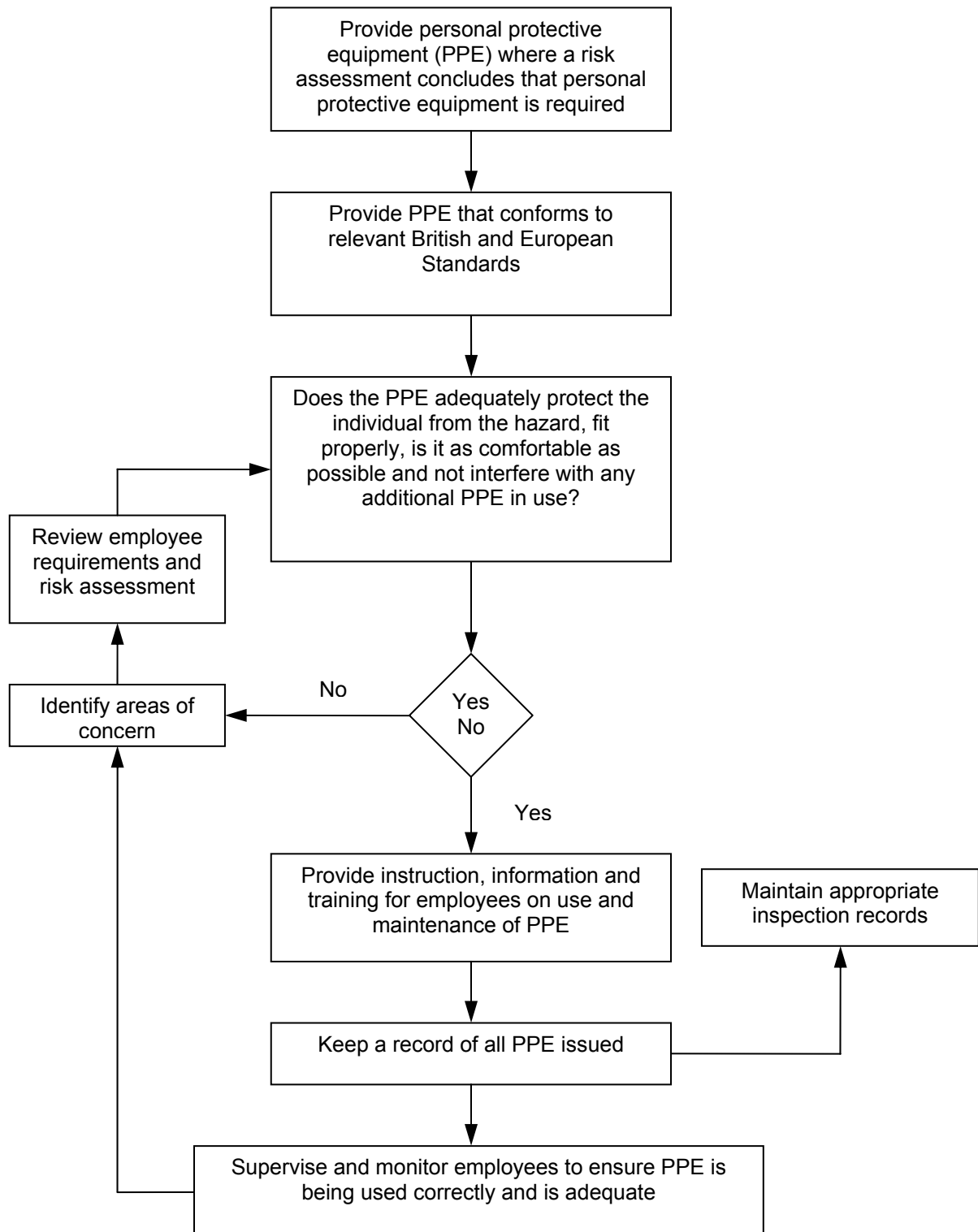
SECTION P

Arrangements for Personal Protective Equipment

Personal Protective Equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by the company free of charge.

It will be for site supervisor to ensure that all employees have been shown how to use, store and check their PPE and that they actually use it.

Procedures for Personal Protective Equipment



See guidance section for details

Guidance on Personal Protective Equipment

INTRODUCTION

The Company is required by Section 2 of the Health and Safety at Work etc. Act to provide a safe place of work. The provision of personal protective equipment (PPE) may assist the Company in attaining this requirement.

Under Section 7 of the same Act, employees are required to co-operate with the Company and to look after their own health and safety. It is, therefore, a legal requirement that the employee uses the protective equipment provided by the Company.

The need to utilize PPE will become apparent as part of the risk assessment process. Where a risk assessment defines the need for PPE, this Company will ensure that the PPE is suitable for the task, suitable for the operative to wear, is properly maintained and that the operative is properly trained to use it.

PPE is to be used as the last resort; all other practicable risk control measures are to be taken first.

It should be noted that, although the Company is not obliged to provide them with the protective equipment, the self employed and trade-contractors are also required to wear the equipment where and when designated.

Hard Hats

These must be worn where there is a risk of injury either from falling materials or from striking the head against projections. The only exception is in the case of Sikhs, whilst wearing turbans. It should be noted that, in this case, the Company's liability for injuries is reduced. Hard hats shall comply with BS EN 397.

Ear Defenders

Hearing protection is to be worn whilst carrying out all noisy operations or in noisy areas. Noisy, in this case, is defined as areas or operations where the noise exceeds 90dB(A). See also the section on Noise. Hearing protection shall comply with BS EN 352.

Eye Protection

To be used wherever there is a risk of contamination from chemicals, either by vapour or splashing, or risk from dust or any danger from flying particles. All eye protection shall comply with BS EN 166 except in the case of lens filters for welding, which shall comply with BS EN 169.

Respiratory Protection

Specialist operations - these will be covered in separate sections of the manual if tasks requiring respiratory protection are carried out.

Operations giving rise to nuisance dust - disposable dust masks shall be provided and are to be used.

Hand Protection

Gloves shall be provided for the handling of things which may be sharp, rough, hot, cold, contaminated with either chemical or biological agents or liable to cause a hazard by breaking in the hand, e.g. glass. Barrier creams shall be provided for use when dealing with mildly irritant substances.

Foot Protection

Safety footwear is to be worn in all areas where there is a risk of injury to the feet from either materials or equipment crushing the feet, or from materials penetrating the soles of the feet. In this circumstance steel toecaps and mid-soles to BS EN 346 will be the requirement. In addition, if there is the risk of penetration by chemicals or water the footwear should be able to withstand that.

High-Visibility Clothing

This is made from PVC impregnated with fluorescent pigments. It MUST be worn by anyone working on or near the roadside; also by anyone else working in areas where it is important to be seen to be safe, e.g. banksmen, or when there is moving plant and poor visibility. All high-visibility clothing shall comply with BS EN 471; the flame retardant version shall meet BS EN 469.

Safety Harnesses

Harnesses should be used only if the use of other, safer work equipment is not reasonably practicable, the work can be performed safely while using a harness as a personal fall protection system, and both the user and a sufficient number of available people have received adequate training specific to the planned operation, including rescue procedures.

When in use, harnesses must always be secured to a safe anchorage.

Harnesses are to be stored in a cool, dry and well-ventilated place away from direct sunlight and away from any materials that are likely to cause them damage.

All harnesses are to be examined by a competent person every three months and a record kept of the examination.

PPE REGISTER

When PPE is issued to an individual, it is to be recorded on the form provided. A copy of this form is contained overleaf.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

NAME:

SITE:

Item	Type	Date issued	Signed	Date returned	Signed
Helmet					
Gloves					
Eye Protection					
Hearing Protection					
RPE/Dust Protection					
Foul Weather Gear					
High-Visibility Clothing					
Foot Protection					
Harness					
Other (specify)					

Personal Protective Equipment (PPE) Register

PPE - EUROPEAN STANDARD COMPLIANCE

ITEM	TYPE	STANDARD	COMMENT
Eye Protection	General purpose	BS EN 166S	Recommended for construction
	Impact grade 1	BS EN 166B	
	Impact grade 2	BS EN 166F	
	Chemical goggles	BS EN 166-3	
	Dust goggles	BS EN 166-4	
	Lens filters for welding	BS EN 169	
Hearing Protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety	BS EN 345	Includes steel mid-sole
	General purpose protective Chainsaw use	BS EN 346	
Hand Protection	General purpose industrial gloves	BS 1651	
	Rubber gloves for electrical purposes	BS EN 60903	
	Chemical resistant gloves	BS EN 464	
	Protective gloves for chainsaw users	BS EN 381	
	Heat resistant for welders/burners	BS 2653	
Protective Clothing	General clothing	BS EN 340	
	Hi Visibility clothing	BS EN 471	
	Protective clothing for chainsaw users	BS EN 381	
	Protective clothing for welders	BS 2653	
	Personal buoyancy equipment	BS EN 384	
Head Protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory Protective Equipment	Full face masks	BS EN 136	For use in abrasive blasting operations
	Self contained open circuit compressed air breathing apparatus	BS EN 137	
	Fresh air hose breathing apparatus	BS EN 138	
	Compressed air line breathing apparatus	BS EN 139	
	Half masks and quarter masks	BS EN 140	
	Gas filters and combined filters	BS EN 141	
	Particle filters	BS EN 143	
	Self contained closed circuit breathing apparatus	BS EN 145	
	Power assisted filtering devices incorporating helmets or hoods	BS EN 146	
	Power assisted filtering devices incorporating full face half or quarter masks	BS EN 147	
	Filtering half masks against particles	BS EN 149	
	Power assisted fresh air hose breathing apparatus incorporating a hood	BS EN 269	
	Compressed air line breathing apparatus incorporating a hood	BS EN 270	
	Compressed air line or power assisted fresh air hose breathing apparatus incorporating a hood	BS EN 271	
Safety Harnesses	Full body harness	BS EN 361	eg Sala Block
	Pole belts	BS EN 358	
	Rescue harness	BS 3367	
	Retractable fall arrester	BS EN 360	
	Guided type fall arrester	BS EN 353	
	Shock absorbers	BS EN 355	
	Lanyards	BS EN 354	

PPE - European Standards Compliance

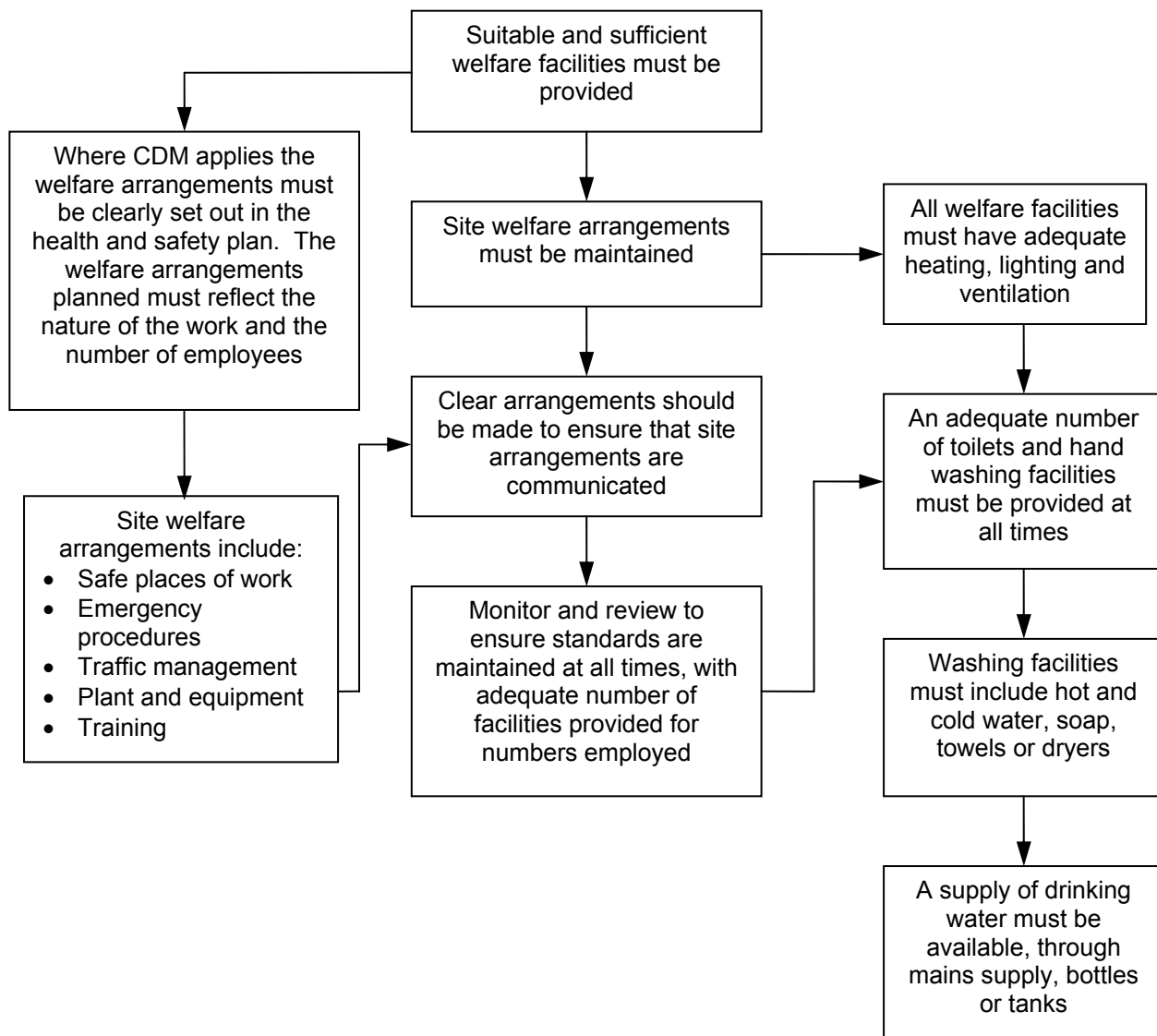
SECTION Q

Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for the use of employees. **John Tagg** will be responsible for making sure that they are compliant with current legislation and that a regular cleaning regime is implemented.

On site welfare facilities must be of a similar standard to those at head office. These may be detailed in the Construction Phase Health and Safety Plan. Site managers will be responsible for making necessary alternative arrangements, e.g. using the host company's facilities, prior to deployment to site.

Procedure for Employee Welfare, Safety and Health



See guidance section for details

Guidance on Employee Welfare, Safety and Health

DEFINITION OF TERMS

The following are definitions of some of the terms used in the Construction (Health, Safety and Welfare) Regulations:

“Construction site” means any place where the principal work activity being carried out is construction work.

“Construction work” means the carrying out of any building, civil engineering or engineering construction work and includes any of the following:

1. Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of substances classified as corrosive or toxic for the purposes of Regulation 15 of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations;
2. De-commissioning, demolition or dismantling of a structure;
3. The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and laying or installing the foundations of the structure;
4. The assembly of prefabricated elements to form a structure or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;
5. The removal of a structure or part of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which, immediately before such disassembly, formed a structure; and
6. The installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure.

“Excavation” includes any earthwork, trench, well, shaft, tunnel or underground working.

“Loading bay” means any facility for loading or unloading equipment or materials for use in construction work.

“Place of work” means any place which is used by any person at work for the purposes of construction work or the purposes of any activity arising out of or in connection with construction work.

“Plant and equipment” includes any machinery, apparatus, appliance or other similar device or any part thereof used for the purposes of construction work and any vehicle being used for such purpose.

“Structure” means any building, steel or reinforced concrete structure (not being a building), railway line or siding, tramway line, dock, harbour, inland navigation, tunnel, shaft, bridge, viaduct, waterworks, reservoir, pipe or pipe-line (whatever, in either case, it contains or is intended to contain), cable, aqueduct, sewer, sewage works, gasholder, road, airfield, sea defence works, river works, drainage works, earthworks, lagoon, dam, wall, caisson, mast, tower, pylon, underground tank, earth retaining structure, or structure designed to preserve or alter any natural feature, any other structure similar to the foregoing, or:

1. Any formwork, falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
2. Any fixed plant in respect of work which is installation, commissioning, decommissioning or dismantling and where any such work involves a risk of a person falling more than 2 metres.

“**Traffic route**” means any route the purpose of which is to permit the access to or egress from any part of a construction site for any pedestrians or vehicles, or both, and includes any doorway, gateway, loading bay or ramp.

“**Vehicle**” includes any mobile plant and locomotive and any vehicle towed by another vehicle.

APPLICATION

The Regulations apply to construction work carried out by a person at work. They do not apply to any workplace on a construction site that is set aside for a non-construction purpose.

DUTIES

The Regulations apply to employers, self-employed, and those who control the way in which construction work is carried out.

Employees and others doing construction work have a duty to carry out work in a safe way, co-operate on health and safety issues and report any defects which may have a health and safety implication.

SAFE PLACES OF WORK

The Regulations require that ‘reasonably practicable’ steps be taken to ensure that all places of work and other places provided at work are safe and free from risk, that the means of access and egress are safe and free from risk, and that steps are taken to prevent access to places that are not safe and free from risk.

There must be sufficient space, so far as is reasonably practicable, to carry out the work.

STABILITY OF STRUCTURES

All practicable steps shall be taken to ensure that any structure undergoing construction work does not collapse. No part of a structure is to be loaded so as to make it unsafe. Any buttress or temporary support used to support a permanent structure shall only be erected or dismantled under the supervision of a competent person.

DEMOLITION OR DISMANTLING

Any dismantling or demolition of any structure must be planned and carried out in a safe way and under the supervision of a competent person.

EXPLOSIVES

Suitable and sufficient steps must be taken to ensure that no one is exposed to risk or injury from explosions, or from flying materials caused by explosions.

EXCAVATIONS

All practicable steps shall be taken to prevent danger to any person by an excavation collapsing or by being buried or trapped by the displacement of any material.

Any excavation must be supported as early in the work process as practicable to prevent the displacement of any material. Suitable and sufficient material is to be available to form the supports, and a competent person must supervise the installation, dismantling or alteration of any support work.

Suitable and sufficient steps must be taken to stop any person, vehicle, plant and equipment or any accumulation of earth or any other material from falling into excavations. No material, vehicle, plant or equipment shall be placed or moved near to an excavation if it could cause a collapse. No excavation work shall be carried out until underground cables and other services have been identified.

COFFERDAMS AND CAISSONS

Must be correctly designed, constructed and maintained. A competent person must supervise the construction, dismantling or alteration of any cofferdam or caisson.

PREVENTION OF DROWNING

So far as is reasonably practicable, steps are to be taken to prevent people from falling into water or other liquid where there is a risk of drowning. In the event of a fall, personal protective equipment and rescue equipment must be available and adequately maintained.

The safe transport by water must be under the supervision of a competent person. Any vessel used to transport by water must be of suitable construction, properly maintained, under the control of a competent person and not overloaded or overcrowded.

TRAFFIC ROUTES

Construction sites must be organised so that pedestrians and vehicles can move safely. Routes must be suitable and sufficient for both people and vehicles using them. Suitable and sufficient steps must be taken to ensure that persons near a traffic route will not be harmed.

Any door or gate used by pedestrians leading onto a traffic route must allow the pedestrians to be able to see approaching vehicles from a place of safety. There must be either sufficient separation between vehicles and pedestrians to ensure safety or there must be another means of ensuring the safety of pedestrians and a system to warn them of the approach of the vehicles. No vehicle may be driven on a traffic route unless there is sufficient clearance. Every traffic route is to be indicated by suitable signs.

DOORS AND GATES

Any door, gate or hatch (including temporary arrangements) shall be fitted with suitable safety devices. Any sliding door, gate or hatch must have a device to prevent it coming off its track during use. Any upward opening door, gate or hatch must have a device to prevent it falling back.

Any powered door, gate or hatch must have a suitable feature to prevent it from causing injury by trapping any person and be operable by hand unless it opens automatically if the power fails. *This regulation does not apply to any door, gate or hatch that is part of any piece of mobile plant or equipment.*

VEHICLES

Suitable and sufficient steps must be taken to prevent or control unintended movement of any vehicles. It must be possible for the person in control of the vehicle to be able to warn any other person at risk from that vehicle.

Any vehicle must be driven, operated or towed in a safe way and be loaded such that it can be driven, operated or towed in a safe way.

No one may ride, be required or permitted to ride on any vehicle except in a safe place. No one may ride, be required or permitted to ride on any vehicle during the loading of loose materials unless they have been provided with a safe place of work.

Suitable and sufficient steps must be taken to ensure that any vehicle involved in excavating or handling materials will not fall into any excavations.

Suitable plant and equipment shall be provided to replace on its track a derailed vehicle.

PREVENTION OF RISK FROM FIRE, ETC

The Regulations require the prevention of risk from fire, explosion, flooding and asphyxiation as far as is reasonably practicable.

EMERGENCY ROUTES AND EXITS

A sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger. Emergency routes shall lead as directly as possible to an identified safe area. Emergency routes and exits shall be kept clear of obstruction and shall be provided with emergency lighting if that is necessary in order that the emergency routes and exits shall be usable at all times.

Any emergency routes and exits shall have regard to:

- The type of work on site;
- The size of the site and the number and location of work places;
- The plant and equipment in use;
- The number of people on the site;
- The nature of any substances and materials on or likely to be on site.

Suitable signs shall indicate all emergency routes and exits.

EMERGENCY PROCEDURES

Where necessary a plan shall be prepared which will deal with any foreseeable emergency and if necessary that plan shall be implemented. Suitable and sufficient steps shall be taken to ensure that all are aware of the plan and that the arrangements are tested by being put into effect at suitable intervals.

FIRE DETECTION AND FIRE FIGHTING

Each site shall be equipped with suitable and sufficient fire fighting equipment and fire detection and alarm systems, which shall be suitably located. Any fire fighting equipment, fire detector or alarm system shall be properly maintained, examined and tested to ensure that it remains effective.

Any fire fighting equipment, fire detector or alarm system that is not automatic shall be indicated by suitable signs and be accessible. Every person at work on site shall be, so far as is reasonably practicable, trained to use the fire fighting equipment.

Where a particular task gives risk to a particular risk of fire the operative shall not carry out that task unless he is suitably instructed in how to prevent that risk.

WELFARE FACILITIES

Sanitary Conveniences

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places, such facilities to comply with the following:

- Rooms containing sanitary conveniences shall be adequately ventilated and lit.
- Sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
- Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room the door of which is capable of being secured from the inside.

Washing facilities

Suitable and sufficient washing facilities, including showers if necessary, shall be provided or made available at readily accessible places.

Washing facilities shall be provided:

- In the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
- In the vicinity of any changing rooms required by paragraph (7) of Regulation 22 whether or not provided elsewhere.

Washing facilities shall include:

- A supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable); and
- Soap or other suitable means of cleaning; and
- Towels or other suitable means of drying.

Rooms containing washing facilities shall be sufficiently ventilated and lit. Washing facilities and the rooms containing them shall be kept a clean and orderly condition.

Separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time. This shall not apply to facilities that are provided for washing hands, forearms and face only.

Drinking Water

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible places.

Every supply of drinking water will be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Where a supply of drinking water is provided, there shall be also provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for Clothing

Accommodation for clothing shall include or allow facilities for drying clothing.

Facilities for Changing Clothing

The facilities for changing clothing shall be separate facilities for, or separate use of facilities by, men and women where necessary for reasons of propriety.

Facilities for Rest

Rest facilities shall:

- Include rest facilities provided in one or more rest rooms or rest areas;
- Include rest rooms or rest areas with suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
- Where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest;
- Include suitable arrangements to ensure that meals can be prepared and eaten; and
- Include the means for boiling water.

FRESH AIR

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that fresh or purified air is available at every workplace and a system in place to detect any failure of this air.

TEMPERATURE AND WEATHER PROTECTION

Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that the temperature at any indoor place of work is reasonable.

Any outdoor place of work shall be arranged such that, so far as is reasonably practicable, it provides protection from adverse weather.

LIGHTING

Suitable and sufficient lighting shall be provided at every place of work and traffic route. The colour of artificial lighting must not affect the perception of colour on any safety sign or signal.

There is to be a secondary lighting system in any place where there would be a risk to health and safety if the primary lighting system failed.

GOOD ORDER

Every part of a construction site shall be kept in good order. Every place of work shall be reasonably clean. Suitable signs shall identify the perimeter of the site.

No timber or other material with projecting nails shall be used or stored if the nails are a source of danger to any person.

PLANT AND EQUIPMENT

All plant and equipment used for construction work shall, so far as is reasonably practicable, be safe, of good construction, of suitable and sound materials and of sufficient strength and suitability for its purpose.

All plant and equipment used for construction work shall be used in such a manner and maintained so that it is safe and free from risk.

TRAINING

Any person who carries out a task in construction where training, technical knowledge or experience is necessary to carry out the task safely shall have such training, technical knowledge or experience, or be under close supervision of someone who has.

INSPECTION

A place of work which is an excavation, a cofferdam or a caisson shall only be used after it has been inspected and deemed safe by a competent person in accordance with the schedule described on the following page. The Site Supervisor shall ensure that these places of work satisfy the Regulations before Company employees or any other persons under his control first use that place of work.

Where the person carrying out the inspection is not satisfied that construction work can be safely carried out at that place, he must inform the Site Supervisor of any matters about which he is not satisfied. The place of work shall not be used until the problems have been remedied.

Any inspection shall include an inspection of any plant, equipment or materials that might affect the safety of that place of work.

Places of Work Requiring Inspection

Column 1 Place of Work	Column 2 Time of inspection
1. Any excavation which is supported pursuant to paragraphs (1), (2) or (3) of Regulation 12	<ul style="list-style-type: none">• Before any person carries out work at the start of every shift;• After any event likely to have affected the strength or stability of the excavation or any part thereof;• After any accidental fall of rock or earth or other material.
1. Cofferdams and caissons	<ul style="list-style-type: none">• Before any person carries out work at the start of every shift;• After any event likely to have affected the strength or stability of the cofferdam or caisson or any part thereof.

REPORTS

Any person who carries out an inspection of an excavation, cofferdam or caisson shall prepare a report before the end of the working period during which the inspection took place.

The report must incorporate the following particulars:

1. The name and address of the person on whose behalf the inspection was carried out.
2. The location of the place of work inspected.
3. The date and time of the inspection.
4. Details of any matter identified that could give rise to a risk to the health and safety of any person.
5. Details of any action taken as a result of any matter identified in 4 above.
6. Details of any further action considered necessary.
7. The name and position of the person making the report.

A copy of this report must be provided to the Contracts Manager within 24 hours.

A copy of the report must also be held on site, and after the work on that site is completed, at the company head office for at least three months after the report was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

Where the report is on the condition of excavations and cofferdams, only one report needs to be carried out in any seven day period.

CONSTRUCTION (HEALTH, SAFETY AND WELFARE) COMPLIANCE CHECKLIST

<p>1. Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>2. What steps have been taken to prevent access to places that are not free from risk?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>3. Is it possible for any structure to collapse? If yes what steps will be taken to ensure that any structure undergoing construction work does not collapse?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>4. Is it possible for an explosion to occur? If yes describe the steps that are being taken to ensure that no one is exposed to risk or injury from an explosion.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>5. Is it possible for an excavation to collapse? If yes describe the steps being taken to prevent this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>6. Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>

Construction (Health, Safety and Welfare) Compliance Checklist

Construction Health Safety and Welfare Compliance Checklist Cont...

<p>7. Is there a traffic route on site? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>8. Is there a possibility that a fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>9. Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>10. Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>11. Are all employees trained to use the fire fighting equipment? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>12. Are there sufficient toilets close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>

Construction Health Safety and Welfare Compliance Checklist Cont...

<p>13. Are there sufficient washing facilities close to the work place? Is there hot and cold water, soap, towels, and separate facilities for men and women? If no describe the steps being taken to correct this. How will they be cleaned and maintained?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>14. Are there sufficient facilities to change clothes or rest close to the work place? Are there separate facilities for men and women and for non-smokers? Is there a supply of clean drinking water and cups? Is there a means to boil water? If no describe the steps being taken to correct this. How will the facilities be cleaned and maintained?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>15. What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>16. What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>17. Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>18. Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>

Construction Health Safety and Welfare Compliance Checklist Cont...

<p>19. Is all plant and equipment used for construction work safe, of good construction, made of suitable and sound materials and of suitable strength and stability for its purpose? If no describe the steps that are being taken to correct this.</p>	<p>YES/NO</p>
<p>20. Who is the competent person who will inspect (and record) any excavation, cofferdam or caisson?</p>	

Inspection carried out by.....(Name).....(Signed)

Results of inspection passed to.....(Name).....(Position)

for action

Date.....

Health, Safety and Welfare in the Workplace

The provisions of The Workplace (Health, Safety and Welfare) Regulations, so far as is reasonably practicable, require the following:

Maintenance of Workplace, Equipment, Devices and Systems

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. See section "Provision and Use of Work Equipment" for procedures.

Ventilation

In order to comply with this provision effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

Temperature in Indoor Places

Although no values are accorded to temperatures in the regulations, this Company will ensure that, during working hours, the temperature inside buildings is reasonable i.e. has achieved 16° within one hour of work commencing. However, in order to achieve a reasonable indoor temperature the Company will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that the Company must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

Lighting

Every workplace inside the Company's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural and emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

Cleanliness, Floors, Traffic Routes and Waste Materials

It is a requirement of the Regulations and Company policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all workplaces inside buildings will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety.

All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and where appropriate, guardrails, unless a handrail cannot be provided without obstructing the traffic route.

Workstations and Seating

Every workstation will be so arranged so that it is suitable both for the person doing the work and the work being performed.

Where a workstation is outdoors it will, as far as is reasonably practicable, be protected from adverse weather conditions, be such that it can be evacuated swiftly in the event of an emergency and be such that a person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done sitting. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found at the end of this section.

Falls or Falling Objects

So far as is reasonably practicable, suitable and effective measures will be taken to prevent any of the following events:

- any person falling a distance liable to cause personal injury,
- any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure as mentioned above will be securely fenced. A "dangerous substance" as mentioned above means:

- any substance likely to scald or burn
- any poisonous substance
- any corrosive substance
- any fume, gas or vapour likely to overcome a person, or
- any granular or free flowing solid substance, or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.

Windows and Transparent or Translucent Doors, Gates and Walls

Where necessary for reasons of health and safety any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

Windows, Skylights and Ventilators

It is the policy of this Company to provide on its premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety and that no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is the policy of this Company to provide on its premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health.

Organisation, etc of Traffic Routes

It is the policy of this Company to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

Doors and Gates

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following will devices or features will be included if required:

- any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- any upward opening door or gate will have a device to prevent it falling back.
- any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person, and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- any door or gate which is capable of opening by being pushed from either side will, when closed, have a built in feature to enable a clear view of the space close to both sides.

Escalators and Moving Walkways

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

Sanitary Conveniences

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part or the whole workplace is not new or is a modification or alteration and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act, 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

Washing Facilities

Suitable and sufficient washing facilities, including showers if appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room, and will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women, unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

Drinking Water

The Company will ensure that an adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

Accommodation for Clothing

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours, and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing and such accommodation will be secure. So far as is reasonably practicable the accommodation will include facilities for the drying of clothing.

Facilities for Changing Clothing

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work, and the person cannot, for reasons of health or propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

Facilities for Rest and to Eat Meals

Suitable and sufficient rest facilities, in the form of rest rooms or rest areas, will be provided at readily accessible places. These rest facilities will include suitable facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated. Rest rooms and/or areas will include arrangements to protect non-smokers from discomfort caused by tobacco smoke, as well as facilities for pregnant women or nursing mother to rest.

Where meals are regularly eaten in the workplace, facilities will be provided for persons at work to eat meals.

DOCUMENTATION REQUIRED ON THE PREMISES

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

Notices

- Health and Safety Law placard
- Fire and Emergency Plan
- A copy of the Company's Employers Liability Insurance Certificate
- A copy of the Company's Health and Safety Policy Statement

Any other abstracts of Regulations that are relative to works being carried out within the workplace will be displayed as applicable.

Prescribed Registers

- Record of Inspection and/or Thorough Examination of equipment as required by PUWER or LOLER;
- Accident Book – record of injuries occurring on site.

The Workplace (Health, Safety and Welfare) Compliance Checklist

<p>1. Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>2. What steps have been taken to prevent access to places that are not free from risk?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>3. What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>4. Can all windows, skylights and ventilators be opened from a safe position? If no, what steps are being taken to remedy the situation?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>5. Has suitable provision been made so that windows and skylights can be cleaned safely? If no, what steps are being taken to remedy the situation?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>6. What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>7. Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>

Workplace (Health, Safety and Welfare) Compliance Checklist

8.	<p>Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
9.	<p>Is there a traffic route(s) on the premises? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
10.	<p>Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? If no, what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
11.	<p>Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
12.	<p>Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
13.	<p>Are all doors and gates suitably constructed and have safety devices been fitted where necessary? If no, what steps will be taken to correct this?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO
14.	<p>Have maintenance checks been carried out to escalators or moving walkways? If no, what steps will be taken to ensure such checks are done?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	YES/NO

<p>15. Is it possible for any structure to collapse? If yes what steps will be taken to ensure that this does not occur?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>16. Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>17. Is there a possibility that a fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>18. Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located and are employees trained to use such equipment? If no describe the steps being taken to correct this.</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>19. Are there sufficient toilets, washing facilities and areas to change clothing or rest, close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>
<p>20. Is all statutory documentation and prescribed registers displayed clearly or easily accessible? If no, what steps will be taken to correct this?</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>YES/NO</p>

Inspection carried out by(Name)..... (Signed)

Results of inspection passed to(Name)(Position)
for action

Date.....

Working Time Regulations

INTRODUCTION

The Working Time Regulations, 1998 (amended 1999, 2001 and 2002) deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with his workers.

There are two types of agreement:

1. A collective agreement is one that has been negotiated through a trade union.
2. A workforce agreement is one that has been agreed by the employer and his workers or their representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be workers, but not the genuinely self-employed who are paid on the basis of an invoice rather than with wages.

The Regulations apply to trainees over school leaving age who are engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18. A young worker is a worker who is older than the minimum school leaving age, but under 18 years of age.

HOURS OF WORK

The Company shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period, which will normally be a period of 17 weeks. If during a reference period a worker is absent from work, on annual, sick or maternity leave, the calculation of average weekly hours for the reference period shall include the total number of hours worked immediately after the reference period, during the number of working days which equals the number of days of absence.

An individual worker may agree with the Company to work more than the 48 hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement he has made, but only after giving the Company at least seven days notice in writing of his intention to do so. An agreement may specify the period of notice a worker is required to give the Company if he wishes to terminate the agreement. This period must not exceed three months.

However, under no circumstances must a young worker's working time exceed eight hours a day, or 40 hours a week.

NIGHT-TIME WORKING

The term "night-time" is defined in the Regulations as meaning a period, determined by a collective or workforce agreement of at least seven hours, including the period between midnight and 5.00 am. Where there is no agreement, "night-time" means the period between 11.00 p.m. and 6.00 am.

A "night worker" is a person who normally works at least three hours of his daily working time during night-time, but this arrangement can be altered through a collective or workforce agreement.

"The restricted period", in relation to a worker, means the period between 10 p.m. and 6 a.m. or, where the worker's contract provides for him to work after 10 p.m., the period between 11 p.m. and 7 a.m.

A night worker's normal hours of work are not to exceed an average of eight hours in each 24 hours over a 17 week period. Averaging is not permitted where a night worker's work involves special hazards or heavy physical or mental strain. There is a limit of eight hours on the worker's actual daily working time. The work of a night worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognised in a risk assessment as involving a significant risk. The night time limits and the reference period may be modified or excluded by a collective or workforce agreement.

The Company shall ensure that free health assessments are offered to any workers who are to become night workers, and night workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

REST PERIODS

In each 24 hour period, an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. The Company shall ensure that adult workers are able to take 24 hours uninterrupted rest in each seven day period or, alternatively, either one 48 hour rest period or two 24 hour rest periods in each 14 day period.

The Company shall ensure that young workers are able to take rest periods of not less than 48 hours in each seven day period.

Where an adult worker's daily working time exceeds six hours he is entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds four and a half hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

ANNUAL LEAVE

All workers are entitled to four weeks annual leave calculated on the basis of one-twelfth of their annual entitlement for each complete month of service.

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of his contract. As with other contractual leave, these days may be used by the Company as part of the leave it is required to provide under these Regulations. If a worker is paid for a public holiday, the day may count towards his entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins. Where no such date is agreed, a worker's leave year will begin on one of the following dates:

1. On 1st October if the worker started with the Company on or before 1st October 1998;
2. On the date the worker started employment if that employment started after 1st October 1998.

RECORDS

The Company shall keep adequate records to show whether the limits on weekly hours of work and night time work are being achieved for each of its workers.

Workers who have opted out of the 48 hour limit on their working week shall be identified. The terms on which they have opted out shall be recorded and the hours worked during each reference period specified. The Company shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The Company shall determine the form in which records are kept, but all records must be maintained for two years from the date on which they are made.

Guidance Notes for Employee Welfare, Safety and Health

SECTION R

Arrangements for Drugs and Alcohol

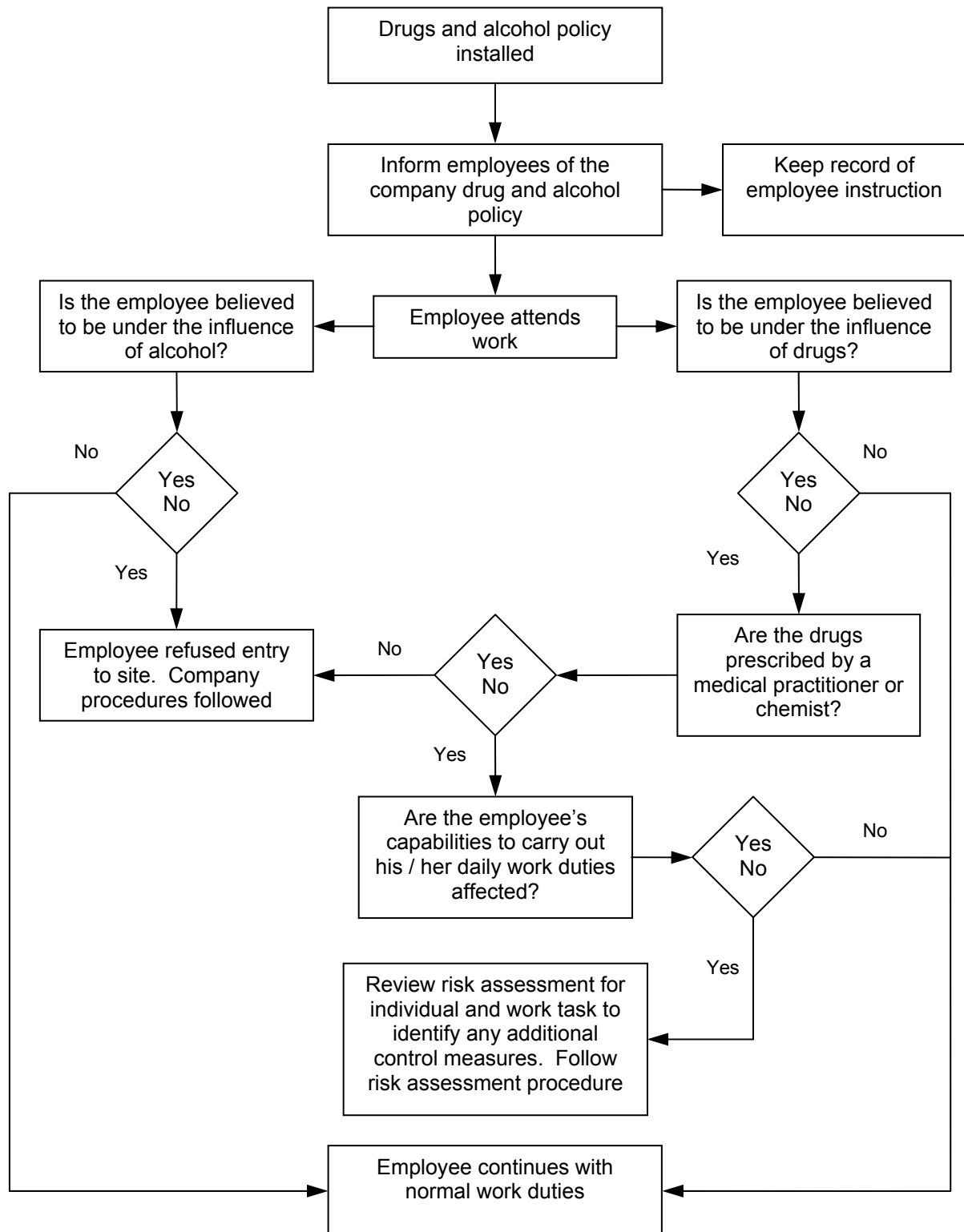
To assist in the safe performance of our duties, D M Tagg & Sons Ltd operates a strict policy of NO ALCOHOL and NO DRUGS in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Procedures for Drugs and Alcohol



See guidance section for details

Guidance on Drugs and Alcohol

To assist in the safe performance of our duties, the consumption of alcohol or drugs will not be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety and for the safety of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

SECTION S

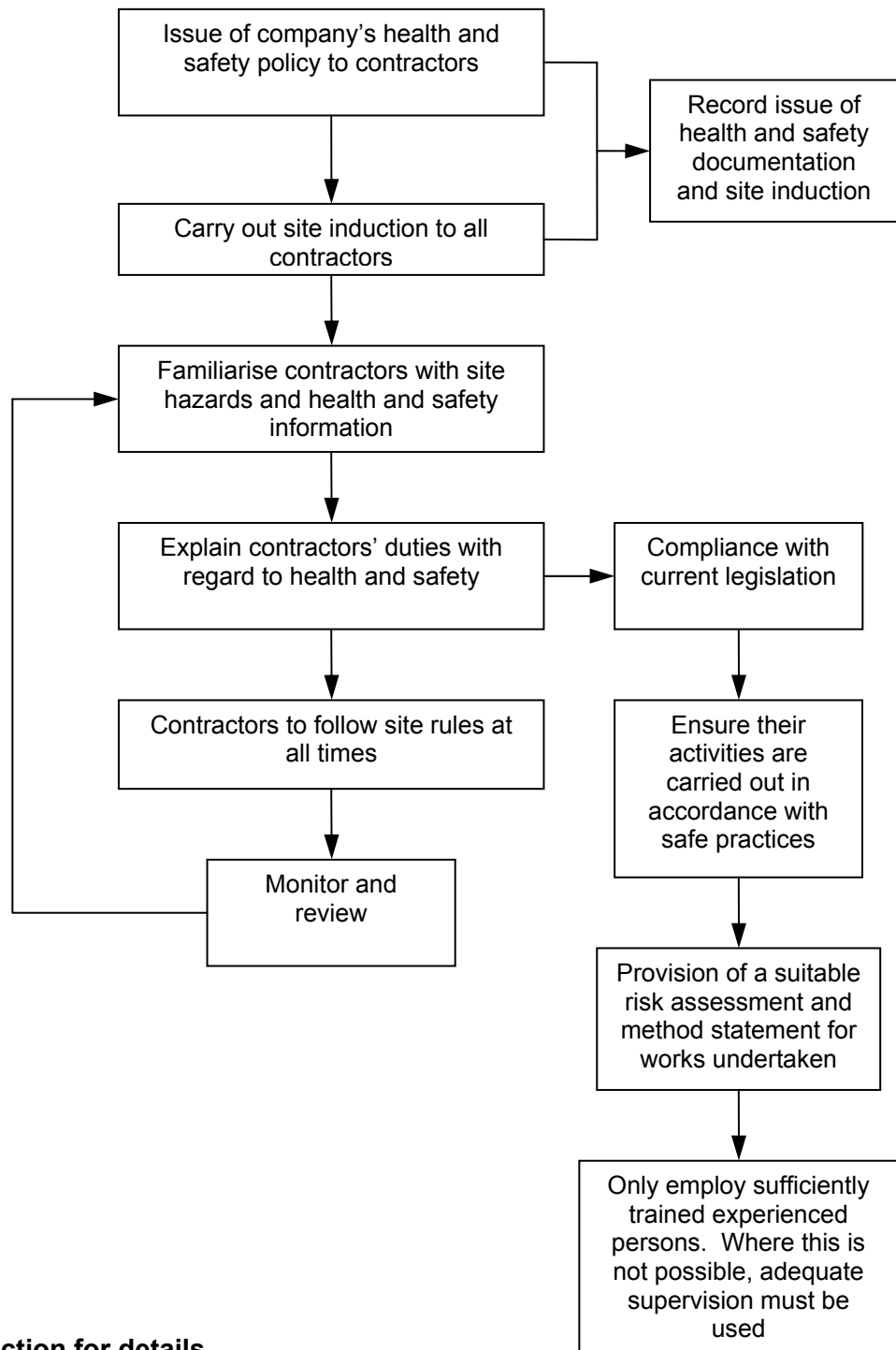
Arrangements Concerning Trade Contractors' Safety Information

Safety information, which forms an integral part of the company's health and safety policy, is applicable to all trade contractors and persons under their control and forms part of the Terms of Contract. Trade contractors are required to ensure that:

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the relevant legislation applicable to the workplace;
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
5. Employees remain within the designated areas of their work;
6. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves trade contractors of their duties and obligations under Statute or Common Law. Failure to comply with D M Tagg & Sons Ltd's health and safety policy or any legal requirements will lead, at D M Tagg & Sons Ltd's discretion, to suspension of the contractor's work, at no cost to the employer, or at termination of the contract.

Procedures for Providing Trade Contractors' Safety Information



See guidance section for details

Guidance on Trade Contractors' Safety Information

VETTING HEALTH AND SAFETY COMPETENCE

In order to assess whether a contractor has allocated adequate resource to fulfil his health and safety obligations in terms of health and safety law, it will be necessary for the contractor to complete the Company's vetting questionnaire.

The responses obtained from the contractor and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and his proposed works for this company.

In order to rate or assess any item it is necessary to have a scoring system. This is an operational system.

Score	Rating	Example
0	Zero	Topic not covered, no action/evidence
1	Very Poor	Topic badly covered, no action/evidence
2	Poor	Topic badly covered, some action/evidence
3	Good	Topic covered, some action/evidence
4	Very Good	Topic well covered, procedure well followed
5	Excellent	Procedure in place, evidence of compliance with procedure

Thus a contractor will develop an average score.

A contractor ought to be competent if they can average more than 3.

It is borne in mind that the degree of competence necessary for a simple task carried out in a "safe" environment is less than that required for a complex task in a more dangerous workplace.

VETTING A SMALLER CONTRACTOR'S HEALTH AND SAFETY COMPETENCE

Assessing a contractor who employs less than five people will not be as simple. Their legal requirement is to obey the legislation but without the burden of writing these things down. The following questionnaire may assist.

The responses obtained from the contractor and thorough evaluation of this return will serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and his proposed works for this company.

CONTRACTOR HEALTH AND SAFETY COMPETENCE ASSESSMENT

Name of Company:

.....

Address:

.....

.....

Tel: **Fax:**

Email Address:

.....

Nature of Business:

.....

Does your company have 5 or more direct employees? (If YES, please answer all questions. If NO, please answer all questions except 1 and 2)	YES / NO	
Does your company have/operate the following: If yes, please attach evidence	Rating	
1. a Health and Safety Policy? (Please attach your Policy Statement, describe the Health and Safety responsibilities of Management, and provide an index listing of your general arrangements and Health and Safety procedures)	YES / NO	
2. an Environmental Policy? (Please attach your Policy Statement)	YES / NO	
3. a procedure for making Risk Assessments? (Please attach an example of a completed assessment)	YES / NO	
4. a procedure for making COSHH Assessments? (Please attach an example of a completed assessment)	YES / NO	
5. a person appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations? (Please provide details and evidence of Health and Safety training and qualifications or CV)	YES / NO	
Name:		
Position:		
Company:		
6. a Health and Safety training programme for employees? (Please supply details of courses attended in last 5 years)	YES / NO	
7. a Health and Safety training programme for management/ supervisory staff? (Please supply details of courses attended in last 5 years)	YES / NO	
8. an accident investigation procedure? (Please provide details)	YES / NO	

Contractor Health and Safety Competence Assessment

<p>9. an accident recording system? (Please provide the number of accidents in the last 3 years)</p> <p>“Over-3-Day” Reportable:</p> <p>Major:</p> <p>Fatal:</p>	<p>YES / NO</p>	
<p>10. a plant selection and maintenance procedure? (Please provide details)</p>	<p>YES / NO</p>	
<p>11. a vetting procedure for contractors or sub-contractors to ensure that they are competent to carry out their work? (Please provide details)</p>	<p>YES / NO</p>	
<p>12. a procedure for informing staff about Health and Safety matters? (Please provide details)</p>	<p>YES / NO</p>	
<p>13. a procedure for discussing/consulting staff about health and safety? (Please provide details)</p>	<p>YES / NO</p>	
<p>14. access to health and safety information? (Please provide details)</p>	<p>YES / NO</p>	
<p>Any other comments that you wish to bring to our attention regarding health and safety:</p>		

Name of Person Completing

Questionnaire:.....

Job

Title:.....

Date of Completion:

Required action (for Assessor's use only):

Grading:

Evaluated by:

Date

CONTRACTUAL COMPLIANCE

Contractual compliance shall be monitored as closely as legal compliance. Those involved in tendering for work shall check that any safety requirements included in contractual specifications are covered by this policy. Any extra requirements are to be noted and the Managing Director and the Health and Safety People Limited are to be informed such that those requirements may be satisfied in good time.

SITE DOCUMENTATION

The following documentation will be provided, where relevant, for each and every construction site at which Company personnel are at work.

NOTICES

The following notices will be displayed in a prominent position:

1. Health and Safety Law placard
2. F10 (as appropriate)
3. Fire and Emergency Plan
4. A copy of the Company's Employers Liability Insurance Certificate
5. A copy of the Company's Health and Safety Policy Statement

Any other abstracts of Regulations that are relative to works being carried out within the workplace will be displayed as applicable.

1. PRESCRIBED REGISTERS

- Weekly Record of Inspection as required by the Construction (Health, Safety and Welfare) Regulations for:
 - Scaffolds;
 - Excavations;
 - Cofferdams;
 - Caissons.
- Record of Inspection and/or Thorough Examination for all other equipment as required by PUWER or LOLER;
- Accident Book – record of injuries incurred on site.

2. DOCUMENTS

- Health and Safety Plan.
- Method Statements for all tasks where there is a foreseeable risk.
- Assessments required:
 - Risk;
 - COSHH;
 - Environmental;
 - Noise;
 - Manual Handling;
 - Confined Space;
 - Specialist e.g. asbestos, RPE.
- Evidence/Certificates of Competence (including training) for any equipment used/tasks carried out.

SECTION T

Arrangements for Monitoring Safety

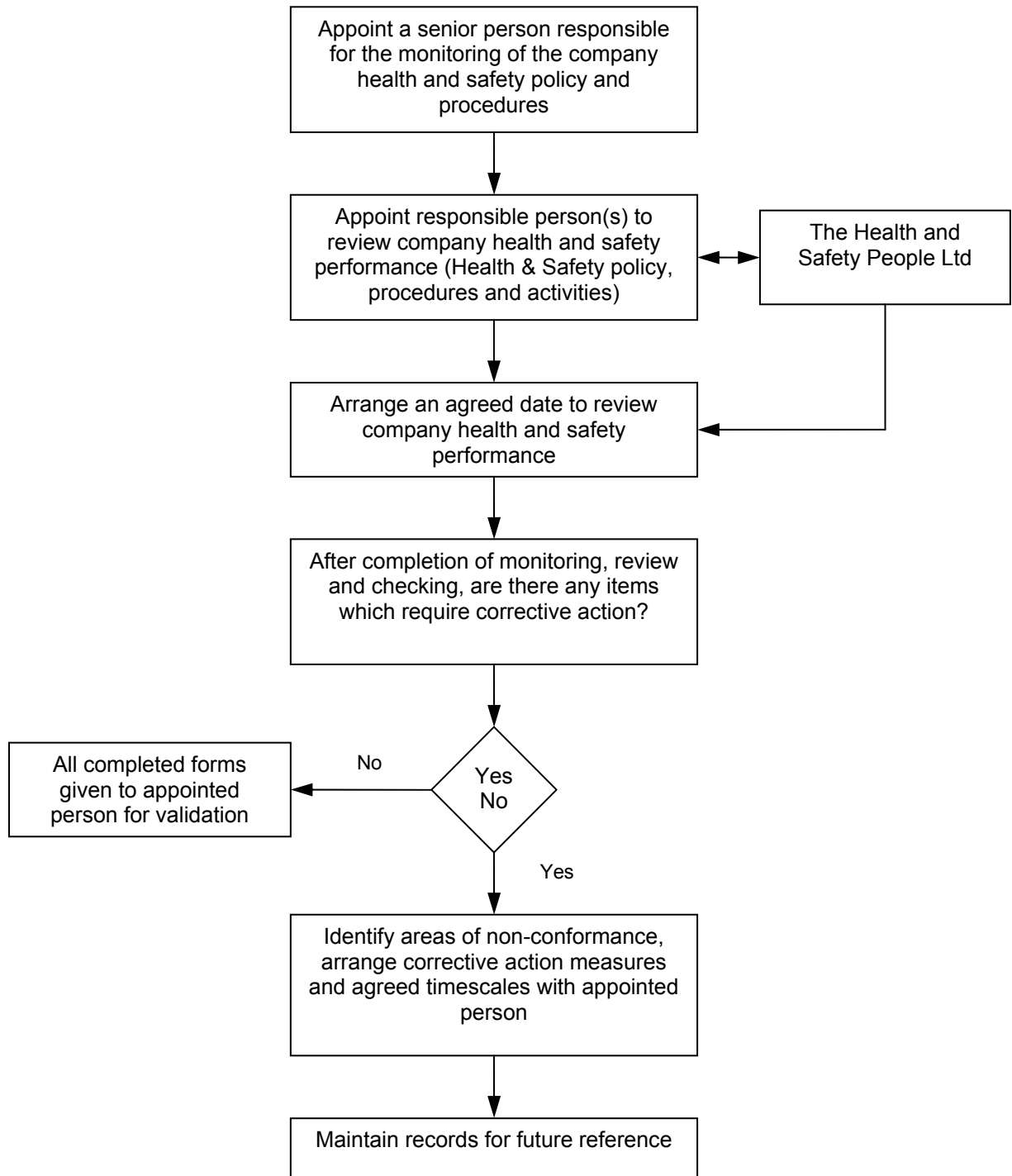
Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

John Tagg will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

Where appropriate, D M Tagg & Sons Ltd's health and safety advisers, The Health and Safety People, will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that the directors of D M Tagg & Sons Ltd can monitor the performance of the Company and improve the overall safety culture within the workforce.

Procedure for Monitoring Safety



See guidance section for details

Guidance on Workplace Monitoring and Auditing

INTRODUCTION

Workplace monitoring is vital to the ongoing safety conditions at any site of work. The workplace shall be audited on an agreed frequency to establish that it is and remains a safe place of work. The required standards shall be, as a minimum, those established by the Health and Safety legislation in place at the time of the audit, and any further conditions laid down in other applicable documentation relevant to the workplace.

These audits shall be carried out by either an authorized company representative or the company Health and Safety Manager who will make a formal audit tour of the workplace using a Safety Audit Checklist. The Site/Works Manager shall attempt to correct each safety defect on the spot. Defects that cannot be corrected on the spot will be listed on a Safety Audit Report Form. Two categories of defect will be noted:

1. To be rectified within 24 hours;
2. To be rectified within one week.

One copy of the completed Safety Audit Report Form is given to the Site/Works Manager, one sent to the head office and one kept by the Safety Manager. Upon completion of the correction of the safety defects the Site/Works Manager shall sign the report form and forward it to head office. The Safety Manager shall check that all defects have been correctly remedied at his next visit. If this is not the case he shall report that fact to Site/Works Manager's superior.

Operations that could cause serious injury or harm will be stopped immediately. Additionally the Safety Manager shall monitor the state of emergency preparedness at the workplace against the requirements of health and safety legislation.

SITE INSPECTIONS

Reports of each inspection shall be written prior to the end of the working shift. The findings of the inspections, along with any recommendations to rectify any hazards or defects, and actions already taken, shall be kept on site for at least three months after the date of the report.

Safety Audit Checklist

The following should be checked when carrying out an inspection:

1. Relevant health and safety documentation is being adhered to;
2. The safe systems of work are being observed and risk assessments adhered to;
3. All at the workplace have been inducted for that workplace and are adequately trained to carry out their task safely;
4. All protective clothing and equipment is in good order and is being used correctly;
5. All plant, equipment and substances are being used, stored and handled correctly;
6. The plant and equipment in the area is in good order, adequately guarded and within its due maintenance period;
7. All substances in use have been assessed in accordance with the COSHH Regulations and that the data is available in the area for that substance;
8. All places of work (including access routes) are safe;
9. All places of work have been inspected in due time by a competent person;

10. The condition of the premises;
11. The standards of lighting including secondary lighting systems;
12. The provision of adequate first aid facilities;
13. The provision of adequate fire precautions;
14. The provision of adequate welfare facilities;
15. The provision of adequate emergency arrangements;
16. The provision of adequate traffic routes;
17. The display of the required statutory notices.

The following safety inspection sheet or an alternate form may be used.

Action to rectify hazards and defects shall be taken immediately to eliminate or reduce the risk of an accident or injury occurring

SECTION U

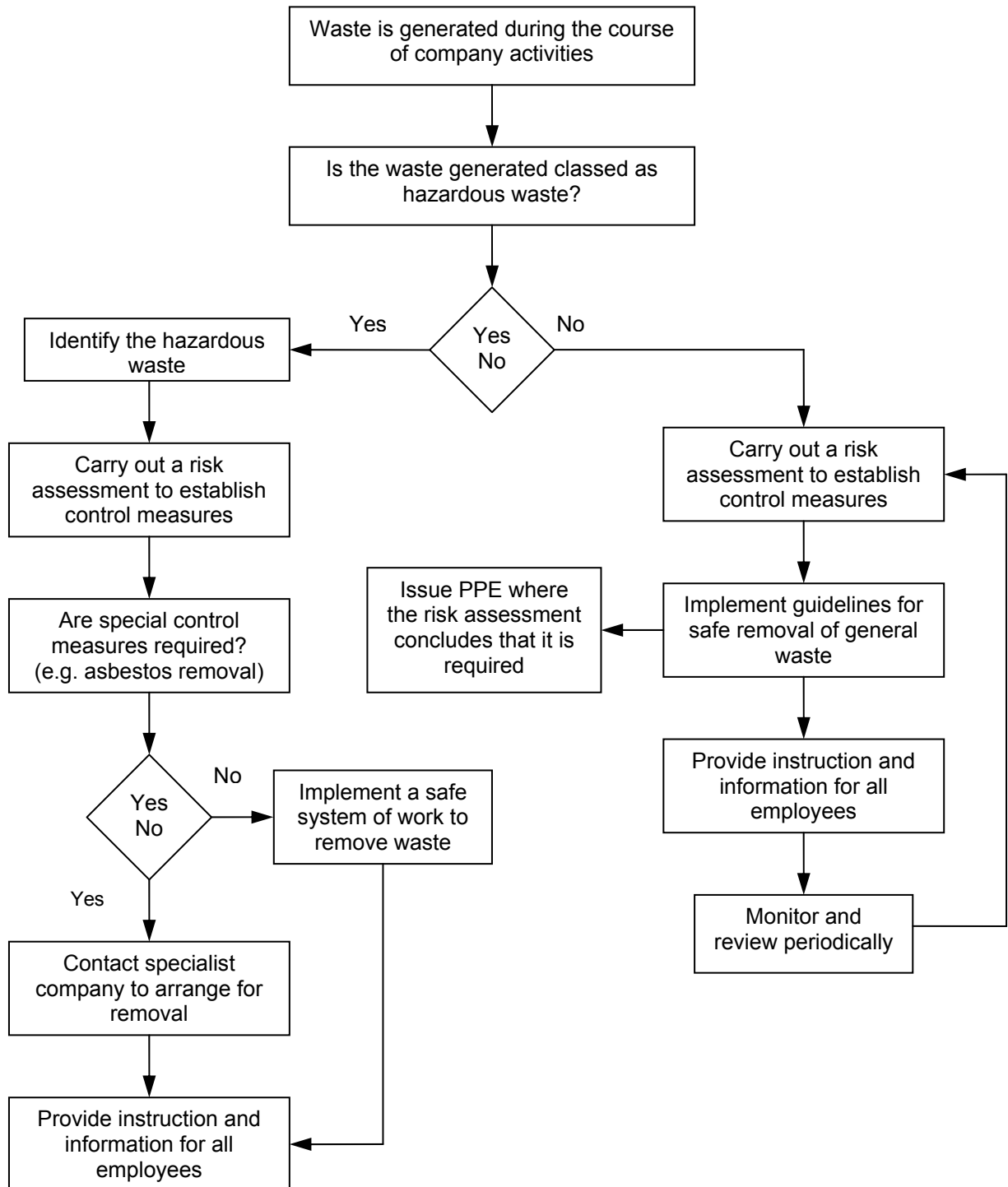
Arrangements for Waste Disposal

An untidy workplace is frequently an unsafe workplace. Where waste is generated during the course of Company activities then that waste shall be disposed of in a controlled, safe and proper manner, usually into a skip.

If any process identifies the need for the removal of waste that requires the application of special control measures to reduce hazards such as contamination, dust or risk or environmental pollution, **John Tagg** must be informed to allow the necessary arrangements to be made to render such waste removal inoffensive and free of risk so far as is reasonably practicable.

If it is likely that the waste to be produced will exceed the current disposal arrangements then **John Tagg** is to be alerted so that extra arrangements can be made.

Procedures for Waste Disposal



See guidance section for details

Guidance on Waste Disposal

INTRODUCTION

Where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

HARMFUL WASTES

The following are some of the industries that were or are large-scale producers of hazardous waste products:

1. Asbestos;
2. Chemical and allied products;
3. Dock areas;
4. Explosives;
5. Gas works;
6. Metal smelting, refining, treatment and finishing;
7. Mining and extraction;
8. Oil production and storage;
9. Paints and graphics;
10. Pharmaceuticals;
11. Pesticides;
12. Railway storage areas and yards;
13. Scrap yards;
14. Sewage works;
15. Steelworks;
16. Tanning and associated trades;
17. Waste disposal;
18. Wood treatment and preservatives.

Prior to the handling of suspect waste, safe-working procedures shall be drawn up for the specific hazards. These safe systems shall include:

Minimizing Exposure

There are a number of techniques that can be used. These consist of:

1. Placing a barrier layer of material, if specified, as soon as possible;
2. Providing suitable protective clothing for all exposed persons;
3. Providing adequate washing and changing facilities;
4. Handling suspect waste away from offices, stores and workshops to reduce the numbers of those at risk;
5. Instructing all personnel on the dangers from the waste;
6. Programming the works, where possible, so that they are not carried out in dusty conditions, or damping down the area to prevent or reduce the dust;
7. Prohibiting smoking, eating and drinking in the area.

There are also specific precautions that are necessary for the handling of certain substances, such as asbestos and lead and the relevant section of this manual shall be consulted.

Where any doubt is experienced as to the method of minimizing or reducing exposure, expert advice shall be taken.

Containment of Contamination

Where the dust from the waste is likely to be contaminated, dust monitoring and wetting down of the site shall be carried out.

The waste shall be located, where possible, at a sufficient distance from the site boundary to ensure that contamination leaving the site is at acceptable levels.

Vehicles that may be contaminated shall be washed down before leaving the site.

Monitoring of Employees

If employees are likely to be absorbing any of the chemicals on site, medical examinations shall be carried out by an occupational physician, as recommended by the Employment Medical Advisory Service. All records of these medicals shall be confidential and copies shall be forwarded to EMAS for retention on their data bank.

Authorities and Advisory Bodies

Prior to work commencing on suspect waste, the following authorities and/or advisory bodies shall be consulted, where appropriate:

1. Health and Safety Executive;
2. Local Authority Environmental Health Department;
3. Local Authority Waste Disposal Department;
4. Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

INDICES

Arrangements Index

Access and Egress	95
Accident / Incident Investigation and Reporting	227, 229
Arresting Falls	99
Asbestos Containing Materials (ACMs)	143
Asbestos Management	143
Asbestos Survey	144
Assessing Employee Competency	171, 173
Assessing First Aid Requirements	221
Assessment Register	125
Category 1 Equipment	135
Category 2 Equipment	136
Category 3 Equipment	136
Classification of Substances	117
Classification Of Substances	133
Client	37
Cofferdams and Caissons	297
Collective Fall Arrest Systems	99
Communication Media	46
Competency to Assess	118
Construction (Design and Management)	37
Consultation with Employees	43, 45
Containment of Contamination	354
Contractor	38
Control of Exposure	125
COSHH Regulations	117
Danger Areas	102
Dangerous Parts of Machinery	78
Dangerous Substances and Explosive Atmospheres	131
Dealing with Suspicious Materials	146
Demolition or Dismantling	296
Designer	37
Display Screen Equipment	21
Doors and Gates	297
Drugs and Alcohol	325, 327
DSEAR Regulations	131
Ear Defenders	285
Emergency Routes and Exits	298
Employee Competence	71
Employee Welfare	293
Employee Welfare, Safety and Health	295
Employees carried by Work Equipment	84
Excavations	297
Explosives	296
Eye and Eyesight Tests	22
Eye Protection	285
Fall Arrest Systems	100
Falling Objects	102
Fire and Emergencies on Company Premises	191, 193
Fire and Emergencies on Construction Sites	199, 201

Fire Detection and Fire Fighting	299
Fire Precautions	193, 201
Foot Protection	286
Fragile Surface	95
Fragile Surfaces	101
Guard Rails	102
Guarding of Machinery	78
Hand Protection	286
Hard Hats	285
Harmful Wastes	353
Hazardous Areas Within This Company's Premises	165
Hazardous External Sites	166
Hazardous Substances	117
Hazardous Zones	134
Health Monitoring	120
Health Records	246
Health Surveillance	245
Health, Safety and Welfare in the Workplace	307
High-Visibility Clothing	286
HSE Guidance Note EH40	125
Imminent Danger	11
Incident Contact Centre	230
Induction Training	45, 59, 61
Injured Persons Statement	235
Inspection Of Work Equipment	102
Inspection Requirements	82
Isolation of Equipment	81
Ladders	101
Lighting	301
Long-Term Exposure Limit (LTEL)	125
Maintenance Operations	81
Managing Risks	15
Manual Handling Operations	181, 183
Material Safety Data Sheet (MSDS)	117
Medical Emergencies	225
Misconduct	157
Mobile Work Equipment	84
Monitoring Safety	343
Nets, Airbags	102
Noise Assessment Guidance	269
Notifiable	37
Notification	157
Occupational Asthma	248
Personal Fall Protection System	95
Personal Fall Protection Systems	99
Personal Protective Equipment	285
Planning Supervisor	37
PPE Register	286
Prescribed Registers	155
Prevention Of Accidents In The Workplace	11
Prevention of Drowning	297
Principal Contractor	37
Providing Information, Instruction and Supervision	151, 153
Ranking Risks	17
Recording Inspections	83

Refresher Training	62
Representatives of Employee Safety	45
Rescue Procedures	99
Respiratory Protection	286
Responsibility for Inspection.....	82
Rest Periods	318
Restraining Systems	84
Risk Assessment	17
Role of Contractor/Sub-Contractor	35
Role of Principal Contractor	33
Roll Over Protection	85
Rope Access And Positioning Techniques	100
Safe Equipment and Plant.....	75, 77
Safe Handling and Use of Substances	115
Safe Places Of Work	296
Safeguard	99
Safety Audit Checklist	345
Safety Harness	100
Safety Harnesses	286
Safety Line	100
Safety Signs and Signals	153
Scaffolding	98
Self Propelled Work Equipment	85
Self-Locking System.....	100
Short-Term Exposure Limit (STEL)	125
Site Documentation	155, 339
Site Inspections	345
Site Rules.....	156
Stability of Structures.....	296
Staff Visiting Hazardous Areas/Sites	163
Stress Policy	273
Temperature and Weather Protection.....	300
Time-Weighted Average (TWA)	125
Toe-Boards	102
Toolbox Talks.....	46
Trade Contractors' Safety Information	331, 333
Traffic Routes.....	297
Training.....	46, 69, 71
Training Methods	72
Training Requirements.....	72
Types of Inspection	83
Unsafe Acts	11
Unsafe Conditions	11
VDUs	21
Vehicles	298
Vetting Health and Safety Competence	333
Warning Signs and Notices	81
Waste Disposal	351, 353
Welding Fume/Gases.....	249
Welfare Facilities.....	299
Witness Statement.....	237
Work at Height.....	95
Work Equipment	77
Work Positioning Systems.....	100
Work Restraint Systems.....	100

Working at Height	95
Working Line	100
Working Platform	95, 97
Working Practices.....	156
Working Time Regulations.....	317
Workplace Exposure Limits (WELs)	125
Workplace Monitoring and Auditing	345
Young Persons.....	20

Forms and Registers Index

Risk Assessment Form	23
Training Register for Employees	47
Staff Information Register.....	49
Toolbox Talks Register.....	51
Toolbox Talk Attendance Form	53
Induction Sheet	63
Induction Register	65
Provision and Use of Work Equipment – Report of Inspection.....	87
Equipment Maintenance Register	89
Suggested Inspection and Test Frequencies for Electrical Equipment	91
Inspection and Test Frequencies for Electrical Equipment – Construction Sites.....	92
Statutory Registers Index.....	93
Work at Height Compliance Checklist	105
Work at Height – Inspection Report Form	109
COSHH Assessment Form	123
COSHH Assessment Register	129
DSEAR Assessment Sheet	139
DSEAR Assessment Register	141
Competency/Authorisation Register.....	175
Manual Handling – Workplace Risk Assessment Example	185
Fire/Emergency Action Sign.....	195
Fire Safety Inspection Checklist – Company Premises	198
Fire Safety Inspection Checklist - Construction Site.....	206
Fire Risk Assessment.....	207
Accident/Incident Report Form.....	231
Health Questionnaire- Pre-Employment.....	251
Health Surveillance Questionnaire (Initial) for Persons who will be working with Known Skin Sensitizers.....	261
Health Surveillance Questionnaire (On-Going) for Persons Working with Known Skin Sensitizers.....	265
Noise Assessment.....	271
Stress Awareness Questionnaire	277
Personal Protective Equipment (PPE) Register	287
PPE - European Standards Compliance	289
Construction (Health, Safety and Welfare) Compliance Checklist.....	303
Workplace (Health, Safety and Welfare) Compliance Checklist.....	313
Contractor Health and Safety Competence Assessment	335
Site Safety Inspection Sheet	347

