

**Potter Brickwork Ltd**  
**HEALTH & SAFETY POLICY**

**MARCH 2008**

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Jan 07	<ul style="list-style-type: none"><li>• CDM 2007</li></ul>	
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**Potter Brickwork Ltd**  
**Health & Safety Policy**

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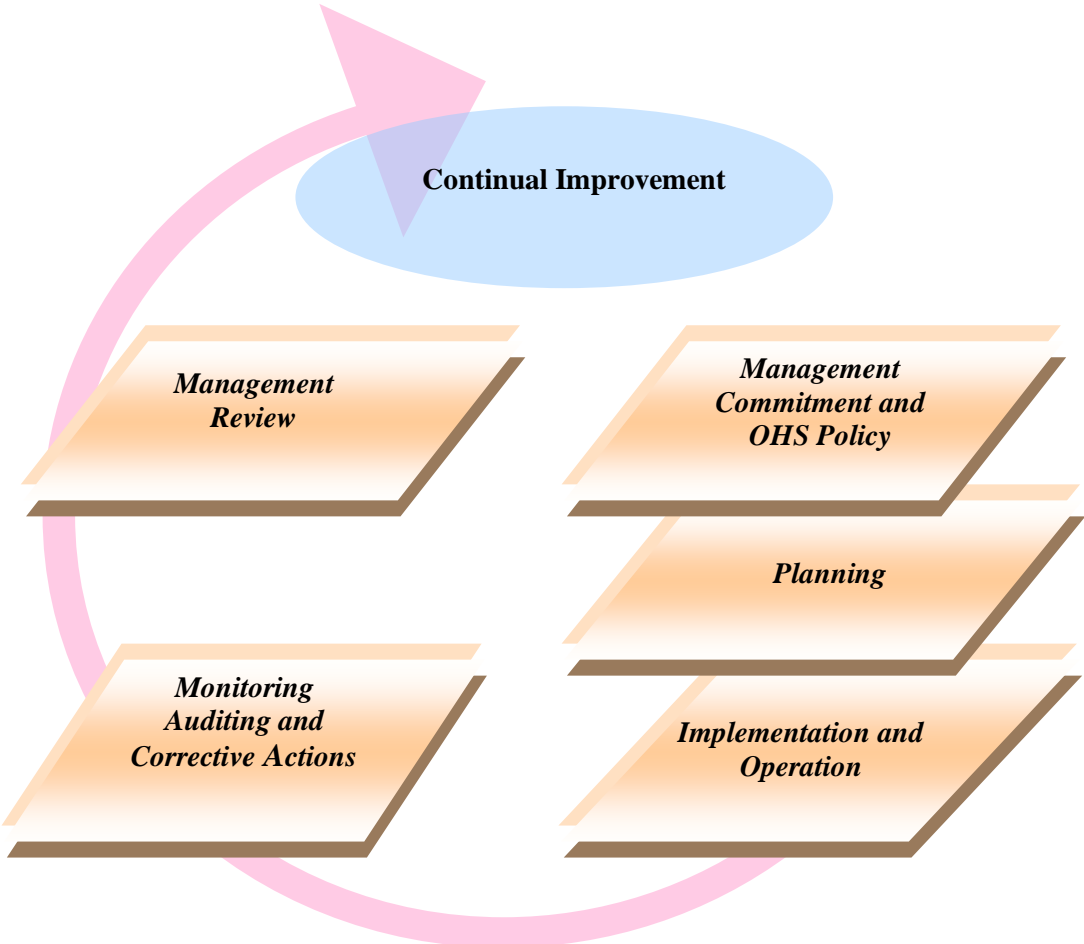
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### 1. HEALTH & SAFETY MANAGEMENT SYSTEM

The Manager accepts that he is ultimately responsible for the actions of the company under his control. However he clearly cannot be responsible for every aspect of health and safety but must delegate these duties to others within the company. The organisation chart shows the basic structure of the company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

In accordance with the requirements of the Management of Health & Safety at Work Regulations, the company feels it does not have an employee with adequate knowledge and experience to fulfil the role of health and safety adviser and so it has appointed external advisers to this function. The Advisers are Hurst Setter & Associates Ltd, All Saints Court, 76 Branston Road, Burton on Trent, Staffordshire, DE14 3GP, Tel : 01283 569625.

With regards to driving health and safety forward, there must be strong commitment from all employees. The Manager has shown this commitment in the company's health & safety policy statement. The following diagram illustrates the basic building blocks of a progressive health and safety management system. The company's procedures are based on this accepted model.



## **2. HEALTH AND SAFETY POLICY STATEMENT**

It is the policy of Carl Potter that operations carried out by the company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the company. The company will ensure the work under its control is carried out in such a way to minimise the risk to the health & safety its employees and any other person who could be affected.

Mr Carl Potter has been nominated as the person responsible for implementing this policy and his duties, and that of all employees are detailed in the company's safety manual. All personnel shall familiarise themselves with their duties as detailed in the health & safety manual, and all employees have a part to play if high standards are to be achieved and maintained.

The company requests that all employees take a pro-active role in improving health & safety performance and encourages suggestions on how methods of work can be improved. The duties of employees is explained in the company's safety manual and at the of the health & safety induction talk on first joining the company. This will be reinforced through general health & safety awareness training courses when the company's working procedures and the contents of the company's health & safety manual will be brought to the attention of the employee.

The company will provide safe plant, equipment and tools that conform to EC, BS and other relevant standards and that safe systems of work are in place and followed. With regards to the safe handling of substance the company have COSHH procedures and a COSHH manual in place to ensure safe practices when handling hazardous substances. In this way the company will ensure they provide a safe place of work and a safe working environment for its employees and ensure other persons are not adversely affected by the company's work.

These safe systems of work are underpinned by a strong commitment to training and the company will review staff training needs on an annual basis and Mr Carl Potter will ensure a suitable budget is allowed for employee training and retraining. The operation of this policy will be monitored by Mr Carl Potter assisted by Hurst Setter & Associates Ltd, health & safety advisers. Hurst Setter is available to advise all employees on matters relating to health and safety.

This statement is to be displayed in a prominent position at all work locations and sites. A copy of the company's health & safety manual with full details of the organisation and arrangements for implementing the policy will also be available at each work location and site, for reference by any employee. This policy statement and the health & safety manual will be reviewed by Mr Carl potter on an annual basis and updated as either legislation changes or working practices change.

Original signed & dated by Mr Carl Potter

### **3. SMOKING POLICY STATEMENT**

With the introduction of Smoke-free legislation Carl Potter has agreed the need for a Company smoking policy which applies to all employees irrespective of status and any other contractor employed in the company's undertaking; or visitor to the premises.

2007 saw the introduction of legislation which will see virtually all enclosed workplaces become completely smoke-free. These measures are intended to protect everyone from the harmful effects of second-hand smoke when out at work or leisure, as well as providing smokers with an environment where it is easier to give up.

Breathing in second-hand smoke leads to a 24% increased risk of contracting lung cancer in non-smokers and 23% to 25% increased risk of heart disease in smokers and non-smokers respectively. Additionally it can lead to cause or trigger asthma as well as many other illnesses and minor conditions.

It is the policy of Carl Potter to protect everyone against the effects of second-hand smoke; promote health in the workforce and to provide support, information and encouragement to those people who would like to stop smoking. Therefore, it is Carl Potter policy that all enclosed or substantially enclosed workplaces will be smoke-free and the use of any tobacco product will be prohibited.

Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a working environment for employees that is: "safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work."

Carl Potter has been nominated as the Director with responsibility for the implementation of this policy; he will be responsible for the provision of advice on suitable outside agencies and counsellors. Carl Potter will also be responsible for ensuring the compliance of any such training programme/initiative advised or implemented by external councillors, advisors or agencies.

A copy of this Policy Statement will be displayed prominently on all main information boards. The Company's smoking policy will be brought to the attention of all employees; contractors and visitors during the induction process. Anyone wishing to stop smoking or requiring further information is encouraged to contact Carl Potter.

#### *3.1 Smoking Policy on Company Premises*

This policy is written with everybody's best interests in mind. The right of people to breathe clean air prevails over the right of the smoker to smoke. With this in mind, the following principles are to be observed by all employees and contractors:

- Smoking is not permitted on any part of the premises or grounds, including offices, corridors, toilets, site cabins, temporary cabins and car parks.
- Smoking is strictly forbidden in all premises; fixed or temporary where food is prepared or consumed. Food preparation also includes beverages and any other liquid refreshment.
- Smoking is permitted at specifically designated areas identified by "SMOKING PERMITTED IN THIS LOCATION" signs.
- Smoking whilst on duty will only be allowed during break periods that are of equal length for smokers and non-smokers.
- Management will allow smokers to have reasonable breaks provided these do not prevent them from satisfactorily carrying out their responsibilities and work duties, and that there is no significant loss in productivity. Time taken on smoking breaks will have to be made up, for example at the beginning or the end of the day.
- Work time must be made up for smoking breaks if the time taken exceeds the time taken in breaks by the non-smokers.
- Smokers are requested not to smoke immediately outside any work base. This also applies to part-time or temporary staff, visitors and contractors.
- Signs will be displayed where necessary to inform visitors of the smoking arrangements and there will be no ashtrays or cigarette litter inside the building.

### *3.2 Smoking Policy on Other Premises*

Employees or contractors located at premises not under the direct control of Carl Potter are expected not to smoke in any part of the premises or grounds, including offices, corridors, toilets and car parks. Smokers are requested not to smoke immediately outside any work base. Representatives of the Company attending meetings or other events at venues where smoking is permitted are expected to observe the Carl Potter smoking policy.

### *3.3 Consultation*

All views will be taken into account and a full employee consultation will take place where opinions can be raised. Once any changes have been brought in, employees will be given time to adjust to the changes. All employees and contractors are encouraged to contribute to the review process through their immediate line manager or Health & Safety committee representative. Twelve weeks notice will be given to all employees following any changes made to the Policy.

### *3.4 Enforcement of the Policy*

In the unlikely event of an employee or contractor not respecting the Policy, their manager will attempt to resolve the situation informally in the first instance. Ultimately, repeated breaches of the Policy will result in disciplinary procedures.

## **4. MOBILE TELEPHONE POLICY**

The purpose of this policy is to provide company guidelines for use of mobile phones, whether supplied by the Company or not, but used on Company business. In particular, it is to ensure that employees are using mobile phones in accordance with guidelines provided by the Health & Safety Executive (HSE) and Department of Transport.

### *4.1 Mobile Phones - Health and Personal Safety*

The company asks their staff not to use mobile phones whilst carrying out **any** job of work, including driving, if the use of a mobile phone might interfere with their concentration and consequently could affect their own or other people health and safety. Voicemail or call divert facilities provided with the phone should be used to minimise the number of calls made or received whilst actually driving or concentrating on work activities. Let the phone store the message / voicemail until you are safe and ready to deal with the messages.

### *4.2 Mobile Phones and Driving - Directly Employed Staff*

It is an offence for drivers to use a mobile phone or similar a interactive device for accessing any sort of data (internet, sending or receiving text messages or any other image) if held in the driver's hand during at least part of the period of its operation.

It is therefore essential that staff understand and comply with this new legislation and do not allow the use of the mobile phone to distract them or interfere with the required concentration when actually driving, or whilst concentrating on other work tasks.

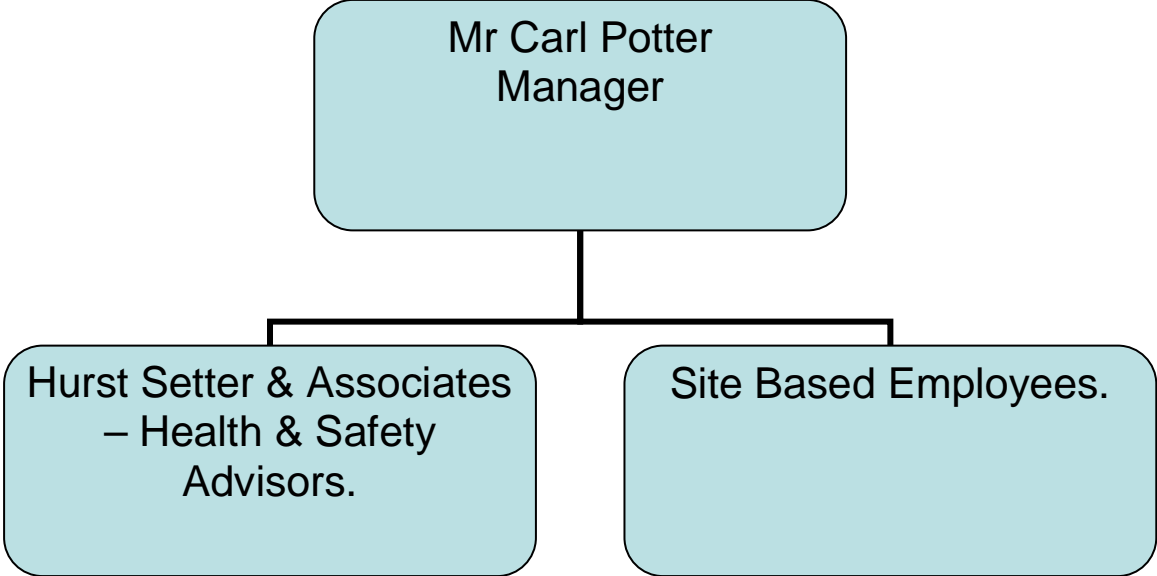
The company may provide hands free equipment to some staff so that if essential or emergency situations arise, the phone can be used in accordance with this new legal requirement.

### *4.3 Office Based Staff*

Office based staff should also be aware of this new legislation and the implications to health and safety of road users. Office staff should be aware of calls to field staff who are in vehicles and could be driving. If the member of staff is actually driving keep the call to a minimum or alternatively ask the 'driver' to call back when convenient and safe to do so.

**5. ORGANISATION CHART**

Organisation chart to be inserted in this section



## **6. DUTIES & RESPONSIBILITIES**

### **6.1 *Duties of the Manager with Special Responsibility for Health and Safety***

Mr Carl Potter hereafter referred to as the 'Safety Manager'.

The Manager is responsible for:

- Allocating adequate resources to health and safety issues so that all staff knows what is required of them under this policy.
- Ensure he is aware of the current standards with regards to health and safety issues that may affect the company.
- Set the targets and objectives with regards to health and safety and receive reports on how these objectives are being implemented and achieved.
- Continually reaffirming the company's commitment to health and safety issues through his every day role within the company and the interaction with other company directors and staff.
- Providing a company statement on any issue of health and safety that requires a formal statement.
- Having regular meetings with the directors and senior managers allocated responsibility for health and safety together with the appointed external advisers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.
- Providing a company statement on any issue of health and safety that requires a formal statement.
- Ensuring he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- Having regular meetings with the company's health & safety adviser and the project managers with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on health and safety issues.
- Ensuring the Board is informed of any major health & safety issues affecting or likely to affect the company, and through the Board promote a pro-active approach to positive health and safety and risk management.
- Ensuring there is adequate health and safety advice and awareness at all levels of the company.
- Ensuring all employees is made aware of the company's Health and Safety Policy and they receive adequate training and consultation to enable them to satisfy their roles and this safety policy.

## **6.2 Duties of Foreman and Staff Visiting Site**

The duties of these staff are to:

- Be familiar with the company's health and safety policy and the legislation as it relates to their work.
- Ensure that concise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risk.
- Ensure that new employees, apprentices, young persons or occasional site workers are aware of the dangers and what precautions they must take.
- Report any defects in plant, equipment, scaffolding, excavations etc. to the site manager, together with details of any dangerous practices observed on the site.
- Set a good personal example and ensure small plant, tools and equipment is being used correctly.

## **6.3 Duties of the Company's Health & Safety Advisers**

The duties of the company's health and safety advisers are:

- To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the company. At all times they must be prepared to assist management in what ever way they can with regards to health and safety.
- To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.
- With regards to sites, they should carry out regular inspections and report on their findings. In addition they should assist the site manager by advising on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- To assist the safety director, they should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- If in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the site manager, and if need be, the safety director.

#### **6.4 Duties of All Site Staff and Operatives**

The Health & Safety at Work Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by his acts or omissions, and to co-operate with the company by observing the company's procedures and so enabling the company to comply with its statutory duties.

In particular, you can assist by:

- Taking a pro-active role in assessing the company's health & safety performance and suggesting ways (via your manager or safety committee) in which improvement can be made.
- Using of the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear etc) if required for the job.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, together with any unsafe acts to your immediate supervisor.
- Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar.
- It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor.
- **DO NOT TAKE CHANCES.**

## **7. TRAINING**

### **7.1 *Employees***

The safety manager will carry out an annual review of health & safety training needs and will produce an annual training programme for all levels of staff. In carrying out the review the safety director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation changes. Employees taking onboard additional responsibility may need additional training. The training needs will be agreed by the board and budgets allocated. The safety director and health & safety adviser will monitor that the training schedule is completed.

### **7.2 *Site Induction Training***

The site foreman (or his delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the sites emergency and first aid procedures. He will also cover:

- The significant risks and precautions to be taken.
- The PPE requirements.
- Where/how to obtain additional PPE as required.
- Details of site emergency procedures.
- Details of site welfare arrangements.
- Details of any method statements relevant to the actual work the person is involved.
- The site rules in general.
- Confirmation of the induction talk will be recorded in the site diary or the induction register.

## **8. MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE**

The safety manager, the company health & safety advisers and other staff nominated by the safety director will monitor the implementation of the company's health and safety policy and to review the company's performance. To assist in this role, there will be a formal report produced at 6 monthly intervals and the report will cover:

- Review of any significant accidents or incidents - is a procedural change required?
- Review of any criticisms from HSE, clients or other parties - is a procedural change required?
- Review of last period's "safety objectives". Have they been achieved?
- Review any new legislation, guidance notes, or HSE initiatives.
- Review the company's health and safety policy document and working procedures as appropriate.
- Review training requirements.
- Set health and safety objectives for next period.

On a regular basis, the health & safety adviser will carry out audits of the company's procedures and will submit a formal report to the safety director.

In addition, the health & safety adviser will carry out routine site inspections to monitor working practices and be available to advise all employees on health and safety issues.

## **9. HEALTH & SAFETY INSPECTION & REPORT PROCEDURES**

### ***9.1 Procedure During and Following a Health & Safety Adviser's Site Inspection***

Upon request the health & safety adviser will make routine inspections of the site to monitor working practices and report on his findings. He will also advise the site manager and operatives of any health and safety issues as they arise. As well as monitoring work in progress he will be concerned with work to be completed in the immediate future, discussing with the site manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, he will produce a written report of his findings. These will be discussed with the site manager who will sign, acknowledging receipt of the report.

The action column on the report will at this stage be blank. As the site manager actions the items raised, he should indicate this in the action column with his initials and the date action was taken. Once all items have been cleared, the site manager should send one copy to the safety director or nominated manager as confirmation that the items have been actioned.

The health & safety adviser's office will also send the safety director a typed copy of the report for his information. In this way the safety director can monitor the site manager's actions.

If on a subsequent visit the health & safety adviser is of the opinion that adequate action has not been, and will not be taken, he must inform the safety director as quickly as possible.

If the health & safety adviser is of the opinion that an operation constitutes a risk of serious injury to any person then he will take whatever action he feels necessary. If the site manager disagrees with this action, the health & safety adviser will record his opinion in his written report and inform the safety director as quickly as possible and copy him with the report by the quickest possible means. The safety director will then resolve the issue.

## **10. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS**

### **10.1 Health & Safety Representatives**

The company recognises the benefits of employees having a significant input into the company's health & safety procedures. They play a vital role in providing feedback on actual performance, and identifying hazards that have previously been missed. Therefore in all situations, trade union appointed or company appointed safety representatives will be encouraged to assist the company to maintain a safe and healthy workplace. This will be achieved by:-

- Recognising safety representatives appointed in accordance with the Safety Representatives under the Safety Representatives & Safety Committee's Regulations 1977 and providing them with every assistance to fulfil this role; or
- Encouraging employees to fulfil the role of safety representative in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

On sites, all employees (and sub-contractors) will receive a site induction talk. The induction will cover:

- The site rules and PPE requirements.
- Welfare facilities.
- First aid arrangements and emergency procedures.
- The significant risks identified in the safety plan.
- Relevant method statements.
- Details of the health and safety representatives and means of consultation.

Throughout the project, all employees and contractors will be encouraged to continually liaise with the site manager, to assist in the identification of any health & safety hazard that has not previously been identified.

In addition the company will encourage employees to take the role of safety representative under the Health & Safety (Consultation with Employees) Regulations 1996 and the company will offer them training and assistance to fulfil this role and to further enhance health and safety within the company.

## 11. REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

### 11.1 *Data Protection Act*

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. In practice this means the old accident book has been replaced by an Accident Recording System which ensures compliance with these data protection requirements.

### 11.2 *All Accidents and Incidents - Accident Record System and Form F2508*

All accidents/incidents which occur on premises under the company's control should be entered in the Accident Record System, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person at the company's office.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority using form F2508 or by telephone, fax or e-mails as detailed below. The requirements for reporting injuries and incidents are also described in the following sections.

### 11.3 *RIDDOR Reportable Accidents and Dangerous Occurrences*

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre by any of the following means:

- By telephone to 0845 300 9923
- By fax to 0845 300 9924
- By e mail to [riddor@natbrit.com](mailto:riddor@natbrit.com)

This applies to all industries within the UK irrespective of site location. The RIDDOR reporting centre will take details of the incident and **they** will produce the form F2508 and they will send a copy to the employer of the injured person in the case of accidents or, to the principal contractor in the case of dangerous occurrences. If you report the incident by telephone, the operator will provide you with an incident number. It is important you record the incident number on the Accident Record System any subsequent correspondence relating to the incident.

The following sections give guidance as the action the site manager must take if an incident occurs.

#### ***11.4 Incidents Involving Members of the Public and Unauthorised Visitors***

If any member of the public or uninvited visitor is involved in an incident or is injured, details must be entered in the Accident Record System. Site managers should also notify the company safety director as soon as possible. In doing so you should discuss whether a full investigation is required by the health & safety adviser and action accordingly.

If the incident has resulted in a member of the public or unauthorised visitor being taken to hospital (by whatever means) for treatment or attention, the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone or fax) and confirmed within 10 days on form F2508 or by telephone, fax or e mails to the RIDDOR reporting centre as detailed above.

#### ***11.5 Major or Fatal Accidents to Employees, Self Employed & Authorised Visitors***

A major injury is defined as:

- Fracture other than to fingers, thumbs or toes.
- Amputations
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Electric shock or electric burn leading to unconsciousness or requiring resuscitation. or admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agents.
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or its toxins or infected material.

If a major Injury occurs the project manager should:

- Inform the health and safety director immediately.
- Inform the health & safety advisers immediately. They will advise you on the action that has to be taken.

- If the injured person is a sub-contractor, inform their employers of the accident.
- Enter the details in the Accident Record System and send the report to the nominated person at head office
- If the injured person is an employee or self-employed, the company must report the incident to the enforcing authority. This can be by completing a form F2508 or by telephone, fax or e-mail to the RIDDOR reporting centre as detailed above. The safety director must also be informed.
- If the injured person is employed by someone else, then it is the duty of the **employer** of the injured person to report the injury (which can be done to the HSE reporting centre as described above) but it is essential for the company to be given a copy of the F2508 so that the company can be sure the accident has been reported. It is also a requirement of the CDM Regulations for contractors to provide the principal contractor with a copy of any relevant F2508.
- Inform the principal contractor if applicable and ensure they are given a copy of the form 2508.

#### ***11.6 Accidents to Employees Resulting in Absence from Work for 3 or More Days***

Any accident to an employee that results in the necessary absence from work (or incapacity to work had they been required to work) for 3 or more days, but the degree of injuries is not contained in the major injury category listed above, the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at head office
- Report the incident to the RIDDOR reporting centre as detailed above **or clearly** request the health & safety advisers to report the incident on your behalf.
- The site manager must ensure the safety director is informed.
- Inform the Principal Contractor if applicable and eventually give them a copy of the form F2508.

#### ***11.7 Industrial Diseases***

There are a number of specified industrial diseases which must be reported to the Health and Safety Executive. If such a situation is suspected, the safety director and health & safety advisers should be contacted and you will be advised accordingly.

#### ***11.8 Dangerous Occurrences***

There are a number of specified incidents which must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which the site manager feels may be reportable, they should contact the health & safety advisers and they will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site i.e. The Principal Contractor. Again the health & safety adviser will fully brief you on this.

### ***11.9 Definition of a RIDDOR Dangerous Occurrence***

The following are some of the prescribed incidents which are reportable dangerous occurrences as defined under RIDDOR:

- The collapse of, or overturning or failure of any load bearing part of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short circuit or overload causing a fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work.
- Explosion or fire causing suspension of normal work over 24 hours.
- Accidental release of any substances which may damage health.

Note - There are some other categories of RIDDOR reportable Dangerous Occurrences, but these have been omitted from the above list because it is highly unlikely the company will be involved in such works or operations. If you have any doubts with regards to Dangerous Occurrences, contact the safety advisers who will advise with regards to any specific incident.

## **12. FIRST AID AND WELFARE REQUIREMENTS**

### **12.1 First Aid Box - Site Operations**

The site start up pack contains a standard first aid box of a size appropriate for the numbers on site. If the site is of a special nature, additional items will be provided as required.

Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

### **12.2 First Aid - Offices**

In the offices, a first aid box, trained first aider and Accident Record System will all be provided. Notices will be posted giving information about these appointments and the location of the equipment. (This will normally be provided by the principal contractor)

### **12.3 Welfare Facilities**

The following should be provided as minimum facilities on all sites:

- A canteen or rest room or rest area, with facilities for warming food, boiling water for drinks and taking rest breaks.
- Facilities for storing and drying clothing & PPE
- A toilet unit.
- Facilities for washing including soap, towels, running hot and cold or warm water, and a sink of sufficient size to enable people to thoroughly wash their hands and fore arms.

All of the above facilities must be heated and provided with lighting as appropriate and kept in a clean and tidy condition. Within the rest area, there should whenever practicable be separate areas for smokers and non-smokers.

These facilities will satisfy the requirements of the Construction (Health, Safety & Welfare) Regulations and will be maintained in a clean condition and available to all site staff.

## 13. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

### 13.1 *Site Operations*

The company is aware of and follows the advice contained in *The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation*, published by The Loss Prevention Council and HSE guidance booklet HS (G) 168 Fire Safety in Construction. All potential fire hazards should be identified in the fire risk assessments and steps will be taken to eliminate or minimise these risks. If the company is principal contractor, then a fire safety plan will be produced which will form part of the overall project safety plan.

### 13.2 *Site Accommodation*

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency.

### 13.3 *Maintenance of Fire Equipment*

The safety manager will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

## **14. NEW SITE ADMINISTRATION**

### ***14.1 PPE to be supplied to Site***

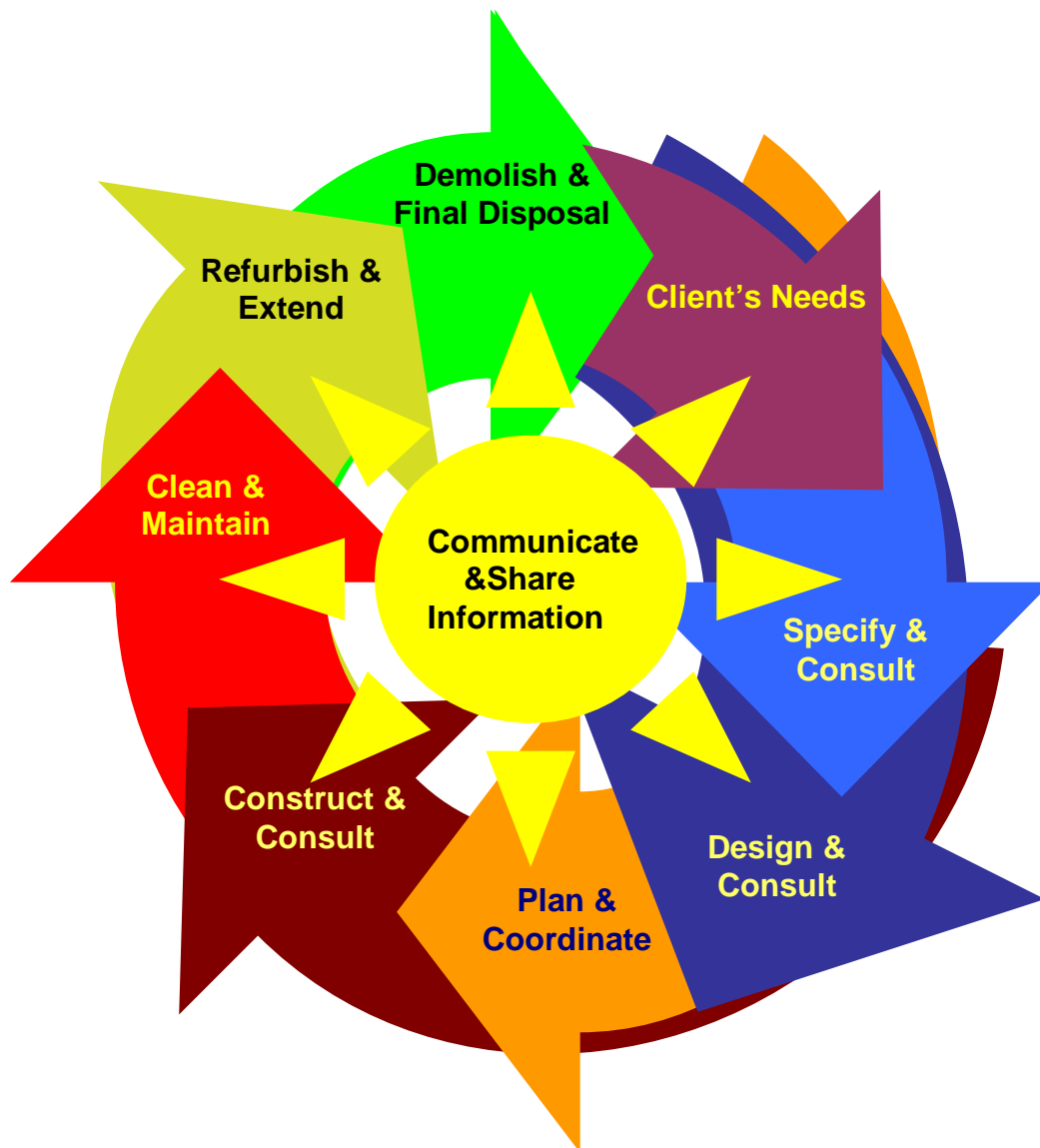
The following items of PPE to be supplied to site are as follows:

- Adequate number of safety helmets.
- Adequate supply of safety wellington boots (if applicable).
- Adequate supply of gloves.
- Adequate supply of appropriate respiratory protection.
- A supply of goggles to BS 2092 impact grade 1, or to the more modern standard of EN 166 with frame type B & lens type B.
- Any specific items requested by the site manager or highlighted in the health & safety plan or risk assessment.

### ***14.2 Contract Award with the Company being a Contractor to a Principal Contractor***

The company should receive from the principal contractor all relevant details of the project health and safety plan together with the site rules. The company should provide to the principal contractor risk assessments for the work to be undertaken, together with method statements for any tasks identified as high risk.

## 15. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007



### 15.1 Outline of the Regulations

The Regulations place duties on all parties involved in construction work, from clients, through the design team and into construction.

The client must appoint a competent CDM Co-ordinator to ensure health and safety is taken into account at the design and planning stage of the project. As the design is finalised, the CDM Co-ordinator must produce Pre-Construction Information of the project, identifying the major hazards which the contractors will encounter, together with details of the design stage risk assessments produce by the designers.

The client must then appoint a competent principal contractor to manage and co-ordinate health and safety activities on site. The principal contractor must develop the Health & Safety Plan, detailing how they intend to manage the project, provide details of the site rules and site emergency and welfare arrangements.

As the construction phase commences, the CDM Co-ordinator should discuss and agree with the principal contractor, the style and content of the Health & Safety File. This will enable the principal contractor to start collating the necessary information from suppliers and sub-contractors, making it much easier for both the principal contractor and CDM Co-ordinator to produce the Health & Safety File at the end of the project.

The client must ensure that the CDM Co-ordinator; principal contractor and contractors are competent. Providing the person or company has sufficient competence, the person or company could be appointed as both CDM Co-ordinator and principal contractor. If within the clients undertaking, there is sufficiently skilled and competent staff, then the client could also take the role of CDM Co-ordinator and principal contractor if they so wished. Contractors who sub-contract work must similarly ensure that their sub-contractors are competent.

### ***15.2 Application of the Regulations***

Part 2 of the regulations cover the general management duties which apply to all construction projects, including those which are non-notifiable. Chapter 1 gives guidance on “Domestic Clients”. Written methods of work i.e. “Plans” are required for all demolition and high-risk work at height for projects that come under Part 2 of the Regulations.

Part 3 of the regulations set out additional management duties which apply to projects above the notification threshold. The information that has to be sent to HSE is set out in Schedule 1 of the regulations:

- If the work will involve more than 30 days of construction activities, or more than 500 person days of construction work then the HSE are to be informed and the form F10 submitted which is available from the HSE.

Part 4 of the regulations apply to all construction work carried out on construction sites, and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not undertake construction work themselves, but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.

- Display the project notification.

### ***15.3 Company Appointed as a Contractor***

When acting as a contractor on a project, whether appointed by the principal contractor or the Client, it is the Company's intention to fulfil its obligations and duties under the regulations by:

- Ensuring its client is aware of their duties.
- Being satisfied that it and anyone the Company employs or engages are competent and adequately resourced.
- Planning, managing and monitoring its work to ensure that workers under its control are safe from the start of their work on site.
- Ensuring that any contractor appointed or engaged to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Providing workers under its control (whether employed or self-employed) with any necessary information, including relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensuring that any design work done complies with regulation 11.
- Complying with any requirements listed in Schedules 2 and Part 4 of these Regulations that apply to its work.
- Co-operating with others and co-ordinating its work with others working on the project.
- Ensuring the workforce is properly consulted on matters affecting their health and safety.
- Obtaining specialist advice where necessary, when planning high risk-work – eg alterations that could result in structural collapse or construction on contaminated land.

#### ***15.3.1 Additional Duties on a Notifiable Project***

- Check that a CDM Co-ordinator has been appointed and the HSE have been notified before work commences.
- Co-operate with the principal contractor, co-ordinator and others working on the project or adjacent sites.
- Inform the principal contractor about risks to others created by our work.
- Provide details to the principal contractor of any contractor engaged in connection with carrying out the company's work.
- Comply with any reasonable directions from the principal contractor, and with any relevant rules in the Health and Safety Plan
- Inform the principal contractor of any problems with the Plan or risks identified during the company's work that have significant implications for the management of the project.
- Inform the principal contractor about accidents and dangerous occurrences.
- Provide information for the Health and Safety File.

## **16. RISK ASSESSMENTS STRATEGY**

Companies are required to carry out risk assessments of the work being undertaken to identify the risks to their employees, other work people and visitors or members of the public. As a result of this assessment, the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

The company's approach to risk assessments is as follows:

**Model Assessments** - in the following section are details of the significant risks which will be encountered on a typical construction project undertaken by the company, together with details of the standard company procedures for controlling these risks. These procedures must be followed and are enforced by the site manager.

**Site Specific Risk Assessments** - with each development, the planning supervisor and principal contractor will indicate in the health & safety plan details of any site specific risk assessments. At the start of site operations the site manager should:-

- a) Consult with the planning supervisor and refer to the health & safety plan and produce site specific risk assessments for any areas identified to be a specific risk.
- b) Check any generic risk assessments they intend to use and confirm they valid for this project.
- c) Bring the significant risks and precautions to be taken to the attention of the relevant employees, and contractors through the induction talks, tool box talks and general liaison and consultation methods.

The company health & safety advisers will assist with risk assessments if required.

**Ongoing Review Of The Risk Assessments** - as the work progresses, additional unforeseen hazards may be encountered. Therefore the site manager, with assistance from the health & safety adviser as required, should be vigilant of the need to re-assess the work because of a change in circumstances.

## **17. SIGNIFICANT RISKS & STANDARD COMPANY PROCEDURES**

In the following sub sections are details of the company's standard or model control measures for dealing with hazards which are commonly encountered on a day to day basis. The site manager will follow and enforce these procedures unless there is a site specific assessment detailing and enforcing more stringent control measures.

### **17.1 Abrasive Wheels**

The Abrasive Wheels Regulations were revoked by the PUWER 98 regulations. Under PUWER there is the general requirement on all employers to ensure that employees who use work equipment have received adequate training in the use of the equipment, the risks that the equipment produces and the precautions to be taken. Whilst the Abrasive Wheel Regulations may have been revoked, there is still a requirement to train, and to be able to demonstrate the person has been trained if required to do so. Therefore it is company policy that training certificates will be held by all persons who uses or has to change abrasive wheels or discs.

### **17.2 Access –Work at Height Regulations 2005**

A safe means of access and safe place of work is essential in any construction or maintenance activity. Every year, 50% of all fatal or serious accidents occur because a person falls from a height. The Work at Height Regulations 2005 require employers (and self employed persons) to plan all work at height, using a risk assessment approach, using the 'hierarchy of risk control' to assist in ensuring the correct safeguards and most suitable work equipment is selected for the task.

Hierarchy of risk control includes:

- Eliminating the risk wherever possible – Can the work be carried out without the need for work at height?
- Provide a safe working place with secure protection – permanent protection or a temporarily protected place of work.
- Provide 'collective protection' such as safety nets or safety landing systems - once correctly installed, they protect everyone working in that area.
- Minimise the exposure by reducing the time and number of people required to work at height. During planning consider prefabrication therefore minimising the time spent working at height.
- Only if none of the above is reasonable practicable should you consider personal fall prevention or fall arrest devices such as safety harnesses. If there is no alternative, the safety harness and restraint system must be carefully selected to minimise the risk of injury should a fall occur and that speedy and safe recovery of the person can be undertaken.

Work at height means any height from which a person can be injured should they fall. This means any work at height must be risk assessed and suitable safeguards taken.

### **17.3 Access - Ladders**

Ladders should only be used as a means of access and then the ladder should be placed on firm level stable ground and secured to prevent slipping or falling. Ladders must not be used as a working platform unless it is reasonable to do so taking into account:

- The low risk nature of the work being carried out; and
- Its duration; plus
- We must show it was not reasonable practicable to use alternative, more suitable work equipment.

If ladders are used, their use must comply with schedule 6 of the Work at Height Regulations 2005 namely they should be: -

- Suitable and of sufficient strength for the purposes for which it is being used.
- Place on a firm level ground.
- It must be secured or other means used to prevent it slipping or sliding.
- If used as a means of access there must be suitable handhold to provide a safe stepping off point.
- If the ladder run is greater than 9 metres, there should be intermediate landing areas or rest platforms wherever practicable.

### **17.4 Access - General Scaffolds in Tube & Fittings**

All scaffolds, irrespective of height or size must be erected, altered or dismantled in accordance with a plan for such work. The plan is to ensure the scaffold structure remains stable at all times and that the persons undertaking the work are safe.

For standard design scaffolds and towers, it is acceptable to use a model plan provided from the designer, manufacturer or other suitable qualified person. However, the plan must be assessed to ensure it is appropriate to the site conditions prevailing at the time of the work.

Scaffolds should only be erected, altered and dismantled by people with specific training and under the supervision of a competent person.

If the scaffold structure has been assembled from tube and fittings, the persons undertaking this work must work in accordance with the NASC Technical Guidance TG20:05 Guide to Good Practice for Scaffolding with Tubes and Fittings. This technical guidance has been endorsed by HSE and provides good practice guidance on the use of standard BSEN12811-1.

### **17.5 Access - Mobile Towers**

Mobile towers should only be erected or altered by specifically trained persons, working under the supervision of a competent person.

The erection of the tower must be in accordance with the manufacturers design instructions and standard erection plan, which must be followed at all times. It is therefore essential to have a copy of the manufacturers' erection manual or plan available at the place of work. Some manufacturers have these instructions fixed to the actual tower. If the plan is not available the tower should not be erected.

The following basic guidelines should be followed before and during the use of mobile towers.

#### **Before Use of a Tower:**

After a tower has been erected, the following checks should be made before it is used: -

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check outriggers or stabilisers, where required, are correctly positioned and secured.
- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the erection plan.
- Check that all guardrails and toe boards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1.3 when working externally; or at a ratio of 1:3.5 when working internally.

#### **During Use of Tower**

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become damaged they should be replaced before the tower is used again.

### **17.6 Manual Handling Operations**

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. Under these regulations

employers have a duty to prevent employees from handling loads that are likely to cause injury. This injury may be due to the weight of the load but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

- The physical size of the load.
- The provision of carrying handles or carrying straps.
- The position of the centre of gravity within the load.
- Is the load rigid or will the load move; i.e. partially filled fluid containers.
- Is the load inert or is it a person or animal.
- Where is it being moved from and to where.
- If the load is being moved outside consider weather condition.
- Consider the ground condition over which the load has to be moved etc.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

The first step in carrying out the assessment is to eliminate the need to manually handle loads if this is possible. This means introducing mechanical ways of lifting and moving loads whenever practicable.

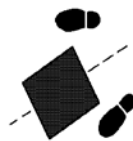
In a fixed industrial environment where the same loads are handling in the same way in the same place, then an assessment can be undertaken and the assessment will be valid for some time. However in a construction environment the workplace is continually changing and so the site managers and every employee must continuously be looking for, and assessing site operations that involve manual handling operations.

Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. In planning the site the site manager will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable them to work safely.

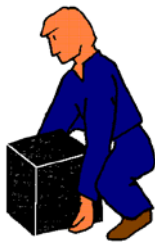


- ◆ **1) Stop and think.** Plan the lift. Where is the load going to be placed? Use appropriate handling aids if possible. Do you need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift - such as floor to shoulder height - consider resting the load mid-way on a table or bench in order to change grip.

- ◆ **2) Place the feet.** Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable.



- ◆ **3) Adopt a good posture.** Bend the knees so that the hands when grasping the load are as nearly level with the waist as possible. But do not kneel or overflex the knees. Keep the back straight (tucking in the chin helps). Lean forward a little over the load if necessary to get a good grip. Keep shoulders level and facing in the same direction as the hips.



- ◆ **4) Get a firm grip**  
Try to keep the arms within the boundary formed by the legs. The optimum position and nature of the grip depends on the circumstances and individual preference, but it must be secure. A hook grip is less fatiguing than keeping the fingers straight. If it is necessary to vary the grip as the lift proceeds, do this as smoothly as possible.



- **5) Don't jerk** Carry out the lifting movement smoothly, keeping control of the load.



- ◆ **6) Move the feet.** Don't twist the trunk when turning to the side.
- ◆ **7) Keep close to the load.** Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible try sliding it towards you before attempting to lift it.



- ◆ **8) Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

### **17.7 Specific Manual Handling Issues - Lintels etc**

In construction operations, there are a lot of manual handling issues, but items that must be considered at planning stage (with a view to eliminating the need for manual handling) are:

- The maximum weight to be lifted by one person should be 25 kg.
- If the lifting is of a repetitive nature, this should be reduced to 20 kg.
- Heavy blocks must be assessed to see if there are alternatives. If not then smaller unit sizes must be considered so there is a corresponding reduction in weight
- Masonry features such as plinths, lintels, arched lintels etc will probably require a mechanical lift to get them into position.

### **17.8 Mobile Work Equipment & Vehicles on Site**

With the increasing volume of mobile plant and vehicles moving around the site, there has been an increase in the number of incidents associated with its use, including employees, other contractors' employees and members of the public being struck by passing plant or vehicles. Therefore the site risk assessment should consider all aspects of site transport and mobile plant. This assessment should also reflect the requirements of Provision & Use of Work Equipment Regulations 1998 (PUWER 98). These regulations require the assessor to consider the hazard of mobile equipment toppling, overturning or being struck by falling material.

### **17.9 Noise Hazards**

The Control Noise at Work Regulations 2005 require employers to reduce noise levels to as low as reasonably practicable. In addition to these global requirements there are the following levels and limits:

The **lower exposure action values** are:

- A daily or weekly personal noise exposure of 80 dB (A-weighted); and
- A peak sound pressure of 135 dB (C-weighted).

If the employees' exposure is below this level, employers should still try to reduce noise levels but there are no specified actions to complete.

If an employee is exposed to noise levels above the **lower exposure action level**, the employer must undertake a suitable and sufficient noise assessment of the person's workplace with a view to identifying ways and means of reducing that exposure. In undertaking such assessment, the employers should identify if the person noise exposure is above the **Lower Exposure Action Value**, the **Upper Exposure Action Value** or above the **Exposure Limit Value**.

The **upper exposure action values** are

- a daily or weekly personal noise exposure of 85 dB (A-weighted); and
- a peak sound pressure of 137 dB (C-weighted).

If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

The **exposure limit values** are

- a daily or weekly personal noise exposure of 87 dB (A-weighted); and
- a peak sound pressure of 140 dB (C-weighted) and

in calculating this reading, this limit does take into account the protection provided by any hearing protection provided to the employee.

### **17.9.1 Provision of Hearing Protection**

Without prejudice to the above, if noise levels cannot be reduced to below the lower exposure action limit, employers must make hearing protection available and encourage its use. If noise levels cannot be reduced to below the upper exposure action limit, the employer must designate such workplace as **Hearing Protection Zone** and ensure suitable warning signs and suitable hearing protection is provided and worn.

### **17.9.2 Health Surveillance**

If the noise assessment indicates there is a risk to the employee from noise levels, in addition to the above, the person should undergo regular health surveillance to check and ensure hearing is not being damaged.

### **17.10 Personal Protective Equipment**

It is company policy that all site operatives under the company's control will wear a safety helmet and safety footwear at all times whilst on site. In addition, items such as respirators, eye protection and safety harness, high visibility clothing etc will also be used as indicated by the risk assessment or as instructed by the site manager. Facilities will be provided for the storage and cleaning of such equipment.

### **17.11 Small Power Tools and Hand Tools**

Small power tools and hand tools are much abused items on a construction site. Accepting that by limiting power supplies to 110 volts the risk of serious injury is drastically reduced. However the inspection procedures still need to be adequate to identify faults on a reasonably regular basis. Accepting the fact that users of the

equipment should inspect the tools before each use, tools and equipment that are available for general use must be inspected in accordance with company procedures. The HSE recommend a 3 monthly inspection period as a realistic timescale for the visual inspection of items such as small power tools and portable power leads. At the same time it would make sense to check tool boxes for the condition of hand tools, whether company issued or not. Therefore site managers should implement such an inspection programme and record the results in an auditable format.

### **17.12 Storage of Materials**

When storing materials, consideration must be given to security and stability. The storage area should be prepared by levelling the ground. Storage of bricks and blocks is restricted to 2 packs high, unless space dictates otherwise. Wherever possible, storage should be in the secure compound area or inside secure containers. Loose materials such as sand must have shallow sloping sides to minimise risk to any children who may gain access onto the site.

### **17.13 Vibration Hazards & Strategy for Preventing Vibration White Finger**

The following is an extract from HSE leaflet on vibration white finger. It has been reproduced here because it summarises the hazards and the precautions that can be taken by the company, managers and employees.

#### **17.13.1 Vibration White Finger – The Hazards**

##### **What is Vibration White Finger?**

Vibration white finger (VWF) is the most common symptom of hand-arm vibration syndrome (HAVS). VWF is also known as 'dead hand' or 'dead finger' and could affect those of you who regularly use high-vibration equipment. It can damage blood vessels, reducing blood supply, and also nerves in the fingers, causing a permanent loss of feeling. The bones and muscles may also become damaged. You may lose flexibility and strength of grip. You may find it more difficult to work with hand-held tools, and to enjoy hobbies.

##### **What are the Signs?**

The symptoms of VWF are usually set off by cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. If the person continues to work with vibrating tools, the affected area can get larger. During an attack there may also be numbness, or 'pins and needles', and an attack may end with the whiteness changing to a deep red flush which is often very painful.

##### **What Causes the Problem?**

Many common tools and processes produce high levels of vibration, such as pneumatic breakers and drills, pedestal grinders, power hammers, chainsaws, and riveting and chipping hammers. The risk depends on a number of things. The amount of vibration is important; along with how long the tools are used the way in which they are used and the working conditions, such as posture and how cold it is.

A simple rule is to regard any vibrating tool as suspect if it causes tingling or numbness in your fingers after about 5 to 10 minutes of continuous use.

### **What can Employees do to reduce the Risk?**

Employees play a vital part in ensuring an effective policy is maintained to control the hazard of VWF. This includes:

- Telling your supervisor about any tools or processes which produce high levels of vibration, so that the risk can be properly assessed.
- Keep warm at work, especially your hands (to help maintain good blood flow to the hand and fingers). Wear warm gloves and extra clothing if you work in the cold.
- Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.
- Exercise your hands and fingers to improve blood flow.
- Use the right tool for the job. Making do with the wrong tools can mean more vibration, or that you have to grip the tools more tightly.
- Do not use any more force than necessary when operating tools safely and effectively.
- Try to avoid long periods of using equipment without a break - short bursts are better.
- Keep tools in good working order - if they are in bad condition ask your supervisor to get them repaired.
- Take an active part in your employer's health and safety training.
- **DON'T IGNORE SYMPTOMS.** If you think vibration could be affecting your fingers or hands, see your own doctor and tell your supervisor or manager. If they give you any advice, take it.

### **17.13.2 Vibration White Finger - Management Strategy**

The company must reduce the risk wherever this is reasonably practicable by, for example:

- Eliminating the risk by using mechanical means or seeing if the job can be done without using high vibration tools.
- At the planning stage looking for activities that will involve extensive or prolonged use of vibrating tools. If there are such operations get the health & safety advisers involved so that the work can be properly assessed, the best available tools selected and a safe system of work developed.
- Selecting the best available tools for the work having considered noise and vibration levels produced by the tool, and by making sure that new tools have vibration control built in.

- Be aware of the vibration levels associated with each type of tool and equipment (get this information from the manufacturers and make colleagues aware of tools with lower vibration ratings).
- Operatives working on vibrating tools should be 'spelled' on and off the work to reduce the risk. The manufacturer of the tool will provide guidance on the maximum time a person should work with that particular tool but as a general guide no one should work for more than 1 hour on such without sharing such tasks with other operatives.
- Ensuring employees wear gloves to keep their hands warm. In cold spells. Allowing extra time for the employee to take breaks in a warm area and consume warm drinks to assist in keeping good blood flow to the hands and fingers.
- Train operatives in the correct use of tools and in recognising early symptoms of injury.

If an employee comments that they are having prolonged tingling sensations in hands or fingers or they have other reasons to suspect they may be experiencing symptoms of vibration white finger, take action such as informing the safety director or seek further advice from the company's health and safety advisers. By taking positive corrective action at this early stage could prevent the full symptoms developing potentially permanent damage occurring. Further information is available from HSE leaflet Hand-Arm Vibration 'Advice For Employers', , and more comprehensive guidance is given in HSE's booklet HS(G)88, Hand-Arm Vibration and guidance booklet 'Vibration - Solutions you can handle'. Copies are available from the company's health and safety advisers.

#### ***17.14 Man Made Mineral Fibres (MMMMF) and Asbestos***

Before commencing work on any existing building, enquires must be made with the building owner or occupier with regards to asbestos. Buildings constructed during the 1990's may contain some asbestos materials. Buildings constructed in the 1980's could contain asbestos materials and buildings constructed pre 1980 probably will contain asbestos materials. That is why it is essential accurate information is obtained about asbestos materials before work commences and this information brought to the attention of all persons working on site.

Occasionally, asbestos type material may be encountered. If employees or contractors suspect they have found asbestos especially if the material is fibrous, work should stop and the supervisor or engineer should be contacted immediately.

Man made mineral fibre is found as insulation in lofts, insulation panels etc. The fibres are a respiratory hazard as well as being a skin irritant. The risk will vary according to the type of MMMF being used, the amount of exposure, ventilation and other factors, and the risk should be assessed at the tender/planning stage. A product safety data sheet should be obtained from the supplier to fully assess the risk of the product. From January 1999 some MMMF have been classified as having the

potential to cause irreversible effects on the body and have been assigned risk phrase R40 which must be clearly displayed on all packaging. Ceramic fibres and other special application MMMF products have been classified as having the potential to cause cancer and have been assigned the risk phrase R45 or R49 which must be clearly displayed on all packaging. As a general precaution, overalls, gloves, and respirator should be used when working with MMMF and all waste should be bagged and properly disposed and not left to become damaged or to blown around the site.

## 18. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.

"Substance Hazardous to Health" means any substance which is:

- Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below.
- A substance with an occupational exposure limit; these are listed in HSE document EH40 entitled 'Occupational Exposure Limits'.
- A biological agent. i.e. Leptospirosis
- Dust of any kind, when present in a substantial concentration.
- Any other substance which has comparable hazards to people's health.

There are other hazardous substances, but because they have legislation specifically covering their use they are not covered by the COSHH Regulations, for example asbestos and lead substances. Substances covered by the COSHH regulations will typically be denoted by warning symbols as shown below.

### TYPICAL SYMBOLS DENOTING A COSHH SUBSTANCE



CORROSIVE



HARMFUL



TOXIC



IRRITANT

For full details of COSHH procedures you should refer to the COSHH manual. There is a brief synopsis of the action to be taken in the following sub sections.

### ***18.1 Identification & Assessments***

The risk associated with the use of the substance must be assessed by making a systematic review and asking:

- Which hazardous substance are we using i.e. identify the hazardous substances?
- What quantities of substance are involved?
- What form is the substance in? i.e. liquid, dust, solid, vapour
- How can it harm someone i.e. by inhalation, by skin contact, by absorption through the skin, by ingestion?
- Who could be exposed to the substance and for how long?
- Does the substance have to be used or can a non-hazardous or less hazardous substance be substituted?

In gathering this information reference may have to be made to the manufacturer's product data sheet **but** the data sheet **is not** a COSHH assessment. See the company's COSHH manual for further details.

### ***18.2 Instructions and Training***

The employer is responsible for ensuring employees are trained and properly instructed in the use of any hazardous substance and about the importance of using the washing facilities before consuming food or drink. Smoking should not be permitted when working with hazardous substances. Site managers should ensure employees are properly instructed before using hazardous substances.

## **19. WORKING TIME REGULATIONS**

The company are aware of the Working Time Regulations 1998 which impose restrictions on the amount of time spent at work by an employee or worker. The definition of a 'worker' covers not only employees but also those persons who work under a contract to do or perform any work or services for another party. Limitations will include:

- A limit of 48 hours per week can be done by a worker during a 7 day period. This is calculated over a standard reference period of 17 weeks, but can extend to 12 months when working within Working Rules of the CIJC. A worker may agree in writing that the 48 hour limit does not apply. An agreement would usually require that the worker gives 3 months notice to change the arrangements. Irrespective of any agreements, there is a limitation which requires 11 consecutive hours rest in a 24 hour period and 24 consecutive hours rest in a 7 day period.
- Restrictions on night work. A night worker's average normal hours of work shall not exceed 8 hours for each 24 hour period (averaged) especially where the work involves special hazards or heavy physical or mental strain, in which case it can never exceed 8 hours. Free health assessments prior to workers being assigned to night work and at regular intervals thereafter.
- A daily rest break of 20 minutes where the working day is longer than 6 hours (30 minutes rest in the case of young workers where the working day exceeds 4½ hours). A rest period of 11 consecutive hours in each 24 hour period (12 hours rest in the case of young workers).
- Weekly rest breaks of 24 hours in each 7 day period (or 48 hours every 14 days). This rest period does not have to be or include a Sunday.
- Minimum of 4 weeks paid leave (after 13 weeks employment). The paid leave entitlement is not in addition to any existing contractual leave entitlement. This would include Bank and Public holidays.

The Regulations define what is meant by 'working time', 'worker', 'collective agreements', 'night workers' etc. as well as methods for calculating averaged 'normal hours'.

These Regulations will be enforced by the Health & Safety Executive and disputes settled through Employment Tribunals.

There are a number of exceptions and individuals can choose to exempt themselves from certain aspects of the regulations. The company (through the health and safety advisers) will provide further guidance to any member of staff who requires more information.

## 20. THE ENVIRONMENTAL PROTECTION REGULATIONS

Anyone who “imports, produces, carries, keeps, treats or disposes of any controlled waste, or a broker who has control of such waste” is subject to the Duty of Care.

Controlled waste is defined as any household, commercial or industrial waste, including building and demolition waste. Therefore any waste that leaves site is defined as controlled waste and must only be moved after a transfer note has been issued and it must be transported by a registered waste carrier.

### 20.1 *The Duty of Care*

The duty of care is described in Section 34 of the Environmental Protection Act 1990 which states that all those subject to the Duty of Care must:-

- Prevent others from depositing, storing, treating or otherwise disposing of waste without a valid licence or contravene the licence conditions; or act in a manner likely to cause environmental pollution or harm to human health. These are offences under the Act (note: licensing is currently regulated by the Control of Pollution Act).
- Prevent the waste from escaping.
- Ensure that waste is only transferred to an authorised person.
- Include with the waste transfer a written description sufficient to enable others to comply with the duty and avoid committing an offence under this Act. A compulsory transfer note system was introduced by the Environmental Protection (Duty of Care) Regulations.
- This duty has been further extended by the ***Hazardous Waste Regulations 2005***.

### 20.2 *Duties of a Waste Producer*

A waste producer is responsible for providing an accurate description of the waste. This should include:

- The type of premises or business from which the waste is generated.
- The process that produces the waste and the quantity of waste.
- The name of substances which comprise the waste including a physical and chemical analysis, if applicable.
- The care of the waste whilst they hold it.
- The packaging of the waste to prevent its escape during transfer.
- Using a registered (or exempt) carrier to transport the waste.

- The final disposal of the waste depending on the degree of involvement in the selection of the waste carrier, manager or broker.
- The waste disposer should report suspicious circumstances which may indicate a breach of the duty in the disposal chain to the waste regulations authority.
- Hazardous Waste is defined as

### ***20.3 Hazardous Waste Regulations 2005***

These regulations replaced the Special Waste Regulations 1996.

The regulations apply controls on movements of hazardous waste to the revised Hazardous Waste List. The regulations will introduce revised and more streamlined procedures for monitoring movements of hazardous waste.

The regulations contain extensive controls on the storage, segregation, and transportation of hazardous waste products. Definitions of "Hazardous Waste are contained in Annex 1 - 3 of the "The Hazardous Waste (England and Wales) Regulations 2005"

### ***20.4 Duties of a Waste Carrier***

The Waste Carrier is responsible for:

- The adequacy of packaging and security of the waste whilst under his control.
- Ensuring that a description accompanies the waste and that this description is accurate.
- Ensuring that any alteration to the waste is recorded in the description of the waste.
- Any requests for contract vehicles to transport waste must be made to the site or contracts manager who should ENSURE the contractor is registered for the transport of the specific type of waste. .Waste carriers are subject to the Controlled Waste (Registration of Carriers) and Seizure of Vehicles Regulations 1991.

### ***20.5 Duties of the Waste Manager***

The Waste Manager is responsible for:

- Carrying out the disposal operation in accordance with the conditions of the Waste Regulation Authority Licence.
- Checking the description of the waste they receive. Sample checks on the composition are considered to be "good practice" and should be implemented.
- Ensuring that correctly completed documentation accompanies the waste.

## **20.6 Duties on all Duty Holders**

All duty holders should look out for breaches of the duty committed by others in the chain. Breaches of the duty should be reported to the Waste Regulation Authority and further dealings with the offenders should be reconsidered.

Duty holders are only expected to do what is “reasonable in the circumstances”. The extent to which they should check up on others in the chain depends on the nature of the waste, how it is to be dealt with and what the holder might “reasonably be expected to know or foresee”. It is, for example, more important to check up on a consignment of toxic chemical waste than a load of waste paper.

## **20.7 Hazardous Waste Consignment Notes, Waste Transfer Notes.**

A waste transfer note or a hazardous waste consignment note must be used before any waste is transported off site. Certain substances are specified as hazardous waste; the specifications are critical and are contained in Annex 1-3 of the 2005 regulations. As such the waste producer has to “register” the location from which the waste is to be removed with the Enforcing authority before the creation of the waste takes place, only when a location “Premises Code” has been issued can the waste be removed. The Premises Code issued is valid for a period of not more than twelve months.

The Producer of a hazardous waste shall complete a consignment note when authority from the Waste Regulation Authority to move the waste off site. This requirement also applies to any load which partially contains any of the specified ‘hazardous wastes’. Wastes defined as hazardous **MUST NOT** be mixed they must be segregated.

The hazardous waste producer, or holder, as the case may be, shall prepare a copy of the consignment note for each of the following:

- The consignor;
- The carrier;
- The consignee;
- They should complete Parts A and B on each copy; and give every copy to the carrier;
- The carrier shall complete Part C on each copy and give every copy to the consignor;
- The consignor shall complete Part D on each copy, where the hazardous waste producer or holder is not the consignor, give one copy to him retain one copy; and give every remaining copy to the carrier.
- The carrier shall ensure that every copy which he has received travels with the consignment; and is given to the consignee on delivery of the consignment.

- On receiving the consignment the consignee shall complete Part E on both copies; and give one copy to the carrier

### **20.8 Completion of Site**

On completion of the site, all **Waste Transfer Notes** and **Hazardous Waste Consignment Notes** should be archived with the contract papers and must retained:

- For a period of 2 years in the case of transfer notes.
- For a period of 3 years in the case of hazardous waste consignment notes.

The Waste Regulation Authority or the Environment Agency could audit the company at any time and they will expect to see records in accordance with these time scales.

Copies of the waste transfer notes should also be included in the health & safety file and handed to the client via the planning supervisor.

***The handling of such hazardous wastes is complex and does need specific skills and knowledge. Therefore if such a situation arises, contact the safety director and or health and safety advisers who will provide the necessary guidance.***

**CARL POTTER**

**HEALTH & SAFETY CHECKLIST FOR USE BY SUPERVISORS & SITE MANAGERS**

Site staff should undertake a weekly check as a part of the health and safety management system. Not every section needs to be checked weekly, the site manager can choose a representative number of sections. Different members of the site management team or even supervisors from sub contractors could be asked to undertake the check.

Other senior staff could also use this check list when they carry out their random audit. At this time all relevant sections should be completed.

<b>Project Name</b>			
<b>Inspection carried out by</b>		<b>Date &amp; Time</b>	
<b>Section 1 Safe Places of Work</b>		Comments	
<p>Work at Height Regulations - have specific assessments been undertaken and implemented.</p> <ul style="list-style-type: none"> <li>• Check working areas. Are they safe, with good access and safe working platforms/places?</li> <li>• If ladders or step ladders are being used, are there specific assessments in place to justify their use/</li> <li>• Is general access good, including lighting?</li> <li>• Is there any slip and trip hazards?</li> <li>• Is the site clean and tidy?</li> </ul>			
<b>Section 2 Scaffolds &amp; Mobile Towers</b>		Comments	
<p>Check any scaffolding mobile towers.</p> <ul style="list-style-type: none"> <li>• Are they correctly erected in accordance with the erection plan/</li> <li>• Is there a competent supervisor and trained operatives?</li> <li>• Are platforms, guardrails and toeboards correct?</li> <li>• Are registers and inspections maintained?</li> </ul>			

<b>Section 3 Health Hazards</b>	Comments
<p>Are COSHH procedures and assessments in place?</p> <ul style="list-style-type: none"> <li>• Have noise hazards been assessed?</li> <li>• Have vibration hazards been assessed?</li> <li>• Have manual handling and muscular skeletal hazards been assessed?</li> <li>• Are there other health hazards if so comment?</li> <li>• Is the required PPE being worn by operatives?</li> </ul>	
<b>Section 4 Emergency Procedures</b>	Comments
<p>Have arrangements been made for :</p> <p>Fire assessments and fire prevention.</p> <ul style="list-style-type: none"> <li>• Fire fighting – extinguishers.</li> <li>• Fire alarm systems.</li> <li>• Fire evacuation procedures.</li> <li>• Have arrangements been made for :-</li> <li>• First aid and medical emergencies procedures.</li> <li>• Trained first aiders.</li> <li>• First aid box.</li> </ul>	
<b>Section 5 Welfare Arrangements</b>	Comments
<p>Have arrangements been made for:</p> <ul style="list-style-type: none"> <li>• Toilets and washing facilities.</li> <li>• Facilities for making drinks and warming food.</li> <li>• Rest area and area for consuming food and drinks.</li> <li>• Changing areas and facilities for storing clothes and PPE.</li> <li>• Drying room facilities.</li> <li>• Are the welfare facilities maintained in a clean condition and consumables restocked as required?</li> </ul>	