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Safety, Health & Environmental Policy

10/2019

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M Lambe Construction Ltd has the highest regard for Health, Safety and the Environment and is aware of its responsibilities for the well being of all who may be involved with the programme of the development or which may be incidental to it.

All effort and appropriate resource will be sanctioned to maintain as far as is reasonably practicable a safe environment.

The revision of the *SHE Policy* document is a natural process essential to maintain the established commitment and meet the new demands both for Customer/Client satisfaction and care, and the well being of the Company.

The Company expects the full support of all persons to comply with and improve, by constructive comment, the established working procedures as itemized in the Company's *Safety Manuals*. A regular and formal review will be set in place for the subsequent revisions.

The Managing Director has designated responsibility for SHE co-ordination within the Company. They will require details of all Managing Directors/ Departmental Heads' reviews of performances regarding SHE on an annual basis.

The Company is aware of the innovative approaches being employed to further Health and Safety and consequently wishes to encourage the initiative of all in generating a 'pro-active' safety environment, particularly in the field of risk management for the full application of the CDM requirements.

To develop this the Company will sanction funds and provide access to appropriate information, instruction and training for the mutual benefit of the Company and the employee. The Company is also mindful of the special risks presented to young and inexperienced persons and expects everyone to allow for their initial, essential understanding of the activities of site and other places.

M Lambe Construction Ltd expects full commitment to the generation of a safe environment at work and will not tolerate a compromise on safety.

SIGNED: M. Lambe

DATE: 09.10.2019

Health Safety and Environmental

Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of M Lambe Construction Ltd

As Managing Director I commit the company to the highest standards of Health and Safety and will comply with all statutory duties on Health and Safety

This company will provide Safe and Healthy Working Conditions for our employees and the self-employed working under our control and will ensure that the conduct of their work does not endanger employees of others and the public.

Full compliance with the CDM 2015 Regulations will be maintained at all times

Sufficient time and resources will be allowed for health and safety and the Company will:

- Ensure adequate risk assessments have been carried out and appropriate control measures are in place to control risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and give them adequate training
- Aim to prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions
- Ensure that any deliberate breach of health and safety rules and procedures lead to disciplinary action; and
- Review and revise this policy as necessary at regular intervals not exceeding 1 year.

As Managing Director, I will set a good personal example to others in complying with duties laid upon me and will expect all employees to co-operate with the company in respect of this policy to ensure this it is carried out

SIGNED: M. Lambe



DATE: 09.10.2019

“A safe and healthy work force is what all companies must strive to maintain”

Responsibilities

Overall and final responsibility for health and safety is that of Managing Director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to The SHE Department consisting of Dave Mee and Ciaran Boyle.

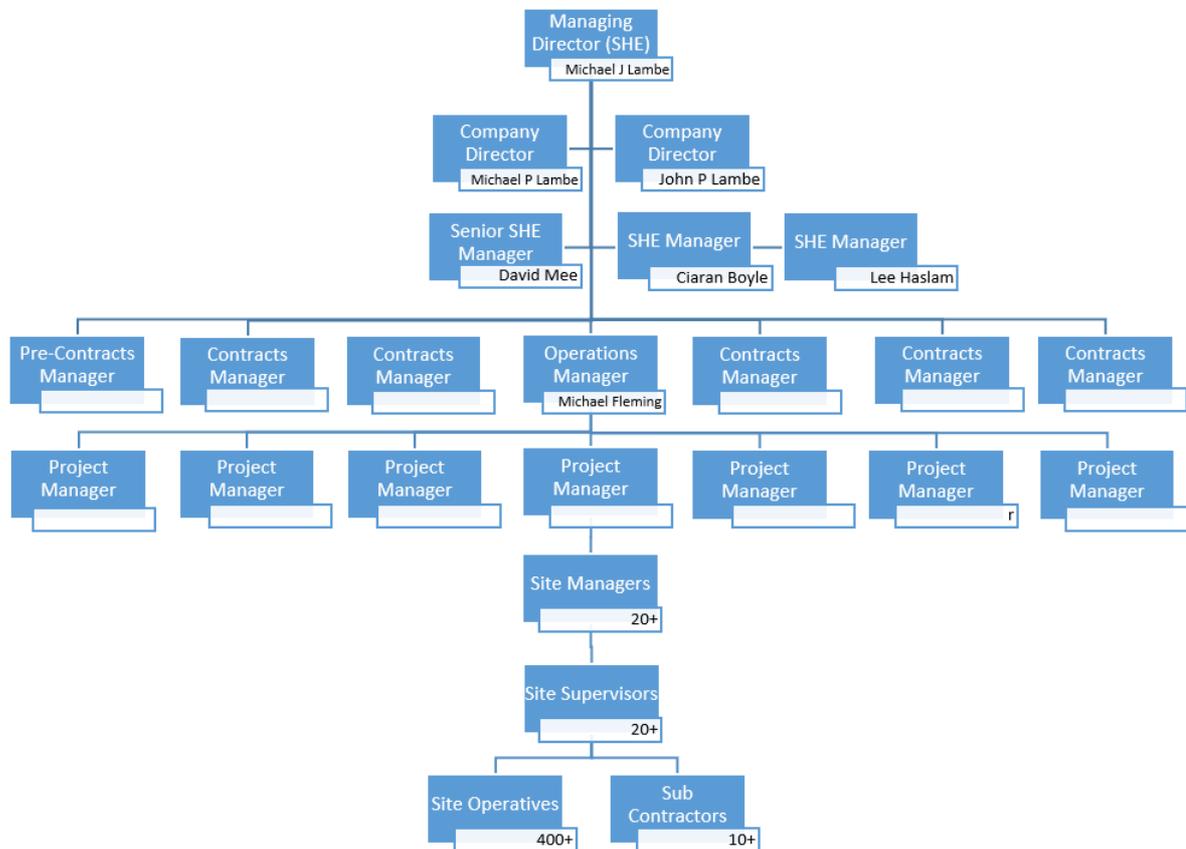
Training is arranged by Elizabeth Dugard, Ciaran Boyle & Dave Mee.

Employees have to:

- Co-operate with the company on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns

“These are your lines of communication with regards to any health & safety issues or ideas.”

Health and Safety Hierarchy



Managing Director Responsible for Health & Safety: Michael Lambe has direct responsibility for ensuring that this policy is implemented and carried out. Suitable arrangements and resources in the form of finance and time will be made available to ensure, so far as is reasonably practicable, the health and safety of all employees and others who may be effected by the company's operations. Persons responsible for discharging particular duties within the policy will be given the appropriate authority to fill those duties and the Managing Director Responsible for Health and Safety will set a personal example. He will ensure that staff are made aware of this and any revised version of the policy.

Contracts Manager - M Fleming, V Dillon, D Boyle, A Corrigan, D Lambe, R Lawrence, L Hemming, P Gallagher, reports to the Managing Director Responsible for Health and Safety on matters of health and safety and is responsible for ensuring that procedures contained within the policy are carried out and followed. The Contracts Manager has authority to request alternative methods of work or safe practices. He will oversee contractors and ensure that work is carried out in accordance with this policy and any procedures or relevant regulations. The Contract Managers must set a personal example in respect of health and safety. The Contracts Manager must ensure that persons with responsibilities under this policy have received suitable and adequate training. He is responsible for ensuring that emergency procedures are detailed and observed, and also for ensuring the risk assessments are undertaken and the findings are communicated to all who may be affected. They will ensure team selection is suitable and sufficient for the requirements of the project and that all required qualifications exist for all operatives and duty holders.

Site Supervisors / Managers - (Various) Report to the Contracts Manager in respect of health and safety issues. They must ensure that all staff on their site have seen and understood the health and safety policy, Risk Assessments and Method Statements and any revisions. They must ensure that all operatives receive training for any individual responsibilities and are appropriately trained to comply with this policy. Managers must set a personal example in respect of health and safety. The Site Supervisor / Manager is responsible for buying / hiring all plant and equipment used by the Company on site.

Office General Manager: Reports to the Managing Director Responsible for Health and Safety must ensure that all office staff have seen and understood the health and safety policy and any revisions. Ensure that the office environment and welfare provisions are maintained as per this policy and that defective office equipment is quarantined. The Office Manager must set a personal example in respect of health and safety.

Office Staff/Site & Yard Operatives: are responsible to their respective Managing Director or General Manager and must read and understand this policy on health and safety and comply with all procedures. They have a responsibility to take reasonable care for their own health and safety and of others who may be effected by their work and must raise any health and safety issues to their Manager etc or in their absence, Managing Director. All injuries/accidents whilst at work must be reported immediately and recorded where necessary.

SHE Managers: will provide advice and assistance on health and safety matters within the organisation and reporting accidents under RIDDOR to the Health and Safety Executive. Ensure that any new relevant legislation or enforcement authority recommendations are incorporated within the Company's policy and procedures. Ensure that employees receive all necessary health and safety training and information as requested by Contracts Managers. That there are a suitable number of qualified first aiders, fire wardens available. The Health and Safety Adviser must set a personal example in respect of health and safety.

**Double check
YOUR
responsibilities**

Accidents and First Aider

Contracts Managers have the responsibility to ensure initial set up of site is compliant in regards to First aid cover and provisions through selection of site team. This must be agreed at the Pre Start meeting with the Safety Advisor.

Where we are not Principal Contractor the client/PC will hold First Aid duties for the site. Dependant on the scope of the works it may be the case the clients first aid cover will be sufficient.

Nominated individual first aiders are responsible for maintaining suitable first aid facilities at their location.

Any accidents / injuries must be reported as soon as possible after the incident to Mr D Mee/Ciaran Boyle. Where significant and/or reportable the incident should also be relayed to the client/PC where applicable.

Ensure Near Misses are recorded, this is to ensure circumstances leading up to the near miss can be controlled in the future.

All accident book entries will be sent to the office for logging and storage in line with the Data Protection Act.

First aid supply containers are kept at Individual **Site Offices**.

If you require a first aider for whatever reason: FOLLOW I.R.P. on following page

Contact your manager/ supervisor immediately. A list of trained first aiders will be displayed on all sites in the office and canteens & within head office.

If an ambulance is required:

Call 999 / 112 and ensure a call is made to Dave Mee as soon as is safe to do so.

Calls to 112 are triangulated faster than calls to 999, therefore when away from known landmarks etc always call 112 from a mobile phone.

First Aiders / Appointed Person

Are responsible for ensuring that the first aid box(es) are checked on a regular basis and replenished as necessary.

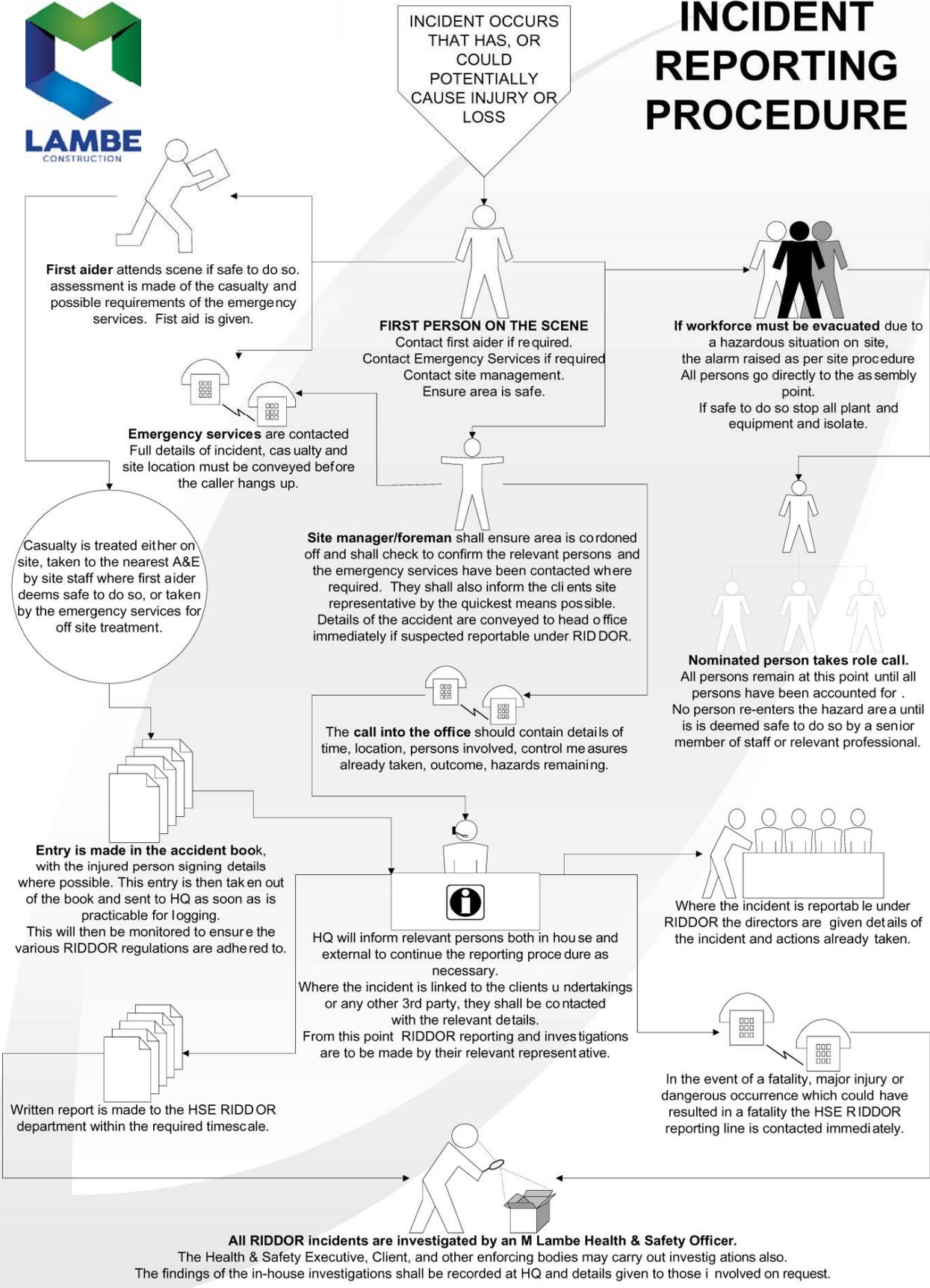
Mr D Mee will ensure that accidents are investigated in order to identify the cause and to plan and implement measures to prevent a recurrence. Where appropriate We shall report any injuries in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences to the HSE online where possible or by telephone where severity dictates.

All accident records are retained for a minimum period of three years

“Check the following page for the Incident

Reporting Procedure.”

INCIDENT REPORTING PROCEDURE





Competency For Tasks and Training

The Company carries out training to ensure the competence of Management and Operatives in respect of health and safety at work. The training requirements for staff will depend upon their role within the company and specific tasks they carry out. The Contracts Managers responsible for starting individuals with the required skill set to competently carry out works required of them immediately. Where additional categories are required Elizabeth Dugard, Dave Mee or Ciaran Boyle will arrange for the required training to take place.

The costs associated for the training regarding PAYE employees will be paid for by the company.

Sub contractors are responsible for all associated training costs where the training has been arranged by M Lambe Construction Ltd.

Training records are kept In the training database at M Lambe Constructions Main office Digitally - Hard copies are issued to individuals. We do not hold card/certs.

Copies of this database will be made available to the Contracts Managers along with a training overview document enabling suitable team selection for given tasks. Relating to induction, tool box talks and specific site training e.g. plant operators etc

All new training forms part of and is recorded in the CITB approved training plan.

Induction into the Company

All new staff will be inducted at head office prior to attending site for the first time. The induction will cover relevant health and safety information and include copy extracts from this health and safety policy. This will include medical & competency assessments and questionnaires. It will also inform them of what we expect of them whilst working on one of our sites, the importance of health and safety, working with the environment in mind and ensuring good house keeping at all times. Managers/supervisors must also brief new employees on health and safety matters relevant to their location during their on site induction.

Induction training will be provided for all employees by Isaiah Butler, This takes place at the Newton House office.

All current training certificates, cards, registration numbers must be available at the time of induction with no exceptions.

Sub-Contractors (Labour only) Induction

As above, they will have to attend head office for their induction. Copies of all current qualifications must be presented at this time. Labour only subcontractors are required to supply their own suitable and sufficient Public Liability Insurance.

Sub-Contractors (Company) Induction

Subcontractors are required to complete a Subcontractors Appraisal Document in addition to the standard induction and supply all required supporting documents including insurances, Supervisors or Managers Qualifications and SSiP details etc where applicable. This must be fully submitted and approved prior to attending site.

Site Induction

On site all employees and subcontractors are required to complete induction training prior to proceeding onto the site. Where our work is of a subcontract nature, i.e. working for a Principal / Main Contractor, the Site Manager/ Supervisor must ensure that appropriate induction training is received from the principal contractor which shall include site wide hazards, welfare facilities and site rules etc. Site Manager / Employees must inform the Contracts Manager immediately if they arrive on a site and do not receive appropriate induction training.

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

First Aid Training

Persons appointed as first aiders / appointed person will be provided with:

A suitable first aid training course relevant to the level of risk / cover required.

All identified training will be arranged by Elizabeth Dugard (Training Co-ordinator)

“If you are reading this and you have not been inducted into the company please Phone Isaiah Butler on 07816 173358 now.”

Consultation and Communication

Consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment. By consulting employees, the company motivates their staff and makes them aware of health and safety issues.

The consultation approach adopted by the company involves not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions.

Through toolbox talks Site Managers discuss with employees any health and safety concerns or problems. Employees are encouraged to raise any specific issues during these sessions, for example, welfare provisions, problems with other contractors, problems with plant or working practices etc. Any particular concerns relating to the Main / Principal Contractor should also be raised so that actions can be taken.

An open door policy is encouraged, and all employees comments relating to health and safety are **welcomed** by the Company and if an employee does not want to discuss an issue with their Supervisor or site manager they can contact: Dave Mee.

Staff will be fully expected to co-operate with this policy to ensure successful implementation. They will be made aware of this document, and any changes made to it, through induction training, memo's and toolbox talks. Copies will be placed on notice boards / displayed on sites / given to each employee.

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

The employee representatives are to be displayed on the HSE notice of information as displayed on sites

For persons who do not speak English, a translator and or documents prepared in the required language will be made available as required.

The company does not have formally appointed employee representatives.

“If you have an idea on how we can improve with regards to health & safety, then please let us know. We can update this policy at any time, it's a live document and not wrote in stone.”

Consultation With Employees

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

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

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters through Elected Representatives (ER's).

Where the company chooses to consult through Elected Representatives the following applies:

The ER's are entitled to the following and these will be provided by the Company subject to adequate notice which will normally not be less than 7 days:

- adequate training to enable them to carry out their role;
- all (reasonable) necessary time off with pay and any reasonable costs to do with that training; and,
- all necessary information which they require to undertake the role (this will be provided as soon as reasonably practicable).

The role of Elected representatives shall be to:

- take up concerns with the Company about possible risks and dangerous events in the workplace that may affect the employees they represent;
- take up with the Company general matters affecting the health and safety of the employers they represent; and,
- represent the employees who elected them in consultations with health and safety inspectors.

The following could be considered optional extras if the Company so desired

- investigate potential hazards and dangerous occurrences at the workplace.
- examine the causes of accidents at the workplace;

Where the company choose to consult direct with employees, the following applies

In complying with the requirements of the Employee (Consultation) Regulations 1996 the company will consult with staff on these matters on an individual basis.

This will be achieved by writing to each individual on any issues listed at para 7.1 above and provide adequate time for them to respond either verbally or in writing, normally within 7 days. On urgent issues the Managing Director will consult individuals on a personal basis and record where necessary comments to reflect decisions made.

Consulting with persons with limited knowledge of the English language

Where persons employed would have obvious problems understanding the standard documents and spoken scenarios, they must have an interpreted document in the given language and interpreter available where required as an intermediate measure. Due to the diverse nature of the business any such person must confirm that they are actively taking or are willing to take English language lessons to enable them to communicate adequately with the rest of our workforce.

**“Why is
consultation
important?”**

**Well if we don't
know what you
think of feel about
a situation
affecting you, we
don't know how to
improve our
company to be a
better and safer
place to work.**

Fire and Emergency Procedures

Office Fire and Emergency Procedures

Mr D Mee is responsible for ensuring the fire risk assessment is undertaken, reviewed and implemented

Office Fire Wardens are detailed in the Site Fire Routine:

Ciaran Boyle & Mr Dave Mee

The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested every: Month

Alarms must be tested much more frequently and of course records kept by the above persons.

Raising and hearing the alarm

All office staff must raise the alarm immediately:

- fire is discovered
- flammable / toxic gas build up is suspected
- major accident / incident occurs

Upon hearing the alarm, all staff are to evacuate the office building immediately, by the nearest fire exit closing doors and windows if safe to do so and congregate at the appointed fire point opposite the entrance to the yard.

The Fire Wardens are to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the office allowed until the fire brigade have given the all clear.

Fire Fighting Equipment

Employees should ensure that they are aware of the location of the fire fighting equipment within head office

Fire extinguishers should be positioned on plinths and must not be interfered with by any person. All fire fighting equipment will be maintained every 12 months and visually inspected at every month. Any fire extinguisher not in working order must be reported to the Site Supervisor who will replace it with a working fire extinguisher.

Site Fire and Emergency Procedures

Site Supervisors are appointed as fire warden, if they are unavailable then they will nominate an employee. The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested: At least once at the beginning of a new site & every site and every 6 months thereafter.

“Check page 5 for the incident reporting procedure.”

Raising and Hearing the Alarm

On the occasion when the company is the principal / main contractor the following fire / emergency procedure must be followed.

The nominated fire warden on this site is the Site Supervisor/Supervisor, when not on site he will appoint a temporary fire warden

All subcontractors / visitors / operatives must report to the site office upon arrival and sign in the visitors book, conversely they MUST sign out upon departure, this allows the nominated fire warden to know exactly who is on site in case of an emergency. There are no exceptions to this rule

An alarm system has been installed on site to indicate that evacuation is required (e.g. air horn)

Fire extinguishers are available:

- in site office
- in site welfare (canteen)
- in material container (where applicable)
- at designated fire extinguisher points.

When carrying out hot work a fire extinguisher must be made available within close proximity to the work fire extinguishers are provided to allow you to escape, they may not be enough to extinguish the fire, if you are unsure then evacuate and leave it to the fire brigade.

Operatives must raise the alarm immediately:

- fire is discovered
- flammable / toxic gas build or uncontrolled escape up is suspected
- major accident / incident occurs

Upon hearing the alarm, all operatives are to evacuate the site immediately and congregate at the nominated fire assembly point.

The Fire Warden is to contact the emergency services and retrieve the site records indicating who is on site (if safe to do so).

The Fire Warden is to take the roll call and ensure that everybody is accounted for, under no circumstances are rescue attempts to be made, or a return to the site allowed until the fire brigade have given the all clear.

On the occasion when the company is subcontracted, either to a principal / main contractor or directly to a client, e.g. college or council property (non CDM) employees must ensure that they are aware of the fire / emergency evacuation procedures for the site / building.

Fire Fighting Equipment

Trained employees should ensure that they are aware of the location of the fire fighting equipment on site and have knowledge of how to use the equipment available.

Remember

...

If in doubt,
raise the
alarm
and get
out.

Information, Instruction and Supervision

Information and Instruction

The company encourages the active participation of all employees in promoting good health and safety practices. Use is made of all means of communication to empower our employees with the necessary information and instruction to work safely.

Health and safety issues are brought to employees attention through the use of:

- Consultation (see Consultation section)
- Safety Notices including posters
- Tool box talks held regularly on site

The Health and Safety Law poster is displayed in the office / Canteen.

Site specific Method Statements and Risk Assessments will be available on site and all operatives should be able to demonstrate knowledge of where the document is and the contents relevant to their undertakings.

Other mandatory legal notices/posters (F10 etc) will be displayed in the office/welfare unit on each site which must be in place before work starts where the we are acting as principal contractor.

External Health and Safety Advice is available from:

External SHE Adviser

Herefordshire & Gloucestershire Construction Safety Association Ltd, 83 Widemarsh Street,
Hereford HR4 9EU

Tel: 01432 343626

Mobile: 07768 713707

Supervision

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

The site Supervisor is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information by the client/principal contractor. This should be carried out and the contents made known at the initial induction to site.

The Site supervisor will be responsible for overall supervision of Sub contractors carrying out works on M Lambe Constructions behalf. Companies nominated to carry our specific tasks on site must provide details of their nominated supervisor and their contact details and their qualifications for supervisors

Monitoring

In order to ensure our safe working practices and procedures are being followed we regularly monitor our safe working practices by:

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

Review

Our policy and procedures will be reviewed as necessary and not less than once every a year. The review will take account of the results from monitoring activities both active and reactive and where necessary policy and procedures will be revised.

Where work significantly alters and new hazards develop, the risk assessment, method statement and, where necessary, the health and safety policy is revised to ensure all necessary controls are in place to safeguard the health and safety of our employees and others affected by our work activities.

Where employees are affected they will be consulted and informed of any amendments to current practices and procedures and the introduction of any work equipment.

Health and Safety Risks Arising From our Work Activities

Mr M Lambe is responsible for ensuring that a safe system of work is provided to all employees. To this end the following items are carried out by the company to enable all employees to carry out their tasks in a safe and efficient manner.

Each task is resourced accordingly to be implemented by competent persons assigned by Mr M Lambe.

“Knowing how good we are now with regards to Health & Safety allows us to judge how much we can potentially improve be by setting new aims and objectives for ourselves.”

Risk Assessments

Under the Management of Health and Safety at Work Regulations 1999 the company is legally obliged to carry out risk assessments on its premises, tasks and hazardous substances.

For task assessments, the company has adopted 'Generic Assessments'. Where a generic risk assessment is not available, or the assessment is insufficient, their supervisor / manager or another competent person, shall complete a new risk assessment, using the 'Duplicate Risk Assessment Pad', see example attached Appendix).

WAH Assessments will be produced where work at height is unavoidable.

The assessment will examine all elements of the task and will list the hazards and move on to prioritise the risk management safe-guards. Such controls as will be necessary will however indicate residual risks which may only be controlled by competent persons applying established techniques and allowing where necessary for compensatory measures in addition to the safety systems employed. The control of risks from work at height will be a priority consideration at each place of work.

COSHH Assessments are completed prior to work commencing and the information is passed directly to employees, this is to ensure that the correct controls are in place prior to work commencing, The company currently uses their own COSHH forms,

To complete an effective and suitable risk assessment, the following steps shall be followed:

- Identify & list all tasks / activities/ substances to be assessed
- Determine the hazards
- Work processes: Consider the work, how will it be done. Break it down into individual processes and determine those aspects that could cause an accident or dangerous occurrence.
- Environment: Consider the environment in which the work is being carried out, is it very hot, humid, cold, at height, in a confined space, are you working in an occupied building, or in and around other contractors
- Materials: Consider the existing materials and the materials utilised in the work and identify those that are hazardous
- Equipment: Consider the equipment being used directly for the work and those items that are in the surrounding area for other activities or used by third parties. Identify the hazards associated with their use and close proximity.
- Identify who might be harmed: Employees, Contractors, General Public, Special Groups
- Assess the significant risks: Ask yourself is somebody likely to be harmed
- Consider and implement controls to reduce your identified significant risks, either through elimination or reduction / control methods
- Record the findings: record the assessment on the duplicate pad supplied on site
- Inform all persons affected by the findings through induction / toolbox talks, individual meetings, etc.
- Make arrangements for serious and imminent danger
- Inspect the provisions made to confirm suitability prior to start of work and periodically thereafter i.e. WAH.

Risk assessments will be reviewed every: 6 months

Or when the work activity changes, a new person is introduced with specific needs or a new product is introduced , whichever is soonest

“Risk Assessments allow us to place control measures to keep you safe where a known hazard exists that you may be exposed to during your working day.”



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Safe Working Practices

To control its working practices the company has adopted a Safety Handbook as their working practices, which has been issued to all employees. The publication includes guidance on the following aspects of construction:

Safe Places of Work:

- Excavations
- Confined spaces,
- Temporary Lighting
- Protection From Excessive Noise
- Fire Precautions

Hand Tools – Safe Use and Handling

- Electrically Operated Tools
- Air Operated Equipment
- Abrasive Wheels

Working With Plant

- Working With Small Dumpers
- Working With Excavators

Special Items

- Asbestos
- Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL)
- Chemicals

Work Near Existing Services

- Electricity
- Underground Cables (other than electricity)
- Gas, Water Mains and Sewers

Health and Welfare Items

- Personal Protection
- Protective Clothing and Equipment
- Protection Against The Operations of Others
- Safety Helmets
- Manual Handling

“if you ever need another copy of your handbook, just contact the main office on 0121 554 2108 and ask for a copy to be sent to you.”



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“If your working environment is not right it may affect the way you feel and perform at work.

So if you feel uncomfortable with the environment please let someone know.”

Office Safety

Clear, safe access must be maintained at all times. Materials must not be placed in gangways or obstruct any fire exit or fire fighting equipment. Defects in the floor or loose carpeting which may cause a trip/slip hazard, or problems with machinery and equipment must be reported to Mr D Mee or A McGowan.

Access

Safe means of access and egress shall be provided and maintained to every place of work. The areas around desks should be kept clear and unobstructed access should be available to each place of work without having to squeeze past furniture etc.

Ventilation

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

Temperature

A reasonable temperature will be maintained in workplaces during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

Lighting

Suitable and sufficient lighting is provided at each office including passages, stairs, entrances, exits etc. Lighting is from natural light wherever possible. The emergency exit route has independent lighting.

All lighting above VDU's is diffused.

Cleanliness and Waste Materials

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

Welfare Facilities

Welfare facilities for company offices, workshops, stores, yards, meet the requirements of the CDM 2015 Regs

Current facilities at head office include:

- Male / Female/ disabled Toilets
- Kitchen facilities

Visual Display Units (VDU's)

A VDU user is usually a person who spends periods of an hour or more a day working at their screen. This will include most support staff.

Workstations will be assessed to ensure that they are correctly set up. Instructions will be provided to all VDU users on how to establish a suitable working position and workstation. Upon request we will provide employees with an eye and eyesight test. Should an employee require special corrective appliances (usually glasses) to continue working with VDU these will be provided by us as will any repeat tests requested by the optometrist/doctor.

NB The eye test and glasses provided are relevant to VDU working only

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

HSE guidance leaflet INDG36 is issued to all users and is available at all terminals.

Site Safety

Excavations: Almost any excavated ground will collapse under certain conditions, unless it is temporarily supported, or safely battered back, or is in geologically stable rock.

If the sides of an excavation collapse, there may be no escape. Death by crushing or suffocation, or disabling injuries to the pelvis and legs, are common to accidents in excavations. For excavation work, employees must follow these guidelines to achieve and maintain a safe working place.

Collapse of the sides: Prevent the sides from collapsing by battering them to a safe angle or supporting them with sheeting or proprietary support systems. Support must be installed without delay as the excavation progresses. Employees must never work ahead of the support.

The Site Manager should inspect the excavation at the start of each shift and after any event that may have effected its strength or stability or after a fall of rock or earth. The inspection will be recorded.

Materials Falling into Excavations: Do not store excavated spoil and other materials or park plant or vehicles close to the sides of excavations. The extra load can make the sides of the excavation more likely to collapse. Loose material may fall from spoil heaps into the excavation. A scaffold board should be used as a toe board fixed along the outside of the trench sheets to provide extra protection against loose materials falling.

People and Vehicles Falling into Excavations: To prevent people from falling into excavations they should be guarded. Excavations deep should be protected with substantial barriers where people are liable to fall into them. All excavations in public places should be suitably fenced off to prevent members of the public approaching them

Prevent vehicles from falling into excavations by keeping them out of the area. Where necessary, use baulks or barriers to keep vehicles away from excavated edges. Baulks and barriers should be painted or marked to make sure drivers can see them. Where vehicles are tipping into excavations stop blocks are to be used to prevent over-running.

Undermining Nearby Structures: Make sure excavations do not undermine the footings of scaffolds or the foundations of nearby buildings or walls. Many walls have very shallow foundations which are easily undermined by even small trenches, causing the wall to collapse onto those working in the trench. Before digging starts, the Site Manager must decide if extra support for the structure is needed. Where necessary the Site Manager should seek the advice of a structural engineer.

For further information on excavations See ‘Safety Handbook’

Underground Services: Underground services can be easily damaged during excavation work. Contact with services can be avoided by proper planning and execution

Electricity: Underground services should be located utilising existing drawings and cable locating devices, the excavation of services must be by hand digging.

See ‘Safety Handbook’

Underground Cables (other than electricity)

This provides guidance relating to communication cables (television, telephone etc). **See ‘Safety Handbook’**

Gas, Water Mains and Sewers:

Locating gas and water mains as well as sewers needs the same care as locating electric cables. Existing drawings must be requested, a visual survey of the area should be made to locate manholes, stop cock covers, hydrants, buried valves and so on. Cable locating devices may be used to confirm locations, however they will not locate plastic pipes. Final confirmation by hand digging. Where employees are to carry out this work, they must follow the guidance given within this section.

See ‘Safety Handbook’

Work at Height – ALL WORK AT HEIGHT – see special items p.24.

Health Hazards

Many of our processes can result in permanent health problems if we do not adequately protect our employees. Such health problems include:

- hazardous substances can cause illnesses such as asthma from the use of solvents in paints, adhesives and pesticides and dermatitis by an allergy to chromates present in cement;
- asbestosis through incidental exposures;
- musculo-skeletal problems;
- noise induced hearing loss and
- hand-arm vibration its most well known form is vibration white finger (VWF);
- pressurized working conditions can lead to stress

To combat this the company has in place procedures for dealing with these hazards, including health surveillance as well as providing welfare and hygiene facilities.

Safe Handling of Substances

A great many chemicals - and materials containing chemicals – are used on all construction sites. Accidents can be prevented where employees know what the chemicals are, the hazards they pose, and observe the established safe practices in handling them. All hazardous chemicals must be delivered with a copy of the safety data sheet to ensure that supervision/management and employees have the necessary information to effectively control any associated hazards.

COSHH assessments will be undertaken by Health & Safety Officers

All relevant employees shall be informed about the assessments

COSHH assessments will be reviewed every: 6 months

Asbestos

Certain products and materials that have been used in the construction industry cover many years contain asbestos. Breathing in asbestos fibres, which can be too small to see, is dangerous and the serious diseases these fibres cause may take years to appear. Employees must therefore take every care of their own health and that of anyone else who might be affected by what they are doing. When we attend a site after an existing structure has been demolished it is always possible that sprayed coatings for fire or thermal insulation, asbestos insulation lagging, asbestos insulation board, corrugated and flat sheeting, certain textured finishes, certain roofing felts and floor tiles may remain in the remediated ground. Whether or not there is asbestos in many products and materials cannot be determined merely by looking at them. If any person encounters a substance that may be asbestos on site they **MUST** stop work in the area, **MUST** report it – analysis by specialists will be required and works in the area will only commence once the all clear has been given and the substance was not asbestos, or when any material identified as asbestos has been cleared from site. All employees must follow the guidance provided within this section for their own and everybody else's safety. The Company will subcontract the removal of asbestos products to a licensed competent contractor.

“If you know what the hazards are, you know what to look for, if you don't you could be exposing yourself to something you shouldn't.”

We will always inform you of what hazards are on site. You then have a duty to observe the control measures we put in place to keep you safe.

Manual Handling

The Company, whenever practicable, avoids the need to carry out manual handling which creates risk of injury. Where avoidance is not reasonably practicable, the Company makes an assessment of the lifting operation to reduce the risk of injury as far as reasonably practicable and provide information about the weight of loads

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

- Identifying before work begins, operations which involve either lifting heavy or awkward loads or repetitive lifting operations. The Company will, where reasonably practicable, find ways for either avoiding the operation altogether, or using mechanical aids to minimise the amount of manual handling
- heavy or awkward loads that have to be lifted by hand should be carried out in teams
- All employees are to receive training in safe lifting techniques and sensible handling of loads.

These items shall be assessed accordingly

Noise

The Company will appoint a competent specialist to carry out annual noise assessments on site. Assess how much noise from this work is going to affect employees working at the site and the members of the public.

Information will be requested from manufacturers and suppliers of equipment to ascertain the likely noise problem. Wherever possible the Company shall choose low noise tools and equipment.

To control noise emissions the company shall wherever practicable:

- Eliminate the use of noisy equipment exceeding 85 dB(A) (second action level under new legislation)
- Choose the quietest model when buying or hiring equipment
- Move workers not involved out of a noisy area
- Erect signs to keep people out of noisy areas
- Try and quieten the noise at source e.g. fit mufflers to breakers, drills etc
- Make sure the exhausts of compressors, generators and other plant are directed away from work areas.

Where it is not possible to eliminate or reduce the noise at source the Company will provide employees with earplugs (SNR 39) or defenders and information about the effects of excessive noise on their hearing.

Employees must take proper precautions to protect their hearing, and before working with noisy plant or in a noisy environment, study the items within this section.

Testing will be carried out every 3 years (Audiometry) (Mid May) Hearing and Healthcare Ltd: 01625 433 108 are contracted to carry out this service.

Suffering back injuries or hearing loss is no joke.

Ensure you know the hazards and follow the safe systems of work for the task at hand.

Vibration

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

Wherever possible the Company will choose low vibration tools and equipment.

To control vibration emissions the company shall wherever practicable:

- Eliminate the use of vibratory tools, e.g. pile crusher instead of hand held breakers
- Introduce job rotation to limit exposure from vibration
- Ensure equipment is properly balanced, has no loose or worn out parts and blades / cutters are sharp.

Whenever reasonably practicable the hazard (exposure to Vibration) will be eliminated by selection of plant/ equipment which will offer isolating qualities with the vibration level at handles displayed on the unit. Ideally 2.8 m/s² A(8) (recommended HSE Action Level) or less should be sought. Where the vibration level is not displayed and is unknown, a maximum exposure period of 20 minutes in any 8 hour day split into 10 minutes on, 10 minutes off 10 minutes on, per operative will be mandatory pending receipt of actual measured results. All hired equipment must display vibration level or safe working time before control is required. We aim to ensure all new equipment (if available) must offer at least 3 hours (trigger time) use before control measures are required, i.e. vibration factor of 4.5 m/s² A(8)

Keeping good circulation, warmth and dry conditions are key factors in reducing the likelihood of contracting VWF, it is therefore very important to take regular breaks, don't smoke, take hot drinks/food, rub hands on a regular basis, wear gloves of a suitable grade to retain warmth to the fingers.

Any operative with tingling, 'pins & needles', pain, numbness, loss of colour or blue fingertips are to report the condition immediately to their supervisor, who will in turn contact the Health and Safety Officer.

Operatives taking certain medication for raised blood pressure or angina (beta blockers) are more at risk of contracting VWF, therefore they will be assessed on an individual basis as to the reduction in exposure times required.

Stress

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the health and safety of employees

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work, and
- communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The company will

- ensure, as far as possible, that excessive stress is eliminated from the work environment
- provide suitable support mechanisms for employees suffering from the negative effects of stress
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information to employees in general on the effects of stress at work
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager, or the Personnel Officer, an Occupational health service' An independent employee counselling service.

Health Surveillance

Health surveillance is required for employees working where their work involves them coming into contact with Harmful Substances

Health surveillance will be arranged by Mr D Mee & Mr Ciaran Boyle

Health surveillance records will be kept by Mr D Mee & Mr Ciaran Boyle at Head Office

Welfare and Hygiene on Site (CDM 2015) Ventilation

Adequate ventilation will be provided, when using hazardous materials, especially solvent based paints additional ventilation / extraction should be provided to control emissions.

Temperature

A reasonable temperature will be maintained in site accommodation during working hours. The temperature will be at least 16 degrees Celsius after the first hour of work.

Lighting

Adequate lighting – either natural or artificial – is essential to site safety. It is also important that any temporary electrical installations are put in by trained electricians with equipment and voltage (110V) suitable for safe use in the temporary environment. Where employees need temporary lighting in the workplace they should ask management to make the necessary arrangements and follow the rules within this section to ensure safe use.

Cleanliness and Waste Materials

Rubbish will not be allowed to accumulate on site. Site areas are to be cleaned of all rubbish at the end of each shift. Floors, corridors, stairs etc. must be kept clear at all times. All materials and equipment shall be returned to the designated storage area.

Welfare Facilities

Welfare facilities for site based employees meet the requirements of the CDM 2015 Regulations. Whenever employees are sharing welfare facilities on site, the company will request a shared welfare certificate from the main / principal contractor.

Welfare should Ideally be available on site before any works commence.

The Site Manager or his nominee will inspect all the facilities to ensure that they are all in good working order, any complaints regarding third party welfare facilities shall be directed through the Site Manager. As a minimum the company shall supply or insist on

- mess facilities, including facilities to heat up food, make hot drinks
- seating offering back support.
- fresh drinking water
- toilet facilities acceptable for the number of employees on site with washing facilities incorporating hot and cold running water, soap and towels
- Drying facilities.

Any problems with welfare or hygiene on site should be reported

to the site manager. If it can't be resolved at this level then Mr D Mee or Mr C Boyle should be contacted.

Welfare on site is extremely important, you need to be able to wash properly before eating, toilets should always be available, you need somewhere warm and clean to sit on cold days during breaks.

They are supplied by us in the interests of your welfare health and safety. Please ensure you always look after these facilities.

Personal Protection Clothing and Equipment

The Company is obliged by law to provide, without charge, personal protective equipment to their employees where they are exposed to a risk to the health and safety. At the same time, employees are required by law to wear such clothing and equipment where the circumstances demand it.

Dave Mee & Ciaran Boyle is responsible for carrying out assessments to identify the necessary PPE required. Further guidance on company policy on the protection of various parts of the body are provided within this section.

Safety Helmets: The head is particularly vulnerable to injury, and accidents to the head are often fatal or involve very serious injuries. The Construction (Head Protection) Regulations 1989 requires the company to provide employees with suitable head protection, and employees to wear the head protection. To ensure maximum safety and comfort employees should consider the points raised within this section. **See 'Safety Handbook'**

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

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

Therefore it is this company's policy that boots with toe caps and soleplates are worn at all times by employees, visitors etc on our construction sites.

Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

Goggles and Safety Glasses: Goggles (not safety glasses) are to be provided to protect against:

Flying objects, for example when using a powder actuated fastening device, fragments and sparks from a cutting disk, chemical splashes when working with cement.

Safety glasses are not suitable for any of the above activities and are not to be issued to operatives for these applications.

As a rule BS EN 166 3,4,9 B shall be the minimum specification for eye protection.

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

High Visibility Clothing: High visibility clothing will be required wherever employees:

Are on any construction site. All sites have mobile plant in operation, High visibility clothing (Minimum Class 2) must be worn to reduce the likelihood of individuals being struck by mobile plant because they were not seen.

Gloves: Suitable gloves will be provided to protect against the usual hazards expected on site.

RPE: All respiratory protection must be face fitted, must offer the correct level of protection against the hazards identified and must be maintained/stored and used in line with the manufacturers recommendations. All abrasive cutting, grinding of concrete/stone containing materials demands a FFP3 level of protection.

Personal Fall Protection: In certain circumstances such as very deep excavations etc we use these devices as an added protection for those working in the excavations. Bespoke rescue measures will be formulated on site to avoid 'suspension related injuries'

The equipment will be specifically chosen for the site environment and will be compatible with the anchor points and couplings which provide an effective tether.

Specific user training will be required for all persons using the equipment and we will have authorised their use of the equipment.

The equipment itself will be confirmed as suitable and within manufacturers tolerances by means of proof of regular inspection by a competent person in addition to the daily re-use operative, inspection. Such inspections will include the adequacy of any incorporated 'shock' dampening devices.

Protection Against The Operations of Others: There will be times when work has to be carried out on the fringe of, or assisting persons carry out, specialised processes. Employees should be aware of what protection they need in such cases

"We have a duty to issue you with PPE where a known hazard cannot be eliminated or reduced to an acceptable level.

You have a duty to wear and use the PPE where applicable. Your sight, hearing, and general well being is important to us.

If you don't use PPE issued to you, you risk harming yourself...

Don't take the gable, play it safe and stay safe.

Special Items

The following covers those activities etc carried out on site that have specific health and safety implications that must be effectively controlled:

Confined Spaces / Hazardous Atmospheres: Fatal and serious accidents can occur when employees enter live foul sewers, manholes, bored piles, trenches, tanks and so on, without the necessary tests being carried out or the correct safety rescue procedures being provided. All confined space / hazardous atmosphere work will be completed by Confined Space Trained Employees or subcontracted to competent contractors.

Demolition: Demolition is not just one of the most dramatic operation, it can also, by its very nature, be one of the most dangerous. Demolition work varies very widely from the controlled collapse of large structures, to the hand demolition of walls. All large-scale demolition is to be completed by competent contractors. Demolition carried out by this company is limited to small-scale internal demolitions e.g. forming new openings etc. Suitable and sufficient steps will be taken to ensure that any demolition works are planned and carried out under the supervision of a competent person. Where employees are required to carry out demolition work they must follow the rules provided within this section in the interests of their own safety and those of work mates, other contractors and third parties etc.

Electricity: This section deals with the controls necessary to work safely near overhead electricity cables. All overhead cables must be re-routed, switched off or protected by goalposts and barriers.

Liquefied Petroleum Gases (LPG) and Highly Flammable Liquids (HFL) Accidents relating to these products result from the unsafe storage and use of LPG and HFL's. Fire and explosion are not the only hazards – many of these materials are highly toxic (poisonous). Where employees are involved in using or storing such materials, they must make sure they know and observe the rules for each type of gas or liquid.

Work at Height: As all work at height presents a risk of injury unless suitable precautions are put in place to control it this Company will pursue safe systems in all work at height activities.

Due to the nature of our works this is most applicable to those working in close vicinity to excavations of a depth that could cause injury should a fall be realised.

A range of works of low height and short duration or of a minor nature such as inspection or minor maintenance will not normally present a risk of personal injury, however all will be required to have undergone risk assessment consideration and where it is appropriate, suitably recorded.

The choice of work equipment will be critical to the work activity and the safety of the persons carrying it out. In the event of use of work equipment for access or as a safeguard it will be essential to confirm proof of instruction in its safe installation and use.

Wherever reasonably practicable works will be carried out other than at height or under controlled means, which does include the setting up of danger zones and as appropriate means for preventing unauthorised access to areas and the display of BS/EN approved notices.

Work at height requirements rightly extend to prevention of not only falling of persons, but also the falling of objects and items. The Company will pursue all reasonably practicable means to prevent the risk of any item from falling.

Inspections of work at height equipment and of the place of work will be kept available on site to record the diligence of the competent person(s) to check suitability before use, the adequacy of use and the maintenance of the suitability of the workplace during use.

*“If you ever feel
at risk of harm
the chances are
something is
actually wrong.*

*Stop,
get the situation
checked out,
stay safe.*

Working over Water: Falling into water and being drowned or carried away by currents is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers, buoyancy aids, anchor points or grab chains will be provided / installed as necessary by a competent person.

As a general rule operatives working within 2.0m of an unprotected edge of open water will be issued with automatic inflating life vests.

Vehicles, Plant and Equipment

General

The Provision and Use of Work Equipment Regulations 1998 applies to all types of work equipment, including lifting equipment. Work equipment covers almost any equipment used at work, hand tools such as hammers, screwdrivers, paintbrushes, ladders, hoists, cranes etc. Company vehicles when used off the public highway are also classed as work equipment. The following outlines this company's policy in relation to Plant and equipment

Inspection

An inspection is required for work equipment when it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate

An assessment is made of all other work equipment to determine if an inspection is needed and how often.

Our inspection regime follows those inspection periods set by the manufacturer / supplier of the equipment and other statutory obligations. The user of the equipment will identify additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

An inspection may include visual checks, a strip down of the equipment and functional tests. We seek advice from manufacturers instructions / a competent person for guidance on what an inspection should include for each piece of equipment.

Types of Inspection Carried Out

Low risk equipment used for low risk activities does not require a formal inspection. Employees are instructed that a visual inspection is required before each use to ensure that it is in good condition, e.g. a ladder should be checked for split stiles, broken rungs and other defects. The employee is not required to record these checks.

Equipment that is of a higher risk and equipment with moving parts is visually checked as above before each use, but may require a more formal check at specified intervals, e.g. paint spraying equipment. For the majority of the higher risk equipment a schedule of inspection is maintained and updated with inspection records.

Where equipment is received from an outside source, e.g. hired in, and it is subject to an inspection regime, we require physical evidence of the last inspection.

"If something hasn't been inspected how do you know it's safe?"

If you don't know it's safe then it could cause you or someone around you harm.

If it could harm you or someone around you should you use it?

No,

Arrange for an inspection or replacement with an item that has been inspected before the task starts".

Vehicles and Mobile Plant

The company uses in the day to day running of the business vehicles and mobile work equipment e.g. fork lifts trucks, excavators, mobile elevated platforms, dumpers

General

- All plant shall be assessed to identify whether restraining systems, roll over protection, falling object protection is required as regulated by the Provision and Use of Work Equipment Regulations 1998
- Safe entry and exit points to be provided with adequate turning room and good visibility for vehicle drivers. Where necessary a Banksman or signaler shall be provided
- Wherever possible the company will provide separate site entry / exit points to separate pedestrians from vehicles
- Wherever possible, vehicles and mobile plant will be supplied with an audible reversing alarm
- Protect excavations and structures, which might be damaged and made unsafe if struck by a vehicle or piece of mobile plant.
- **NEVER OVERLOAD** vehicles as they will become unstable, difficult to steer or have their braking impaired
- **DO NOT** let anyone to ride on vehicles or mobile plant except where a seat or other safe riding position has been provided.
- Never use a mobile phone whilst operating mobile plant. If a call needs to be taken or made it should be done so only after the item of plant is parked, turned off and in a safe condition. The operator must dismount to use phone..

Working With Small Dumpers: Employees required to drive dumpers must have had proper training and be authorised to drive and if required to drive on public roads, be CPCS certified and the dumper must be licensed and equipped for the public highway. All dumpers are fitted with a flashing beacon.

Working With Excavators: When carrying out work in association with excavators, employees can be subject to hazards, which often arise without warning. CPCS Certificated operators Excavation hazard procedures and the 7 day inspection register must be adhered to. The company will invest in zero tail swing excavators whenever possible to eliminate contact and crush issues associated with this type of machinery. All excavators are fitted with a flashing beacon. Excavators will be fitted with mirrors and /or cameras to cover blind spots.

Compressors: The main risks associated with compressors are being trapped and injured in the V-belt and pulley drive, explosions of the air receiver and accidents due to the misuse of air lines. Other possible risks are those of electric shock, burns from hot surfaces, slips resulting from oil spillages, and hearing damage through exposure to excessive noise. Where employees are put in charge of a compressor they must have been properly instructed by a competent person in the correct operational and maintenance procedures, and the precautionary measures,

Rough Terrain Fork Lifts & Telescopic Handlers: *Rough* terrain fork lift and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely – especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid CPCS card, be medically fit, have been adequately trained in the safe operation of the type of fork lift to be used, and have sufficient knowledge of the working of the machine to be assured that it is in full working order and to be able to carry out daily inspections. mirrors and /or cameras fitted to cover blind spots.

'Compo' and Small Concrete Mixers: *Both* of these items are common on site, employees selected to operate this type of plant should ensure they are conversant with the rules and guidelines incorporated within this section.

“All mobile plant must be inspected every Monday Morning before work starts. This must be recorded in the 7 Day Inspection Register.

Lifting Equipment

The Company uses in the day to day running of the business:

mechanical lifting equipment, and accessories e.g. fork lifts trucks and excavators used for lifting.

As such all lifting equipment and lifting activities shall conform to the Lifting Operations and Lifting Equipment Regulations 1998.

Site Managers must ensure that the lifting equipment has the pertinent thorough examination and inspection certificates and that there is a person competent in lifting available to plan and manage the lift.

Mr M Lambe, Mr D Mee, Mr C Boyle and Purchasing Office are responsible for ensuring that all identified maintenance is implemented and that new plant and equipment meets health and safety standards before it is purchased or hired.

General

All lifting equipment is to be delivered to site in good time and Site Managers are to ensure that the site has been prepared for it;

- All lifting equipment and accessories must be marked with their SWL and must be suitable for the application.
- All lifting equipment to have proof of thorough examination and regular inspections
- All equipment is to be set up and operated by trained and experienced workers
- All lifting operations must be properly planned and supervised by competent persons, who shall be responsible for co-ordinating site activities so that those involved in the lifting operations do not endanger other workers and vice versa.

Working With Excavators: Any work in association with an excavator can be a source of hazard. All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998. Where employees are required to carry out such work it will be either as a banksman, operator or as a consequence of their particular duties.

Always ensure:

- The route is assessed, is it level and stable? Could the weight of the load be shifted to cause instability of the load and the excavator.
- The lifting and placing of the load is taken into account as the SWL Indicated may not apply at full reach?
- Designed lifting points are always used.
- Chains and slings carry a TTEC. And are always visually inspected for defects before use.
- Each load should be slung by a competent person.
- The banksman must stay a safe distance away from the excavator and the load whilst in transit, but must remain in the operators view at all times.

“anything lifted off the ground can potentially fall.

If it can fall it can injure or kill someone.

Always take lifting operations very seriously, use the correct equipment, carry out all the correct checks, stick to the plan.

Ensure everyone will be safe before the lift begins.

Equipment – Hand Tools

The company uses in the day to day running of the business hand tools including: Abrasive wheels, air operated equipment, cartridge assisted tools, electrically operated tools and leads and power saws

General

- Tools are to be regularly check and are to be thoroughly examined before storage and, if worn or damaged, they are to be repaired or discarded.
- When not in use all tools are to be stored in boxes or racked, cutting edges are to be sheathed.
- No tools are to be left lying around site, as they can present a tripping hazard
- All employees should inspect any tool prior to use, and defects must be reported immediately to the Site Manager, who shall quarantine the tool.
- Grease, moisture and dirt should be regularly cleaned off all tools.
- All cutting edges should be kept sharp to permit accurate working and to avoid the hazards arising from unnecessary pressure
- Sharpening is a relatively skilled job and should only be carried out by employees authorised by the Company.

Abrasive Wheels: Abrasive wheels can cause fatal and serious accidents due to misuse, mishandling or failure to select the correct wheel (disc). All employees using abrasive wheels shall be trained and competent to carry out the works and be able to recognise the specification marked on wheels.

Air Operated Equipment: Compressed air may not sound dangerous, but the air itself, the hoses which carry it and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment must have been trained in its use by a competent person. Air forced through skin at high pressure can be fatal. It must at no time be used to clean items of clothing or directed at anyone for any reason.

Cartridge Assisted Tools: Cartridge assisted tools are potentially lethal weapons. No one should use a cartridge-assisted tool without first having been checked for colour blindness and having undergone appropriate training. Employees using cartridge-assisted tools should always know and use the tool in accordance with the manufactures instructions. These will be available on site within the health and safety plan.

Electrically Operated Tools: A number of fatalities and injuries on construction sites relate to / from electricity. Electricity gives no advance warning of danger, and can kill instantaneously. Before using electrically operated hand tools, leads etc, all employees will have been trained in their correct use of each tool. All portable electrical equipment should be subject to frequent user checks, periodic formal visual inspection, and programmed portable appliance testing (PAT). This testing ill be arranged by D Mee or C Boyle where it is not supplied by the hire company as part of the contract. This will be in line with IEE Code of practice.

Power Saws: Employees using portable hand held power saws (any sawing machine designed to be fitted with one or more circular blades, chain sawing machines, planing machines, boring machines) must have been sufficiently trained for the work being done at or on the machine in question; have sufficiently instructed in the dangers and precautions, the guards and other safety devices connected with that machine.

Everyday tools can cause horrific injuries if not used correctly, or not used for the purpose they were designed.

Use the right tool for the job and use it safely.

Working at Height

Access to workplace: Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. The company will endeavour to eliminate, where practicable, working at height, where this is not possible we will consider what is the safest method of access for the work at hand. The selection of access will take into account

- The Planning and organising of all work at height
- Weather conditions parameters
- Competence and training of persons to work at height
- The safety zone of the area of work at height activities
- The adequacy of the equipment to be used, and its inspection
- The risks from any fragile surfaces, and the controls
- The risks from any falling objects

Safe Working Platforms: safe working platforms will be provided wide enough to allow employees to pass back and forth and use any equipment or material necessary for their work at that place and in any case be a minimum of 600mm wide with guardrails and toeboards so that an unprotected gap does not exceed 470mm; and that schedule 3 of WAH is satisfied.

Scaffolding: Scaffolds are to be designed, erected, altered and dismantled by a competent scaffolding contractor, as BS/ EN 12811.1 2005.

A handover certificate is required from the contractor prior to use.

This is issued by the client. We do not supply or erect scaffolding on our projects. No operative must attempt to amend, alter or remove any part of a scaffold.

If it is in the way of our operations the clients on site contact should be informed as to the situation. Only competent persons with authorisation can amend a scaffold design.

Trestles: are to be erected altered and used under the direction of a competent person, who is required to inspect the equipment and environment to confirm suitability prior to use. Bean bags may be required in some applications as an additional safety measure

Collective Means of Protection by use of Safeguards: Where the Company is unable to provide a safe working platform or make provisions for use of MEWP or similar equipment, considerations will be made for provision of suitable safeguards.

Safeguards such as nets, decking, airbag systems, impact absorbing bags or other will always be used in favour of relying on personal fall arresting systems e.g. harnesses. We will always require the chosen system to be installed by competent persons trained in its use and we will always consider the potential outcome of our actions and choice of equipment in order that we do not cause or contribute to an accident by choice of safeguard system.

Ladders: Ladders are best used as a means of getting to a workplace. They may on occasion be used as a workplace for short-term work but only after risk assessment. Where ladders are used employees are to make sure:

- The ladder is strong enough for the job and in good condition
- The Ladder is placed within any excavation support system.
- The ladder is secured or extends a sufficient height (about 1m) above any landing place.
- The workplace can be reached without stretching
- The ladder can be fixed to prevent slipping; at both stiles and the rungs are horizontal.
- The getting off rung is level with the work platform.
- The ladder is not on soft ground and will not move.
- The ladder is pitched at 75° (4 in 1).

Contracting CDM 2015

A full copy of the Pre Construction Information Pack will be issued to the subcontractor in sufficient time for their Health, Safety & Environmental plans to be collated.

These will then be incorporated into our Construction Phase Health & Safety Plan, or that of our clients where they are taking the role of PC.

The Construction Phase Plan will contain information in-line with CDM 2015 ACOP– Copy in head office

Selection Procedure

The Company selects subcontractors/self-employed based on references requested from previous clients, along with, where necessary interviews and site visits. Therefore all subcontractors/self-employed must provide two references upon tendering to enable an investigation on their level of competence in terms of safety performance and management commitment.

Health and Safety Documentation From Subcontractors/ Self-Employed

Prior to commencement of the subcontract works on site the Construction Manager, or his nominee, may request one or all of the following documentation from the subcontractor/self-employed person. Company Health & Safety Policy, Insurance details, Risk Assessment's, including COSHH details; Method Statement's; Training records Thorough Examination, Inspection, test and/or safety certificates for plant and equipment. The Site Manager shall **not** allow a subcontractor/self-employed person to commence work on site unless all necessary method statements have been received and they are satisfied that the subcontractors/self-employed on site has a copy of the method statement and are aware of its contents.

The Subcontractor/Self-Employed on Site

All subcontractors/self-employed shall complete induction training prior to commencing work. The induction is carried out by the Site Manager, or his nominee, and all participants must sign the induction register. Any training we deem necessary to safely carry out a task will be funded by the subcontractor/self-employed person for themselves or any operative of theirs required to carry out the task.

All sites shall, on a monthly basis, hold site health and safety meetings. Such meetings shall be attended and recorded by the Contracts Manager and / or Site Manager.

Any incidents that occur during the works must be reported to the Site Manager / Supervisor and where appropriate the Main / Principal Contractor.

Subcontractor/Self-Employed Documentation on Completion

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

WELFARE FACILITIES in line with CDM 2015

Whenever we act as Principal Contractor welfare facilities meeting the following requirements will be supplied to suit the number of persons required to use these facilities.

Our own fleet of welfare facilities do meet the required standard.

Where Hired in units are required checked must be made to ensure they meet the requirements also.

The site supervisor is responsible for ensuring all consumables and waste empty, clean water and drinking water are ordered at suitable periods so that the units are never left under stocked or unusable.

Sanitary conveniences

1. Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.
2. So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.
3. 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

4. Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.
5. Washing facilities shall be provided—
 - (a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
 - (b) in the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.
6. Washing facilities shall include—
 - (a) a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);
 - (b) soap or other suitable means of cleaning; and
 - (c) towels or other suitable means of drying.
7. Rooms containing washing facilities shall be sufficiently ventilated and lit.
8. Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.
9. Subject to paragraph 10 below, 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.
10. Paragraph 9 above shall not apply to facilities which are provided for washing hands, forearms and face only.

Drinking water

11. An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.
12. Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.
13. Where a supply of drinking water is provided, there shall also be 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.

Changing rooms and lockers

14. (1) Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if
 - (a) a worker has to wear special clothing for the purposes of his work; and
 - (b) he cannot, for reasons of health or propriety, be expected to change elsewhere,
 being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.
- (2) Changing rooms shall—
 - (a) be provided with seating; and
 - (b) include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.
- (3) Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away—
 - (a) any such special clothing which is not taken home;
 - (b) their own clothing which is not worn during working hours; and
 - (c) their personal effects.

Facilities for rest

15. (1) Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.
- (2) Rest rooms and rest areas shall—
 - (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
 - (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
 - (c) where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
 - (d) include suitable arrangements to ensure that meals can be prepared and eaten;
 - (e) include the means for boiling water; and
 - (f) be maintained at an appropriate temperature.

Lines of Communication

Employees may refer health, safety and welfare matters to either their immediate superior and/or their appointed safety (or elected) representative.

Wherever possible, the Foremen will rectify unsatisfactory conditions, eliminate hazards or otherwise resolve problems referred to them by Safety Representatives and will enlist the aid of the Managing Director.

In instances where necessary action is beyond the resources of the Foremen or where the action taken or proposed is unacceptable to the Safety Representative, the matter will be referred through the normal Management reporting line, to the Managing Director and the Safety Representative informed accordingly.

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

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

All employees are encouraged to submit suggestions for better health and safety to their immediate supervisor or direct to Management.

Communication is key.

If hazards aren't reported they can't be acted upon.

If good ideas on how to improve aren't put forward we may never improve in that area..

We really value your feedback! I

So if you have had an idea in mind on how things could be improved don't keep it to yourself, let us know, we're always here to listen!

Stress

The Company recognises that, excessive pressures can have negative effect on health and safety and performance at work. The company is committed to promoting good health at work. It is therefore, concerned to recognise any negative effects that stress may have on employees, and to provide suitable support mechanisms for employees suffering from the negative effects of stress.

Arrangements for securing the health and safety of employees

The company acknowledges that stress in the workplace can be caused by any combination of a number of quite diverse factors, such as:

- job design and lack of control of workload
- working environment
- relationships with others at work, and
- communication arrangements

The company also recognises that there may be problems outside the workplace that will cause an employee to suffer from the negative effects of stress, and that these may affect their health and performance within work. The company will

- ensure, as far as possible, that excessive stress is eliminated from the work environment
- provide suitable support mechanisms for employees suffering from the negative effects of stress
- encourage a working environment where employees who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put into place
- encourage a culture where stress is not seen as a sign of weakness or incompetence
- provide suitable training and guidance for line managers to recognise symptoms of negative stress in their staff and themselves
- provide suitable training and guidance to managers and supervisors to undertake the necessary risk assessment in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate
- provide information to employees in general on the effects of stress at work
- undertake general health promotion activities within the workplace.

Where employees are suffering from excessive stress, the company will provide the necessary mechanisms to promote a return to full health as quickly as possible. Employees are encouraged to refer themselves to either their supervisor or their manager, or the Personnel Officer, an Occupational health service' An independent employee counselling service

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Young Persons at Work

We assess risks to all our employees, including young workers, and to do what is reasonably practicable to control those risks.

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience.

Children under 13 years old are generally prohibited from any form of employment.

Children between 13 and the minimum school leaving age are prohibited from being employed in industrial undertakings such as factories, construction sites, except when on work experience schemes approved by local education authority.

The Health & Safety (Training for Employment) Regulations 1990 have the effect of designating children on work experience as employees for the purposes of health and safety legislation.

Employers offering work experience placements to children must provide them with at least the same health, safety and welfare protection that they give their own employees.

There are also some age-related restrictions which prohibit your workers, including children on work experience, from working with particular machinery or undertaking particular tasks. A list of these is in HS(G)165 "Young People at Work" A guide for employers`.

The legislation the Health & Safety (Young Persons) Regulations 1997 SI No 135/1997 came into force March 1997.

As a result employers are required to:

- 1 Assess risks to young people, under 18 years old, before they start work;
- 2 Take into account their inexperience, lack of awareness of existing or potential risks, and immaturity;
- 3 Address specific factors in the risk assessment;
- 4 Provide information to parents of school-age children about the risk and the control measures introduced; and
- 5 Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over MSLA (just before or just after their 16th birthday), and it is necessary for their training and:
 - a) where risks are reduced so far as is reasonably practicable; and
 - b) where proper supervision is provided by a competent person.



100%
ACCIDENT FREE
CULTURE

Supporting Documents

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Thank you for taking the time to study this document.

It there is any addition or amendment, that you think will help the companies policy to further protect those affected by our undertakings then please contact David Mee or Ciaran Boyle.

They will be glad to help integrate any new beneficial incentives into this document, and ensure all affected throughout the company will be notified of any changes.

This document can not exist without the input of others.

Your thoughts count.

Always keep it simple, tidy and safe....

