

Chisholm & Winch ( Contracts ) Limited

Unit 7, Conqueror Court, Spilsby Road, Harold Hill, Essex, RM3 8SB

Health, Safety and Welfare  
Safety Management System

Company Policy

Master Copy

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### Policy Revision / Review Record

Revision / Review No:	Date:	Page No:	Details:
1	04/01/06	3 of 130	Change of Titles - Organisation Chart
2	04/01/06	74 and 75	The Work at Height Regulations 2005
3	04/01/06	125 and 126	Control of Vibration at Work Regulations 2005
4	16/01/06	122 to 124	Control of Noise at Work Regulations 2005
5	May to Sept. 2007	21 to 29	CDM Regulations 2007
6	08/01/10	5 of 130	Responsibilities of J P WINCH
7	08/01/10	7 of 130	Responsibilities of Management
8	08/01/10	104 of 130	Responsibilities for Occupational Health
9	12/11/14	84 to 87	Electrical Tools & Equipment
10	12/11/14	All Pages re-numbered	All Pages re-numbered
11	08/04/15	21 to 29	CDM Regulations 2015

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### 1.0 Statement for Health, Safety and Welfare.

It is the company's intention that its works will be carried out in accordance with the relevant statutory provisions and all reasonably practical measures taken to avoid risk to its employees and others who may be affected.

The Directors, Management and Supervisory staff have the responsibility for implementing this policy throughout the Company and must ensure that Health and Safety considerations are always given priority in the planning of works and the day to day supervision of the works and there is a commitment to continuous improvement.

All employees and sub-contractors are expected to co-operate fully with the Company in the execution of this Policy and must at all times ensure that their own works, in so far as is reasonably practical, are carried out without risk to themselves or others.

The Board of Directors have appointed a Company Director Mr. J. P. Winch as having particular responsibility for the Health, Safety and Welfare in the implementation of this Policy.

The operation of this Policy will be monitored by the Directors, Management and Staff of the Company. To assist them in this respect, this Statement of Company Policy will be displayed prominently at all sites and work places. The organisation and arrangements for implementing the Policy will also be available at each site and work place for reference by any employee or sub-contractor as required.

Signed:



Name: J.P. Winch

Position: H&S Director

Issue Date:

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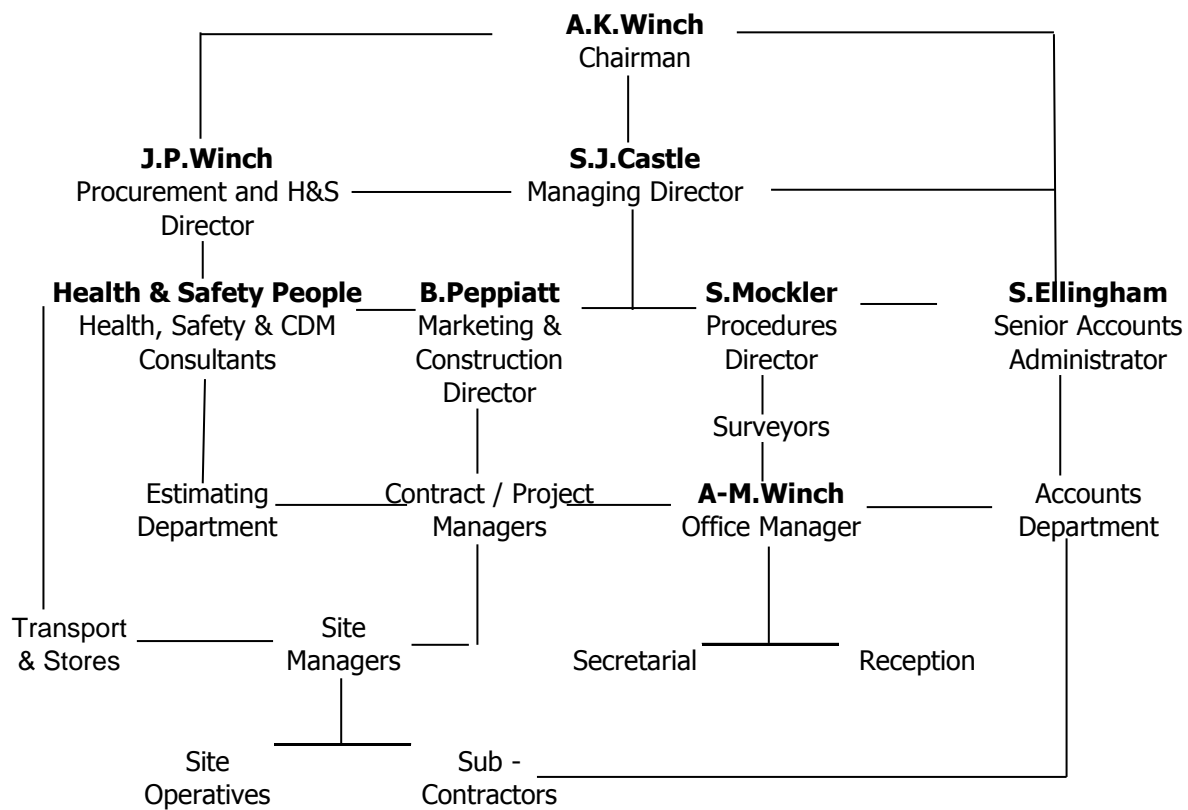
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## 2.0 Organisation Chart





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2.1 Responsibilities of the H&S Director: Mr. J.P.Winch

- 2.1.1 To oversee and ensure the effective application of the Company's Safety Policy;
- 2.1.2 To ensure that safety is taken into account when tendering and planning for any works;
- 2.1.3 To ensure that adequate funds are made available to meet the requirements of the Safety Policy and for any Safety Training of Supervisors or Employees which may be required;
- 2.1.4 To be guided by, and act upon, advice received from the Health and Safety Executive;
- 2.1.5 To ensure the existence of a disciplinary procedure to act against persons in breach of the Safety Policy and safe working practices;
- 2.1.6 To co-ordinate the efforts of his Management, Supervisors, Foreman and general staff on all matters of Health, Safety and Welfare;
- 2.1.7 To maintain written reports in regard to accidents and trends, and to take preventive measures to avoid re-occurrence;
- 2.1.8 To recommend Safety Training ( CSCS skills training ) as required for any member of staff;
- 2.1.9 To make himself aware of current legislation and codes of practice, and seek advice from Qualified Safety Advisers and members of the Health and Safety Executive;
- 2.1.10 To ensure that realistic and meaningful procedures are in force to enable site Supervision to carry out their responsibilities in accordance with the Safety Policy and Safe Working Practices;
- 2.1.11 At pre-contract meetings ensure that sub-contractors are aware of the requirements to produce Risk Assessments and Safe Method of Working Statements before the work proceeds, and of their own responsibilities to ensure that the produced working methods are adhered to;
- 2.1.12 Ensure that a site procedure exists to enable discussions to agree on a Safe Working Method that will be acceptable to all parties, and that all parties who will be involved or affected by the Method Statement are informed;

continued.

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2.1 Responsibilities of the H&S Director: Mr. J.P.Winch

continued.

2.1.13 Ensure that an effective procedure is adopted to control and monitor the use and storage of any hazardous substances;

Procedures to include;

Purchasing control;

Compiling data sheet library;

Distribution of information;

Provision of written assessments;

Training needs;

Keeping of records;

Arranging occupational health assessments where needed.

2.1.14 To enforce the disciplinary procedure for breaches of the Company Safety Policy;

2.1.15 Follow the Company Health and Safety Procedures;

2.1.16 To set a personal example with regard to safety;

2.1.17 To ensure that a copy of this policy for Health and Safety is issued to all Managers and appropriate Employees;

2.1.18 To ensure that Health and Safety is on the agenda at regular Management Meetings, that these meetings are minuted and any follow-up action has been carried out as agreed;

2.1.19 Consult with employees on H&S matters.

2.1.20 To deputise amongst other Managerial staff (where possible) to ensure smooth running should any member of staff be away for any long period of absence / illness.

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### 2.2 Responsibilities of Directors, Contracts Managers, Supervisors, Site Managers and Site Foremen.

- 2.2.1 Read and understand the Company's Policy for Health, Safety and Welfare;
- 2.2.2 Make themselves aware of current legislation and codes of practice, and seek advice from Qualified Safety Advisers when in doubt;
- 2.2.3 Determine and implement safe systems of work;
- 2.2.4 Give clear instruction to all levels of the workforce and ensure that the Company safety procedures and safe systems of work are made known to everyone, including new starters;
- 2.2.5 When acting as a sub-contractor ensure that all procedures and safe practices imposed by the Main Contractor are enforced, and act on the advice and recommendations of their Safety Officer;
- 2.2.6 To fully implement the procedure adopted to control and monitor the use, handling and storage of any hazardous substances. Ensure that any information received relevant to the safe use, handling and storage is made known to everyone who may use it, or is likely to be affected by its use;
- 2.2.7 Inform the H&S Director of any specific training needs ( CSCS skills, etc. ) of the workforce;
- 2.2.8 Arrange meetings with sub-contractors/main contractors to clarify pre-contract safety agreements of who provides what, when and where;
- 2.2.9 To produce a safe Operational Method of Working Statement and Risk Assessment, and be responsible for implementing the same;
- 2.2.10 As Main Contractor, make provision for the following:
  - Adequate welfare facilities;
  - Adequate first aid equipment and facilities;
  - A person qualified in first aid or appointed person;
  - A Shared Welfare Certificate must be obtained when the above facilities are provided by others;

continued.

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### 2.2 Responsibilities of Directors, Contract Managers, Supervisors, Site Managers and Site Foremen.

continued.

- 2.2.11 Accompany members of the Health and Safety Executive during site inspections and act on any recommendations made;
- 2.2.12 Ensure adequate and suitable protective clothing and equipment ( PPE ) is available;
- 2.2.13 Follow the Company Health and Safety Procedures;
- 2.2.14 Consult with employees on H&S matters;
- 2.2.15 Set a personal example with regard to Safety.
- 2.2.16 To deputise amongst other Managerial staff (where possible)to ensure smooth running should any member of staff be away for any long period of absence / illness.

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### 2.3 Individual Responsibilities of Company Operatives.

- 2.3.1 Ensure your Supervisor is aware of your status with regards skills cards ( CSCS ) so it can be recorded or arranged if appropriate;
- 2.3.2 Use the correct tools and equipment for the job, together with any safety equipment and clothing provided;
- 2.3.3 Keep all tools and equipment clean and in good condition;
- 2.3.4 Work at all times with safety in mind, including the welfare of others who may be affected by your actions;
- 2.3.5 Do not improvise or tamper with any plant or machinery;
- 2.3.6 Report to your supervisor any defect of plant or machinery;
- 2.3.7 Ensure all unattended plant or machinery is safe and secure;
- 2.3.8 Report personal injuries and ensure an entry is made in the site accident book;
- 2.3.9 Do not operate any plant or machinery you are not authorised or trained to use;
- 2.3.10 Observe Safety notices and work in accordance with any Method Statement or Safety procedures that exist;
- 2.3.11 Observe any H&S information sent out from this company;
- 2.3.12 Act responsibly at all times, refrain from horseplay and discourage practical jokers;
- 2.3.13 Follow the Company Health and Safety Procedures;
- 2.3.14 Set a personal example with regard to Safety.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.1 **Introduction:**

Chisholm & Winch ( Contracts ) Limited shall ensure that as far as is reasonably practical it will provide for the following:

- 3.1.1 The Health, Safety and Welfare of its employees at work and anyone who may be affected by its operations of work;
- 3.1.2 These measures will also be aimed at others who may be affected by the day to day activities of the Company;
- 3.1.3 To ensure well maintained plant, using the correct tools and equipment for the work and ensuring to consult manufacturers recommendations in the use of same;
- 3.1.4 Written procedures as required to ensure safe practices and the use of safety equipment provided;
- 3.1.5 Safe working places with clear access and egress;
- 3.1.6 Employees are expected to involve themselves in all safety matters and report any unsafe equipment and/or dangerous situation whether the Company's or others, to the management immediately;
- 3.1.7 Management and Supervisory Staff are responsible for ensuring the persons under their control comply with, and make provision for, the implementations of the Policy and also ensure that all works are carried out in a safe working manner;
- 3.1.8 The Company accept their legal responsibilities concerning the Health, Safety and Welfare Act at that time, but at the same juncture, employees and sub-contractors must be made aware of their own obligations in Law, not only to work in a safe manner, but to co-operate in all efforts to create a general safe working environment;
- 3.1.9 It is the aim of the Company to ensure and achieve a good Health, Safety and Welfare record and generally to encourage the support and co-operation of all employees, sub-contractors and others, to make possible that achievement;
- 3.1.10 The Company will provide instruction, training and information to all employees necessary to ensure their safety at work;

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.1 Introduction:continued:

3.1.11 To provide adequate welfare facilities;

3.1.12 The Company will provide the appropriate personal protective clothing and equipment ( PPE ) which will be worn and used in compliance to the statutory regulations;

3.1.13 The Company will consult with employees on H&S matters by way of issuing information on latest 'Hot Topics' that will be displayed on site notice boards, producing and issuing H&S Newsletters, displaying on sites H&S Posters on current subjects, holding meetings with Site Management and Supervisory staff when required, to discuss any H&S matters arising;

3.1.14 It is a condition precedent that in respect of the use away from the insured's own premises of Oxy-acetylene welding equipment or other plant , the use of which involves the application or production of heat, a Hot Works Permit shall be issued or obtained from a Main Contractor, whichever is applicable, ensuring all procedures are met as a minimum:

The area in which work is to be carried out shall be adequately cleared, and all combustible materials shall be moved to a distance not less than seven metres (twenty feet) from the work;

If work is to be carried out overhead, the area beneath shall be similarly cleared and combustible materials moved as above;

A suitable nine litre (two gallon) capacity fire extinguisher shall be kept available for immediate use;

Oxy-acetylene guns, blow lamps and blow torches shall be lit immediately before and extinguished immediately after use;

Oxy-acetylene guns, blow lamps and blow torches shall not be left unattended when lit;

A thorough examination shall be made in the area in which Hot Works have been carried out, half an hour after the termination of each period of work to ensure no fire risk exists.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.2 **Current Acts & Regulations:**

The Health and Safety at Work etc Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Workplace ( Health, Safety and Welfare ) Regulations 1992  
The Provision and use of Work Equipment Regulations 1998  
The Lifting Operations and Lifting Equipment Regulations 1998  
The Manual Handling Operations Regulations 1992  
The Health and Safety ( Display Screen Equipment ) Regulations 1992  
The Personal Protective Equipment at Work Regulations 1992  
The Fire Precautions Act 1971  
Fire Precautions ( Workplace ) Regulations 1997, Amendment 1999  
The Factories Act 1961  
The Offices, Shops and Railway Premises Act 1963  
The Control of Substances Hazardous to Health ( COSHH ) Regulations 1999  
The Electricity at Work Regulations 1989  
The Gas Safety ( Installation and Use ) Regulations 1998  
The Noise at Work Regulations 1989 - Superseded in 2005/6  
The Abrasive Wheels Regulations ( Schedule 9 ) 1970  
The Health and Safety ( First Aid ) Regulations 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
The Construction ( Health, Safety and Welfare ) Regulations 1996  
The Construction ( Head Protection ) Regulations 1989  
The Construction ( Design and Management ) Regulations 2015  
The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972  
Consultation with Employees:  
    The Safety Representatives and Safety Committees Regulations 1977  
    The Health and Safety ( Consultation with Employees ) Regulations 1996  
The Health and Safety Information for Employees Regulations 1989  
The Health and Safety ( Safety Signs and Signals ) Regulations 1996  
The Ionising Radiations Regulations 1985  
The Control of Pesticides Regulations 1986  
The Confined Space Regulations 1997  
The Control of Lead at Work Regulations 1998  
The Control of Asbestos at Work Regulations 2006  
The Work at Height Regulations 2005  
The Control of Vibration at Work Regulations 2005  
The Control of Noise at Work Regulations 2005  
The Regulatory Reform ( Fire Safety ) Order 2005



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### 3.0 Arrangements / Procedures to be followed:

#### 3.3 **Preliminary Procedures**

Tendering & Planning;

At tendering, negotiating and planning stages, the requirements of this policy must be taken into account, along with those identified in the Clients / Principal Designers pre-tender H&S Plan under CDM Regulations 2015;

Any aspects of work not covered by this policy must be planned by the site/workplace management in conjunction with advice from Safety Advisor/s and any written procedures defined;

Pre-contract meetings will be held with the Safety Advisors if particular H&S matters require discussion;

Training & Development;

In order to ensure a skilled and competent workforce and meet the requirements of regulation 11 of the Management of Health and Safety at Work Regulations 1992 and the requirements of the Construction ( Design and Management ) Regulations 2015 all staff will receive training and development in H&S to ensure they are competent to undertake the work allocated to them. They will also receive periodic refresher training to update their knowledge and skills to take account of changed work activities and consequently changes to risk environments;

To ensure that this policy requirement is met;

Employees will:

Specify to their Supervisor any training need which directly impacts on their competence to undertake duties allocated to them;

Co-operate in undertaking any on/off the job training and development focused at improving their competence.

Supervisors/Managers will:

Collate the identified needs of their staff and communicate these to the company Training Manager;

Undertake and organise specific on-the-job training and development experiences to improve the competence of their staff and increase the flexibility in undertaking work activities.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.3 **Preliminary Procedures**, continued

The Training Manager will:

Develop an annual training plan identifying priority needs and budgetary requirements;

Implement the plan and assess the effectiveness of the training undertaken;

Maintain current records, on an individual basis, of their training history and requirements for refresher training;

Meet any short term need for training of contractors personnel being inducted on to company sites to ensure their competence in the emergency procedures and site requirements and any other requirements identified in the H&S Plan.

Sub-contractors:

The selection of competent and well resourced sub-contractors will take into account their Safety Policy, accident record, and previous performance with respect to accident and ill health prevention on site;

All sub-contractors will receive a copy of the company Policy Statement with every order placed. Their acceptance of the order will be deemed to include acceptance of the requirements of our company HS&W Policy.

Suppliers:

Upon request suppliers will be required to confirm that the article or substance supplied or to be supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned or maintained, in accordance with Section 6 of the Health and Safety at Work etc. Act 1974;

All information received from suppliers will be passed to site/workplace, Management for implementation of sufficient Method Statement/Risk Assessments.

Protection of Public:

All necessary measures required for the protection of the public will be allowed for and planned. In particular, taking into account the recommendations contained in HSE Guidance HSG 151, " Protecting the Public - Your Next Move ".

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### 3.0 Arrangements / Procedures to be followed:

#### 3.3 **Preliminary Procedures**, continued

##### Notifications:

The Contracts Manager will notify the Safety Advisors of all new sites that require regular inspections/audits, giving as much notice as possible;

The Contracts Manager will make any necessary notifications in respect of F10 Certificate or Emergency Services.

##### Documentation:

The Contracts Manager will ensure that a complete copy of the company HS&W Policy is issued to site/workplace for reference, also a copy of the current Employers Liability insurance certificate is issued for display;

The Site Supervisor must ensure that all documentation is displayed as necessary and that the HS&W Policy is available for reference;

The Contracts Manager will ensure that an A-Z indexed file be issued to site for reference and completing throughout duration of project;

The Contracts Manager will ensure that all statutory notices, regulations, registers and accident report forms will be issued to site/workplace;

The Contracts Manager will ensure that all necessary documentation, as required by the H&S Director, is to be sent back to Head Office. This is to include:

Appendix1 - Monthly Accident Audits;

Appendix 3 - Weekly Tool Box Talks attendance registers;

Appendix 2 - Method Statement/Risk Assessment signed awareness page.  
( Section 17 of Method Statement / Risk Assessment )

The Site Supervisor must ensure that all registers, site inspection reports and any other documentation relating to H&S are returned to the Head Office for safe keeping at the completion of the project and the Company Secretary is responsible for ensuring that this documentation is maintained in a safe place for a minimum of 3 years.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.3 **Preliminary Procedures**, continued

Prohibition/Improvement Notices:

If a Prohibition or Improvement Notice is issued by an inspector ( HSE, Local Authority ), the person to whom it is issued must comply immediately with any instructions on the notice and contact the H&S Director either directly or through their appropriate Manager;

The H&S Director will contact ( where required ) the Safety Advisors to provide advice and measures to comply with the notice;

When remedial measures have been taken the H&S Director will contact the Inspector who issued the notice to inform of actions taken. This will be confirmed in writing;

Copies of such notices should be included in the relevant section of the on-site H&S Plan for reference.

Refer to:

Appendix1 - Monthly Accident Audits;

Appendix 2 - Method Statement/Risk Assessment signed awareness page.  
( Section 17 of Method Statement / Risk Assessment )

Appendix 3 - Weekly Tool Box Talks attendance registers;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.4 **Company Car & Van Driving Policy :**

Ensure Head Office has a copy of your licence showing all current endorsements.  
A new copy must be forwarded upon any change to the licence ( Insurance Requirement );

Make Regular inspections for obvious defects and ensure any defects noticed are rectified without delay;

Drive in accordance with the Road Traffic Legislation and the Highway Code at all times and be careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes;

Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any H&S Plan for the site in terms of access, speed limits and other control measures are complied with;

Ensure before reversing that there are no obstructions or people behind the vehicle;

Report all accidents or damage, however minor, to a Director;

Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to a Director without delay;

Ensure your vehicle is serviced in accordance with the manufacturers requirements, and you are aware when the next service is due;

Check lights, tyres, oil, water, windscreen wipers and washer reservoir,etc. at least every week;

Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle;

Ensure the vehicle is adequately cleaned on a regular basis and is free from " clutter " which may have an adverse effect on your driving capability;

Do not allow unauthorised persons to drive the vehicle. Check with a Director if you require clarification .

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### 3.0 Arrangements / Procedures to be followed:

#### 3.5 **Monitoring, Evaluation and review of HS&W Policy:**

In order to comply with section 2(3) of the Health and Safety at Work et. Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1992 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the company's activities and reflects best practice in safely achieving work objectives;

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to its implementation and techniques of risk assessment / control;

The outcomes of this Monitoring, Evaluation and Review is to ensure:

The maintenance and development of an effective Health ,Safety and Welfare Policy;

The maintenance and development of an effective organisation to implement this Health, Safety and Welfare Policy;

The maintenance and development of improving performance standards;

The implementation of remedial action by responsible person(s) when failures or gaps in this Health, Safety and Welfare Policy;

To achieve these outcomes all Supervisors and employees must constantly evaluate their work activities in relation to this Health, Safety and Welfare Policy and bring to the notice of the H&S Director any areas where this Policy is inadequate or ineffective.

The Company will make arrangements for the appointed Safety Advisor to visit the Company's sites at regular intervals to identify and report on any hazards, lack of control measures or breaches of regulations. The H&S Director will view these findings to establish where the appropriate procedures in this Policy have not been complied with or are deficient and action can be taken to ensure similar problems do not occur on other sites.

Refer to:

Appendix 11 - H&S Inspection Audit

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### 3.0 Arrangements / Procedures to be followed:

#### 3.6 **Risk Assessments:**

The Management of Health and Safety at Work Regulations 1992 place duties on employers and the self-employed to take certain actions as summarised below:

Assess the risks to the health and safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements will be acceptable provided arrangements for identifying additional risks are in place;

Where the risk is considered to be significant, then this must be recorded in writing and, where relevant, identify those groups of employees being especially at risk;

Risk Assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly;

Health surveillance must be provided where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions;

Appoint a competent person to assist in complying with requirements;

Establish emergency procedures to be followed in the event of serious or imminent danger including competent person/s to implement evacuation procedures;

Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures etc. and obtain their understanding of same by way of compiling employees signatures and names on a page linked to the specific Risk Assessment;

Co-operate fully with other employees where work areas are to be shared, by exchanging information on the protective measures and risks associated with each other's activities, and subsequently pass such information to employees in those areas;

Employees are to be provided with relevant training in respect of:

Duties and tasks allocated to them;

Induction on first being employed;

When transferred to new work or given increased responsibility;

continued.

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### 3.6 **Risk Assessments** - continued

When changes in work equipment or methods are introduced;

Where it is identified that further training is required;

Any training must be repeated periodically and take account of changes, and must also take place during working hours.

Assess the risks to health and safety of new or expectant mothers at work and/or young persons and undertake measures to avoid such risks.

#### **Employees also have duties as follows:**

They must use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment etc;

Inform the employer ( or nominated person ) of any dangerous work situation or any matter that is considered to be a shortcoming in his/hers employer's health and safety protection arrangements.

#### **Definitions:**

**Hazard** - this is something that has the potential to cause harm;

**Risk** - is the chance, high or low, that somebody will be harmed by the hazard;

**Assessment of Risk** - this will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

#### **General Procedures:**

**Step 1** - Look for the hazards;

**Step 2** - Decide who might be harmed and how;

**Step 3** - Evaluate the risks and decide whether existing precautions are adequate or more should be done;

**Step 4** - Record your findings;

**Step 5** - Review your assessment and revise if necessary.

Refer to HSE document - **5 Steps to Risk Assessment** - for further guidance.

Refer to Samples - Appendix 2 - Method Statement/Risk Assessment  
Appendix 4 - Noise Assessment



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### 3.0 Arrangements / Procedures to be followed:

#### 3.7 **Planning & Control:**

An effective Safety Management System ( SMS ) will use this Health, Safety and Welfare Policy as a foundation to influence activities and decisions, including those concerned with resource selection, design and operation of working systems, design and delivery of products/services, and the control/disposal of waste.

This Company maintains an improving performance by putting this Policy into effective practice and creating positive attitudes, involvement and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling **all** employees to contribute to the effort by good co-operation.

Risk Assessment methods are used to set priorities and objectives for hazard elimination and thus reduce the risk , by establishing performance standards and identifying specific actions required. Planning is the important feature of this system, by allowing hazards to be identified and eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured and objectives for improvement can be identified. The control of risks is achieved by effective monitoring which looks at the fixed elements of activities such as ; premises, plant, equipment, substances etc. and the variable elements such as; people, procedures and working systems.

**Reactive** monitoring such as Accident/Incident investigation can identify failures of control measures, but **Proactive** monitoring seeks to identify those failures before the Accident/Incident occurs. In both cases the objectives are to identify not only the immediate causes of sub-standard performance, but also any underlying causes which may have implications for the Safety Management System ( SMS ).

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:**

The Construction ( Design and Management ) Regulations 2015 requires that certain key appointments ( see below ) be made and details the responsibilities of these appointees.

Companies may fill between 1 and 4 of these posts, e.g as a client the company may also make the in-house appointments of Principal Designer, Designer and Principal Contractor. Whichever posts are being filled, the following relevant parts will be the company policy for implementing the regulations:

- Part 1 **Client**
- Part 2 **Principal Designer**
- Part 3 **Designer**
- Part 4 **Principal Contractor**
- Part 5 **Contractor**
- Part 6 **Workers**

The following pages, 22 to 29 are summaries of who does what and when.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 1 - Duties of **Client - Concept Phase :**

Structure all contracts to allow **dutyholders** to carry out their duties.

Ensure that design specifications require any structure to be designed so as to comply with the provisions of the Workplace (Health, Safety & Welfare) Regulations 1992.

Ensure that every person designing the structure and every **Contractor** who has been or is likely to be appointed by the client is promptly provided with relevant information in the **Clients** possession eg:-

Information about the site such as any as-built drawings, asbestos surveys etc,  
Information required by the designer,  
The amount of time which will be allowed to **Contractors** directly appointed.

Appoint a **Designer** after assessing their competences as being suitable for the project.

Appoint a Principal Designer where the project is notifiable after assessing their competences and resource as being suitable for the project.

Where the project is not notifiable, the **Client** should consider how he will obtain suitable and sufficient advice to manage his H&S obligations.

Consider the format of the Health & Safety File.

Ensure there are effective management arrangements in place throughout the life of the project.

##### Part 1 - Duties of **Client - Design Phase :**

Continue to provide Pre-Construction H&S information.

Consider any specific requirements that may have to be included in Pre-Construction information and tender documents.

Consider how to ensure that the **Contractor/s** will be able to meet their obligations to provide welfare facilities and how early the provision of these may be achieved.

Where the form of contract allows, involve the **Principal Contractor** and any **Specialist Contractor/s** in order to ensure that designs are buildable and can be constructed with due consideration of H&S.

Ensure that **Designers** have robust procedures to ensure that H&S is properly considered at all stages of design development.

##### Part 1 - Duties of **Client - Tender Phase :**

Ensure that Pre-Construction information forms part of the tender documentation.

Ensure the tender documents inform the **Contractor** of any arrangements for providing welfare facilities for the workforce, including existence and use of any statutory authority provisions (eg. Electricity, gas, water etc.)

Ensure that **Contractor/s** on the tender list have sufficient and suitable competences and resources appropriate for the project.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 1 - Duties of **Client - Tender Phase :**

Allocate a proper and reasonable time for **Contractor/s** to plan and price with regards H&S.  
Allocate a proper and reasonable time for **Contractor/s** to mobilise after award of contract.

##### Part 1 - Duties of **Client - Construction Phase :**

Ensure the **Principal Contractor** has adequate time to develop a Construction Phase H&S Plan prior to work commencing.

Ensure the **Principal Contractor** has suitable and adequate arrangements for welfare facilities.

Ensure that, should there be additional or changed scope of work, sufficient time is allowed to enable all other **Dutyholders** to carry out their duties.

Co-ordinate own work with others to ensure the safety of those carrying out the construction work and others who may be affected by it.

##### Part 1 - Duties of **Client - Post Construction :**

Receive H&S File from Principal Designer.

Provide H&S File to maintenance and future construction workers who may require the information.

Update H&S File with any changes.

##### Part 2 - Duties of Principal Designer - **Concept Phase:**

Inform the **Client** of his duties.

Notify the project (if required) to HSE via form F10.

Discuss H&S information required from the **Client**.

Propose timetable for Pre-Construction information.

Discuss content and format of H&S File.

Consider the contents required for the Pre-Construction information and liaise with all information sources including statutory authorities.

Advise the **Client** on the competences and resources which **Designer, Principal Contractor** and **Contractor/s** will require.

Ensure that adequate arrangements are in place for managing the project.

##### Part 2 - Duties of Principal Designer - **Design Phase:**

Co-ordinate design work where relevant to H&S.

Collect the information received from the **Client** and ensure that is distributed in a convenient form to everyone who requires it. The information must be given to all involved in the design and must be incorporated in the Pre-Construction information. issued to all tenderers.

continued

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 2 - Duties of Principal Designer - **Design Phase:**

Liaise with **Design teams** as the design develops to ensure suitable arrangements are in place and are implemented for the co-ordination of H&S measures during planning and preparation for the construction phase.

Facilitate co-operation and co-ordination between all persons concerned in the project.

##### Part 2 - Duties of Principal Designers - **Tender Phase:**

Provide Pre-Construction information with the tender documents.

Ensure that the Pre-Construction information goes to every party involved in the project, including any **Contractor** appointed or likely to be by the **Client**.

If required, advise the **Client** in selecting the **Principal Contractor**.

Plan and structure the content of the H&S File and include information on it in the tender document so the Principal Contractor is aware of the level of information they need to provide and what they need to obtain from **Contractor/s**.

Continue to facilitate co-operation and co-ordination.

##### Part 2 - Duties of Principal Designers - **Construction Phase:**

Liaise with the **Principal Contractor** on the contents of the H&S File and compile the contents into the format required by the **Client**.

Liaise with the **Client, Design team, Principal Contractor** and any relevant **specialist Contractors** to ensure that the design development during the construction phase takes place with proper regard to H&S. Consider the form of contract when planning lines of communication.

Update the F10 notification to HSE when **Principal Contractor** is identified.

When required, advise the **Client** of the adequacy of the **Principal Contractors**

Construction Phase Plan that is required before construction can commence.

Continue to facilitate co-operation and co-ordination between all persons concerned with the project.

Ensure that **Principal Contractor** and **Contractor/s** have systems to manage H&S in their temporary works procedures and other designs under their control.

The Principal Designer does NOT have any responsibilities to monitor the activities of the **Principal Contractor** and there **Contractor/s**.

##### Part 2 - Duties of Principal Designer- **Post Construction :**

Hand H&S File to the **Client**.

continued

3.0 Arrangements / Procedures to be followed:

3.8 **Construction ( Design and Management ) Regulations 2015:** continued

Part 3 - Duties of **Designer - Concept Phase:**

Ensure that the **Client** is made aware of his duties under the regulations before commencing any design work on any project. When preparing or modifying a design, take steps to avoid risks to the H&S of any person on any project. Consider construction, use, maintenance and eventual demolition. Consideration must be given to members of the public as well as the workers involved in the construction, use, maintenance and eventual demolition.

Identify hazards and, so far as is reasonably practicable eliminate hazards that may give rise to risks and then to reduce risks from any remaining hazards.

Ensure that any structure designed for use as a workplace has been designed so as to comply with the provisions of the Workplace (Health, Safety & Welfare) Regulations 1992.

Liaise with the Client and ensure that the information given by the Client (eg. knowledge of contamination) is taken into account during all phases of the design.

In the case of additional work or changes to the scope of work, **Designers** will co-operate and co-ordinate to allow other Dutyholders to carry out their duties.

Lines of communication may vary depending upon the form of contract used to procure the contract. Lines of communication must be clearly established as soon as possible.

Part 3 - Duties of **Designer - Design Phase:**

All Projects : -

Continue to develop design in accordance with principles of criteria set out in Concept Phase.

Co-operate and co-ordinate with **Client, Principal Designer** and **Contractors** ensure that information is shared. **Designers** must also co-operate and co-ordinate with other **Designers**, specifiers and manufacturers who can contribute to the design process.

Help prepare tender documentation and input to the Pre-Construction information so as to identify hazards and risks which the **Principal Contractor** will need to address in his tender.

Notifiable Projects : -

Ensure that a **Principal Designer** has been appointed before design commences. Every **Designer** shall ensure that all the information that is likely to be included in the Pre-Construction information is promptly provided to the Principal Designer.

continued

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 3 - Duties of **Designer - Tender Phase:**

Continue to develop design.

Continue to co-operate with all other parties : - including any clarifications required and considering suggestions from **Principal Contractor/s** and **Contractor/s** as they are identified.

##### Part 3 - Duties of **Designer - Construction Phase:**

Continue to develop design - in the case of additional or change of scope works ensure that the **Principal Designer**, the **Principal Contractor** and **Contractor/s** are fully involved at an early stage so that H&S Plans, Risk Assessments and Method Statements can be updated.

Continue to co-operate and co-ordinate.

Provide information to the **Principal Designer** for the H&S File.

##### Part 4 - Duties of **Principal Contractor - Concept Phase:**

If involved at this stage consider if you possess the competences and resources to carry out the project safely with due regard to H&S. If additional competences or resources are identified as being required, source them as soon as is possible.

Consider the H&S issues of the project and co-operate and co-ordinate with all **Dutyholders** to input into the development of the project. In particular to identify hazards and risks and how to eliminate or investigate the effects.

Consider any temporary works which may be required and liaise with the **Principal-Designer** and **Designer** to ensure that such works can be incorporated into the project with due regards to H&S.

##### Part 4 - Duties of **Principal Contractor - Design Phase:**

Continue duties identified for the **Concept Phase**.

##### Part 4 - Duties of **Principal Contractor - Tender Phase:**

Consider the Pre-Construction information when compiling the tender.

Ensure that the tender includes plans for providing welfare from the start of construction work for all persons at work who are under their control.

Continue to co-operate and co-ordinate as with the **Design Phase**.

Identify **Contractors** and ensure that they provide input into H&S at an early stage.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 4 - Duties of **Principal Contractor - Construction Phase:**

Construction work should NOT commence until : -

The **Client** is aware of his duties.

A **Principal Designer** has been appointed and a F10 issued for notifiable projects.

Suitable and adequate welfare facilities are available.

A suitably developed Construction Phase plan has been developed and approved by the **Client**.

Continue to plan, manage and monitor construction work carried out by them or under their control in a way which ensures, so far as is reasonably practicable, that it is carried out without risks to H&S.

Ensure that **Contractor/s** engaged for the project have adequate and appropriate competences and resources to carry out their work.

Ensure that the **Contractor/s** appointed are informed of the amount of time they will be allowed for planning and preparation before construction work can begin.

Provide relevant parts of the Construction Phase Plan and other information to **Contractor/s** in time for them to commence their work.

Ensure their own workforce and that of **Contractor/s** are provided with information and training (including induction) which they need for the work to be carried out safely and without risk to health, including : -

Risk Assessments and Method Statements.

Site rules

Procedures to be followed in case of serious or imminent danger.

The identity or persons nominated to implement those procedures.

Methods of consultation between management and the workforce.

Take reasonable steps to prevent access by unauthorised persons to the site.

If additional or changed scope of work is required, liaise with the **Designer** and **Principal Designer** to ensure they can carry out their duties.

Pass on all relevant information promptly to the **Principal Designer** to compile the H&S File.

Make sure that suitable procedures are in place to ensure that the workforce is consulted on H&S issues which may arise from their work.

##### Part 5 - Duties of **Contractor/s - Concept Phase:**

If involved at this stage consider if you possess the competences and resources to carry out the project safely and with due regard to health. If additional competences are identified as being required, source them as soon as possible.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 5 - Duties of **Contractor/s - Concept Phase:**

Consider the H&S issues of the project and co-operate and co-ordinate with all **Dutyholders** to input into the development of the project. In particular to identify hazards and risks and how to eliminate or investigate the effects.

Consider any temporary works which may be required and liaise with the **Principal Designer, Designer and Principal Contractor** to ensure that such works can be incorporated into the project with due regard to H&S.

##### Part 5 - Duties of **Contractor/s - Design Phase:**

Continue duties identified for the **Concept Phase**.

##### Part 5 - Duties of **Contractor/s - Tender Phase:**

Consider the Pre-Construction information when compiling the tender.

Ensure that the **Principal Contractor** has sufficient information (number of workers, etc) in order to properly plan for suitable welfare facilities.

Continue to co-operate and co-ordinate as with the design phase.

Identify any sub-contractors and ensure that they provide input into H&S at an early stage.

Ensure that any sub-contractors are informed of time that will be allowed for them for planning and preparation before they start construction work.

##### Part 5 - Duties of **Contractor/s - Construction Phase :**

All Projects

**Contractor/s** shall not commence work until they : -

Are aware of other **Dutyholders** with whom they must co-ordinate and co-operate.

Ensure suitable and adequate welfare facilities are available.

Suitable inductions, updated as the project proceeds, have been produced and a robust system ensuring all of the workforce receive such suitable induction/s prior to starting work is in place.

A meaningful system is in place to ensure that the workforce is consulted on H&S matters concerning their work and that of adjacent workers.

Ensure workforce and any sub-contractors you wish to employ have sufficient resources and competences.

Ensure that the workforce and any sub-cons you wish to employ are aware of the agreed Method Statement and have the correct; Plant, Equipment, PPE, etc. to ensure workers are aware of procedures to be followed in the case of serious or continued

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### 3.0 Arrangements / Procedures to be followed:

#### 3.8 **Construction ( Design and Management ) Regulations 2015:** continued

##### Part 5 - Duties of **Contractor/s - Construction Phase :**

imminent danger and can carry them out.

Plan, manage and monitor construction work in a way that ensures, so far as is reasonably practicable, it is carried out without risks to H&S and obtain advice if necessary.

Provide employees and sub-cons with any H&S training by virtue of Reg 13(20)(b) of the Management of Health and Safety at Work Act 1999.

##### Notifiable Projects

Check that a **Principal Designer** has been appointed and the HSE notified.

If additional or changed scope of works is required, liaise via the **Principal Contractor** and the **Principal Designer** to ensure that they carry out their duties. Comply with any reasonable directions from the **Principal Contractor**, and with any relevant rules in the Construction Phase Plan. Tell the **Principal Contractor** of any problems / risks with the Plan or any accidents or dangerous occurrences, including RIDDOR reportable incidents.

Pass on all relevant information promptly to the **Principal Contractor** in order to be passed via them to the **Principal Designer** to complete the H&S File.

Ensure a Method Statement and Risk Assessment incorporating all aspects of H&S relating to the work has been agreed with the **Principal Contractor**.

##### Part 6 - Duties of **Workers - Concept Phase:**

If involved, discuss concepts and Method Statements with employer.

##### Part 6 - Duties of **Workers - Design Phase:**

If involved, liaise with employer and design team.

##### Part 6 - Duties of **Workers - Tender Phase:**

Take the opportunity, where provided, to input into the Method Statement.

##### Part 6 - Duties of **Workers - Construction Phase:**

Give feedback to employer via the agreed consultation methods.

Work to agreed Method Statement or approach employer with any suggestions on changes / improvements.

Use welfare facilities with respect.

Co-operate.

Give feedback - e.g two-way inductions.

Be vigilant for hazards and risks, be aware at all times.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.9 **Accident/Incident Reporting:**

All injuries or damages resulting from incidents on site or in other workplaces, however minor, must be reported to the H&S Director by the Site Manager or Supervisor;

This applies to injuries received by sub-contractors, members of the public, visitors etc., as well as Company employees;

A copy of the entry in the Accident Book must accompany the Monthly Accident Audit form which must be returned A.S.A.P following the end of the month that the Accident/ Incident occurred;

In the event of a fatal injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, ( RIDDOR ), the local office of the Health and Safety Executive ( HSE ) or the RIDDOR Incident Contact Centre ( ICC - 0845 300 9923 ) must be notified by telephone immediately by the Site Manager or Supervisor. A Monthly Accident Audit form must be returned at this time along with any correspondence from the HSE or ICC and a copy of the entry in the Accident Book;

The H&S Director or appointed person will carry out an investigation as soon as possible using form - Accident Investigation Report;

Where any injury to any person, as described in paragraph 2 above, results in the injured person being absent from work for more than 3 days (7 as of 06-04-12) the HSE or ICC must be contacted within 15 days of the Accident/Incident. These Incidents will then be investigated by the H&S Director or appointed person;

Accident Book GS 0309 will be available on each site and/or workplace to ensure any injured employee can record details of his/her accident/incident;

On completion of a contract the corresponding Accident Book will be returned to a Director at the Head office for the Company Secretary to file and keep for at least 3 years from the date of the last entry;

The Monthly Accident Audits from each site/workplace will be compiled by the H&S Director into graphs for comparison to previous years;

Refer to Samples -   Appendix 13 - Current Accident Book  
                                  Appendix 1 - Monthly Accident Audit  
                                  Appendix 8 - Accident Investigation Report

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### 3.0 Arrangements / Procedures to be followed:

#### 3.10 **Company Offices**

All offices and office facilities will be provided and maintained in accordance with the Workplace ( Health and Safety ) Regulations 1992, and applicable sections of the Offices, Shops and Railway Premises Act 1963, where not replaced by those Regulations;

Fire precautions shall be provided and maintained in accordance with the requirements of The Regulatory Reform (Fire Safety) Order 2005 and any recommendations given by the H&S Director;

A Fire Risk Assessment will be carried out, recorded and kept on file;

A procedure will be drawn up to be followed in the event of an emergency and any key personnel will be given training in the procedures and safe use of fire fighting equipment. Emergency drills will be organised at regular intervals. Date of drill and any comments arising will be recorded;

All fire fighting equipment will be provided in accordance with the current British Standard and will be serviced and maintained at regular intervals;

All office machinery will be sited and maintained correctly in accordance with manufacturer's recommendations;

All staff required to use office machinery will be given training and instruction in its use;

All access, stairways, emergency exits, etc. will be kept clear of all obstructions and well lit;

Offices will be planned to avoid trailing cables on floors to office equipment;

All fire alarms will be tested weekly and the test recorded. The Fire alarm system will be maintained and serviced at regular intervals;

All emergency exits will be checked at the start of each day by the H&S Director or nominated person;

All staff involved in manual handling of materials etc. will be given training in manual handling techniques;

All staff designated as " Users " of Display Screen Equipment will be trained in the use of the equipment in accordance with the assessment undertaken for each person / workstation.

Refer to Samples - Appendix 7 - Fire Risk Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.11 **Display Screen Equipment:**

The main hazards associated with this equipment include:

Work related upper limb disorders e.g. temporary fatigue or soreness in the joints of the arms etc. occupational cramp, chronic soft tissue disorders such as peritendinitis or carpal tunnel syndrome;

Prolonged static posture or awkward positioning;

Temporary visual fatigue - poor positioning, poor legibility of screen or documents, poor lighting, poor screen image;

Fatigue or stress;

Photosensitive epilepsy;

Environmental factors e.g. humidity, heating, ventilation, static electricity.

The H&S Director or nominated person will ensure that the following arrangements are carried out in connection with the use of this equipment:

Identify the equipment which is classed as a workstation and assess the risks to health and safety of those users ( those persons who use them habitually or for periods of an hour or more );

A Display Screen Equipment Risk Assessment will be carried for those persons / workstations identified also using a HSE - VDU Workstation Checklist for guidance. The findings of these will be recorded and kept on file;

Organise regular cleaning of the Display Screen Equipment;

Organise eye/eyesight tests at the request of users and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned;

Organise training for those persons defined as users of Display Screen Equipment to cover health and safety aspects associated, including, recognition of risks and their causes, adjustment of seating and equipment positions etc;

Ensure that any reported defective equipment is rectified or replaced as soon as possible. Where there is a risk to health and safety, the equipment will, if appropriate, not be used until remedied/replaced.

Refer to Sample - Appendix 5 - Display Screen Equipment Risk Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.12 **Selection and Control of Sub-contractors:**

Sub-contractors are sent questionnaires that must be returned so they can be assessed before they become 'Approved' for general use.

Typical questions asked are:

- Business Name;
- Address;
- Tel/Fax/ numbers/ Email addresses;
- Product/Operation/Service Provided;
- Are you a Limited Company;
- Do you operate a total Quality Programme;
- Provide copy of H&S Policy;
- Provide copy of Equal Opportunity Policy;
- Provide copy of Public Liability Insurance Certificate;
- Provide copy/s of other Insurances;
- Do you operate a Training Programme

Any Sub-contractor used is then subjected to an on-going review during and at the end of a contract to determine whether they remain on our 'Approved' list;

If a Sub-contractor doesn't have trained operatives for a particular task we take this on board and will arrange this so as to comply with PUWER Regulations.

Refer to Sample - Appendix 10 - Sub-contractor Questionnaire

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### 3.0 Arrangements / Procedures to be followed:

#### 3.13 **Sub-contractors Responsibilities:**

All Sub-contractors will be expected to comply with the Company HS&W Policy and must ensure their own Company Policy is made available on site whilst work is being carried out. They must comply with the requirements of any H&S Plan developed for the site and co-operate with arrangements made to ensure H&S on site;

All work must be carried out in accordance with the relevant statutory provisions and take into account the safety of others on the site and the general public;

A Method Statement/Risk Assessment associated with any substance, process or work activity on site which will be hazardous to H&S, must be provided to the project management before work commences for approval. Any material or substance brought on site which has health, fire or explosive risks must be used and stored in accordance with current regulations/recommendations and that information must be provided to any other person who may be affected on site;

Scaffolding used by Sub-contractors employees ( even when erected for other contractors ) must be inspected by their employer or competent person appointed by their employer to ensure that it is erected and maintained in accordance with the current regulations and codes of practice;

Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on site unless authorised;

All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with necessary guards and safety devices and with any necessary certification available for checking. Information on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided upon request and before work commences;

No power tools or electrical equipment of greater voltage than 110 Volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, in good condition and comply with the requirements of the Electricity at Work Regulations 1989;

Any injury sustained or damage caused by sub-contractors employees must be reported immediately to a site representative of this company;

Sub-contractors employees must comply with any safety instructions given by a site representative of this company.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.13 **Sub-contractors Responsibilities:** continued

This company has appointed a Safety Advisor/s to inspect sites and report on H&S matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action;

Suitable welfare facilities and 1st Aid equipment in accordance with the regulations must be provided by sub-contractors for their employees unless arrangements have been made for those to have the use of this companies facilities;

Sub-contractors are are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. are cleared as works proceed;

All operatives, sub-contractors, visitors, etc. on the companies sites will wear safety footwear and helmets at all times other than in areas specifically designated as "no risk" areas by site management. Safety Signage erected on site must be complied with at all times;

In accordance with the requirements of the H&S Plan a detailed Method Statement/ Risk Assessment will be required from Sub-contractors carrying out high risk activities e.g Asbestos removal, Steel erection, Demolition, Roofing, entry into Confined Spaces, etc. The Method Statement/Risk Assessment must be agreed with our company site representative before work begins and copies made available on site so that compliance can be monitored.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.14 **Environmental & Sustainability Policy:**

This company recognises its responsibilities to the environment.  
The aim of this policy is to:

- Comply with current environmental legislation;
- Consider and assess, taking action where necessary to continuously improve environmental practice;
- Emphasise to employees at all levels their own responsibility to the environmental well being, giving training and information where applicable;
- Display and provide this policy to all employees including Sub-contractors;
- Audit environmental and sustainability performance;
- Review this policy taking into consideration any audit findings annually as a minimum.

The Managing Director/ Senior Projects Manager or Site Supervisor/s will be responsible for implementing this policy and, as far as is reasonably practicable, ensure that:

- Any work is carried out in accordance with this policy;
- Measures are taken to prevent any surface, underground or atmospheric pollution;
- Noise pollution is kept to a minimum, as far as is reasonably practicable;
- Vehicle exhaust pollutants are kept to a minimum;
- Wild life and surrounding habitats, trees, flora, fauna, archaeological and heritage remains are protected as appropriate;
- Material wastage is kept to a minimum, as far as is reasonably practicable;
- Water and energy are conserved and recycling of materials is promoted;
- Environmental accidents are investigated, dealt with and preventative measures are enforced to prevent further occurrences.

The companies Safety Advisers perform environmental audits and are responsible for notifying of any non-conformities that may arise;

Mr.J.P.Winch - the H&S Director - has overall responsibility for the implementation of this policy.

Signed:



Date: 07/01/2016

J.P.Winch  
H&S Director

Refer to - Appendix 15 - Environmental Policy

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### 3.0 Arrangements / Procedures to be followed:

#### 3.15 **Procedure for New Employees (Apprentices) engaged by the Company:**

This procedure is to be carried out by the site/workplace Supervisor of the site/workplace where the new employee(s) will be required to work;

Explain to the new employee(s) what he/she will be required to do and to whom he/she will be directly responsible;

Show the new employee(s) where the HS&W policy is kept, explain its purpose and ensure the employee(s) is aware of his/her responsibilities;

Show the new employee(s) where copies of the regulations are kept, the H&S Plan etc. and ensure the employee(s) is aware of his/her responsibilities;

Ascertain if the new employee(s) has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.( refer to Pre-Employment Medical Questionnaire );

Undertake or arrange for the site induction training to be given to the new employee(s) and ascertain their existing competence level(s) identifying any immediate training needs required to be met before work tasks can be allowed;

Warn new employee(s) of any potential dangerous areas of operation on site or in the workplace;

Warn the new employee(s) of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, operating plant unless authorised etc;

Issue to the new employee(s) any protective clothing or equipment ( PPE ) necessary e.g. safety helmet, goggles, hi-visibility clothing, ear defenders, gloves etc and obtain their signature for the items issued. Ensure that the new employee(s) understand how to use and wear the equipment/clothing correctly;

Show the new employee(s) the location of the 1st Aid box and explain the procedure in the event of an accident, in particular the necessity to record all accidents/incidents, however trivial it may appear at the time.

#### **New Employees under 18 years old:**

Inform any of these employees that they must not operate any plant, use any power tools or equipment unless being trained under the **direct** supervision of a competent person.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.16 **Site Offices:**

Where applicable, site offices will comply with the requirements of the Offices, Shops and Railway Premises Act 1963. The Workplace ( Health, Safety and Welfare) Regulations 1992 may also apply ( except on construction sites where the site area is clearly fenced off from surrounding premises etc );

The Contracts Manager shall ensure all fire precautions are provided and maintained in accordance with requirements of The Regulatory Reform (Fire Safety) Order 2005 and any recommendations given by the H&S Director;

All fire equipment shall comply with the relevant British Standard and will be serviced and maintained at regular intervals. Training will be provided to members of staff in the safe use of the equipment;

The Site Supervisor will ensure that all offices are cleaned out daily and waste paper is not allowed to accumulate;

Any electrical installations shall be to the requirements of the IEE Regulations ( British Standard ) and shall be installed, tested, altered and maintained by qualified electricians only;

The Site Supervisor will ensure that any office equipment is installed safely and that it is maintained and serviced in accordance with the manufacturers recommendations;

Training will be provided, where applicable, in the use of office equipment and no person may operate or service machinery unless authorised to do so.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.17 **Welfare Facilities - Site ( inc. short term sites )**

Wherever ' construction work ' as specified in the Construction (Design & Management) (CDM) Regulations 2007 is undertaken, there is a statutory requirement to provide welfare facilities. Within these regulations they specify the requirements. In summary these are:

The company has to provide adequate toilet and washing facilities for all employees. 'Adequate' means the company has to provide:

Enough toilets and washbasins for those expected to use them - people should not have to queue for long periods to go to the toilet;

Where possible, separate facilities for men and women - failing that, rooms with lockable doors;

Clean facilities - to help achieve this walls and floors should preferably be tiled ( or covered in suitable waterproof material );

A supply of toilet paper and, for female employees, a means of disposing sanitary dressings;

Facilities that are well lit and ventilated;

Facilities with hot and cold running water;

Enough soap or other washing agents;

A basin large enough to wash hands and forearms ( if necessary );

A means of drying hands, e.g paper towels or a hot air dryer;

Showers where necessary.

You must always consider the needs of those with disabilities.

The law requires that you provide drinking water and ensure that:

It is free from contamination and is preferably from the Public Water supply;

It is easily accessible by all employees;

There are adequate supplies taking into consideration the temperature of the working environment and types of work activity;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.17 **Welfare Facilities - Site ( inc. short term sites ),** continued

Cups or a drinking fountain are provided;

Taps and containers are clearly and correctly labelled as drinking water.

We may need to provide chemical toilets and washing facilities if staff have to work in remote sites/workplaces without suitable plumbing and a water supply;

If the work activity requires employees to change into and wear specialist clothing we will provide enough changing rooms for the number of people expected to use them. Where a changing room is provided it should:

Be readily accessible;

Contain, or lead directly to, clothing storage and washing facilities;

Provide seating;

Provide a means for hanging clothes - a hook or peg;

Ensure the privacy of the user;

Allows wet clothing to be hung up to dry out during the course of day/night;

Try to prevent employees own clothing coming into contact with work-soiled clothing or getting dirty or wet;

Be well lit and ventilated;

There should be a suitable seating area for workers to use during breaks. It needs to be clean and where food will not get contaminated. There should be washing facilities nearby, and a means of heating food or water ( for hot drinks ). You must maintain good hygiene standards at all times;

You do not have to provide a room for those who smoke, however, you must provide a working environment where people can work without being irritated by smoke. The most effective way of doing this may be to prohibit smoking in all but a few designated rooms;

If, it is reasonably practicable to do so, you must provide a room for pregnant women/nursing mothers to rest or lie down.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.17 **Welfare Facilities - Site ( inc. short term sites ),** continued:

The following tables show the minimum number of toilets and washbasins that you should provide:

Table 1: No. of toilets and washbasins for mixed use ( or women only )

No. of people at work:	No. of toilets:	No. of washbasins:
1-5	1	1
6-25	2	2
26-50	3	3
51-75	4	4
76-100	5	5

Table 2: No. of toilets used by men only

No. of men at work:	No. of toilets:	No. of urinals:
1-15	1	1
16-30	2	1
31-45	2	2
46-60	3	2
61-75	3	3
76-90	4	3
91-100	4	4

Where short term work is to be carried out on a site where the provision of huts or mobile unit/s is not reasonable practicable, the minimum of equipment to be carried in vehicles is:

Drinking water container;

Means of boiling water;

Hand cleanser in dispenser;

Paper towels or other suitable means of drying hands;

Storage facilities for protective clothing;

Adequate 1st Aid equipment.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.18 **1st Aid Arrangements:**

The Contracts / **Office** Manager will establish the necessary 1st Aid arrangements for the site determined by the expected risk environment, employee/contractor population, available local hospital facilities, and the requirement of the H&S Plan;

In order to meet the requirements of the Health and Safety ( First Aid ) Regulations 1981 for the provision of suitable person(s) to administer 1st Aid, the Contracts / **Office** Manager must ensure when establishing the site / **office** staff, that sufficient numbers of trained and certificated 'suitable persons' are appointed to the site;

Where the numbers of employees/contractors to be employed on the site / **office** is large, then consideration must be given to providing appropriate facilities to administer 1st Aid, such as a dedicated room in the office accommodation;

The Site Supervisor / **Office Manager** will establish the necessary procedures and arrangements to:

- Communicate the 1st Aid facilities to all persons on site through the site induction procedure;

- Communicate the names of suitable person(s) to all person(s) on site;

- Ensure that 1st Aid materials are replenished when used;

- Ensure the 1st Aid facilities are not abused;

- Arrange all necessary 1st Aid equipment, with guidance from the H&S Director if needed.

Appropriate 1st Aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised 1st aid provision, then appropriate personnel will be trained for that requirement;

The Site Supervisor / **Office Manager** will ensure that all arrangements for 1st Aid are established and that they are used and maintained to the required standards;

All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training;

Where the company is utilising arrangements made by the Principal Contractor then any deficiencies in that provision must be reported.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.18 **1st Aid Arrangements**, continued:

The use of 1st Aid facilities and materials should be recorded, with a record maintained in the H&S Plan;

Arrangements should include:

The nomination of 'suitable persons' trained and certificated to 1st Aid certificate level by an approved organisation e.g. St.John Ambulance, Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on site;

Means of communicating the arrangements made, to all employees, visitors, and contractors with reference to the emergency plan ( Fire and Evacuation ) where appropriate;

A place or room set aside for the administration of simple 1st Aid procedures;

A means of recording on a suitable form the 1st Aid treatment given. This should include patients name/address, patients occupation, date of entry, date/time of accident, place/circumstance of the accident, injury details and treatment given, signature of person making the entry;

The maintenance of 1st Aid materials at appropriate levels( as stock guidance cards ) in the 1st Aid containers.

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 1 litre should be provided;

**Eye baths/ Eye cups/ Refillable containers should not be used for Eye irrigation.**

An appointed person is someone you choose to:

take charge when someone is injured or falls ill, including calling an ambulance if required;

Look after the 1st Aid equipment, e.g re-stocking the 1st Aid container.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.18 **1st Aid Arrangements**, continued:

Appointed persons should not attempt to give 1st Aid for which they have not been trained. An appointed person should be available at all times people are at work on site;

A 1st Aider is someone who has undergone a training course in administering 1st Aid at work and hold a current 1st Aid at Work (FAW), or Emergency 1st Aider at Work (EFAW - for Lower Risk environments only) certificate approved by the HSE

Suggested numbers of 1st Aid personnel:

Category of Risk:	No.s employed at any location:	Suggested no.s of 1st Aid personnel:
<b>Lower Risk e.g</b> shops, offices, libraries.	Fewer than 25	At least one appointed person
	25-50	At least one 1st Aider trained in EFAW (Emergency 1st Aider at Work)
	More than 50	At least one 1st aider trained in FAW (1st Aid at Work) for every 100 employed (or part thereof)
<b>Higher Risk e.g</b> light engineering, assembly work, food processing, warehousing, most construction, slaughterhouses, chemical manufacture, extensive work with dangerous or sharp instruments.	Fewer than 5	At least one appointed person
	5-50	At least one 1st Aider trained in EFAW (Emergency 1st Aider at Work) or FAW (1st Aid at Work) depending on the type of injuries that might occur
	More than 50	At least 1 additional 1st Aider trained in FAW (1st Aid at Work) for every 50 employed (or part thereof)

Refer to Sample - Appendix 13 - Current Accident Book

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### 3.0 Arrangements / Procedures to be followed:

#### 3.19 **Work in Shools**

The main hazards associated with this work are:

Presence of pupils and staff who could be exposed to hazards related to the work;

Falls/Falling materials;

Unsafe access;

Dust, noise, fumes, etc;

Trailing electrical leads;

Excavations.

All work will be tendered for, or negotiated, in accordance with the relevant standards and the appropriate Risk Assessments carried out.

The Contracts Manager will ensure the following arrangements are made before work commences:

Specific contact with the appropriate representatives will be made at pre-contract stage to discuss the work operations and timing. The requirements of the H&S Plan will be discussed and implemented, as per ( CDM ) Regulations 1994;

Liaison with the School Head or appointed representative will be maintained during the contract, with specific regard for work planning;

The need for Safety Signs to be posted, boundary fences and barriers etc. will be considered prior to the project starting, and then displayed/ erected where and when relevant;

Appropriate Risk Assessments will be carried out, where necessary, including those for Manual Handling, COSHH and noise.

Adequate site supervision will be provided and maintained during the project. This may need to be more rigorous than in standard projects, where direct interface with children is not a significant risk.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.19 **Work in Shoals**, continued:

##### Control Measures:

The requirements of the H&S Plan must be implemented where practicable prior to the commencement of any work, and monitored throughout the project;

Where possible , separation of the working areas from occupied areas will be carried out by the use of boarding/sheeting at least 2 metres high, or for temporary areas by a demarcation of at least 2 metres distance;

The erection of barriers/scaffold etc. will be carried out when staff/pupils are not present unless present inside the working area already defined;

Access points to staff, pupils and public will be adequately protected;

Access points to scaffolding, including ladders, will be secured to prevent by children;

Access to/from fire exits will be maintained at all times;

Method Statement/Risk Assessments will be drawn up for the identification and removal, where possible, of any risks;

Methods for paint stripping will be considered ( old paint may contain lead );

The prevention of any nuisance from dust, noise, fumes, etc. will be ensured;

COSHH assessments will be available prior to work commencing, where possible, and kept on site for reference;

All work in rooms/areas above occupied areas will be carefully considered to ensure no risks to those below;

110 Volt portable equipment will be used and trailing leads will be kept out of any access areas used bt staff/pupils as far as is practicable;

Material and equipment will not be left unattended in areas open to staff/pupils;

Care will be exercised when any movement of site machinery/plant is required;

Any excavations will be securely when not in immediate use;

High standards of housekeeping will be maintained at all times.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.2 **Demolition/Refurbishment:**

The main hazards associated with demolition and refurbishment include:

- Collapse of structure;
- Falling or flying debris;
- Health risks, including asbestos dust, etc;
- Presence of existing services.

All work will be tendered for, or negotiated, in accordance with the relevant standards and the appropriate Risk Assessments carried out.

All preliminary procedures will be carried out by the Contracts Manager, in conjunction with a specialist contractor if used. A Method Statement and a programme of work detailing the work(s) to be carried out, plant, safe systems of work, special requirements for dealing with health hazards, precautions and sequence of works, etc. will be drawn up. This Method Statement and Programme will be issued to the Site Supervisor responsible for work on site, and must form part of the H&S Plan prepared under the CDM Regulations 2007.

All operatives and supervisory staff engaged on this work will be given training and instruction, in particular, on the Method Statement, and details of any particular activities which require special control measures.

Training will be given to the Site Manager responsible for overseeing this work. Regular refresher training will also be provided to maintain and enhance their competence.

The Site Supervisor will:

- Ensure that control measures identified are being implemented along with the requirements identified in the H&S Plan;
- Be responsible for ensuring that the work is carried out in accordance with the relevant standards and will be responsible for carrying out any inspections of scaffolding, etc and recording in the relevant file;
- Remain on site at all times that the demolition works are being carried out;.
- Be experienced in the work and shall receive full training to enable him to carry out any of the responsibilities required.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.20 **Demolition/Refurbishment**, continued:

##### Control Measures:

Ensure that protective measures for the safety of the public or visitors on site will be provided and maintained. These measures must take into account the prevention of accidents, especially to children;

Before work commences, locate existing services into the site which must be disconnected/isolated. Confirmation of disconnection/isolation in writing must be requested from the appropriate utility service company / Principal Contractor;

Before work commences, determine the existence of any hazardous substances, e.g. asbestos, lead painted steelwork, etc. from the documents provided and from a physical survey of the site, carrying out any sampling where required;

Where the building or structure to be demolished contains unusual or possibly hazardous design features, or is in a dangerous structural condition, e.g. pre-stressed or post-tensioned concrete, fire damaged, cantilevered floor, before work commences, obtain advice from an appropriate qualified Structural Engineer;

Ensure all plant/equipment used on demolition sites is suitable for its work and must be provided with any necessary safeguards to protect the operator;

Ensure all operatives on demolition/refurbishment sites wear Safety helmets, footwear, and any other protective equipment provided;

Ensure all other control measures identified in the Risk Assessments are implemented and the requirements of any H&S Plan are met.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.21 **Falsework:**

The main hazards associated with falsework include:

Failure to prepare, design ( particularly for minor work(s) );

Inadequate design - not taking into account lateral loading, wind loading, total weight of building to be supported, etc;

Failure to agree procedures between other contractors and personnel involved;

Failure to construct falsework as designed;

Failure to prepare base;

Poor workmanship, e.g props not plumb, bracing left out, wrong fittings used, etc;

No precaution from plant or vehicles provided to prevent damage to falsework;

Safe working platforms and access not provided;

Precautions to prevent falls of materials not provided;

Use of defective materials.

All work will be tendered for, or negotiated, in accordance with the relevant standards and the appropriate Risk Assessments carried out.

The control measures along with any requirements of the H&S Plan will be taken into account.

Where falsework to support formwork and sections of buildings or structures during construction, repair, refurbishment or demolition will be required, then the Contracts Manager will ensure that the falsework is designed and planned in accordance with relevant standards. This will apply to falsework of any size. Details will be included in the H&S Plan.

The Planning must take into account the safety of other contractors and the public.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.21 **Falsework**, continued:

Training and instruction is to be provided for supervisory staff and operatives engaged in the erection and dismantling of falsework. Refresher training is to be maintained to enhance competency and emphasise the safety requirements for this type of work.

The Site Supervisor will:

Ensure that control measures identified are being implemented along with any requirements identified in the H&S Plan;

Ensure that all necessary design drawings, sketches and calculations are available on site before work starts to enable the falsework to be erected properly. Where appropriate, ensure that Method Statements for the work are being followed;

Ensure that all materials being used are in good order and suitable for the works;

Ensure that loadings will not be applied until checks have been carried out.

Control Measures:

Ensure all operatives on demolition/refurbishment sites wear Safety helmets, footwear, and any other protective equipment provided;

Where an unintentional collapse of any falsework or any building or structure occurs involving a fall of more than 10 tonnes of material, notify the HSE immediately and the reporting of Accidents/Incidents procedure must be carried out;

Ensure specific Method Statements are adhered to for these operations and only suitably trained and competent persons are engaged in the work.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.22 **Excavations:**

The main hazards associated with excavations include:

Collapse of the sides;

Persons falling into excavations;

Buried services/ striking underground services;

Persons in excavations being struck by falling materials;

Buildings or structures collapsing due to excavations;

Flooding;

Asphyxiation or poisoning due to ground conditions or fumes from plant;

Plant running into excavations;

Plant sinking into unstable ground.

All work will be tendered for, or negotiated, in accordance with the relevant standards and the appropriate Risk Assessments carried out.

The control measures along with any requirements of the H&S Plan will be taken into account.

The Contracts Manager will obtain details of the ground conditions to be encountered in excavation work or the buildings or structures affected, to enable work to be carried out safely. This information will be discussed with employees or sub-contractors before excavation commences. Special consideration will be given to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately. These and other considerations of hazards will be incorporated into the Method Statement/Risk Assessments.

Training will be provided to supervisory staff required to carry out inspections and thorough examinations of excavations and to employees involved in trench or excavation support.

Where applicable, training will also be provided in the use of monitoring equipment and rescue procedures.

Refresher training will also be provided to ensure competence is maintained. All training must stress the H&S aspects of this type of work.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.22 **Excavations**, continued:

The Site Supervisor will:

Ensure that the Risk Assessment requirements and those of the H&S Plan have been implemented;

Ensure that excavation work is not started until all plant, materials and equipment necessary to carry out the work safely is available on site;

Ensure that no person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. Even shallow trenches may require support in very poor conditions;

Ensure that, where possible, the excavation support is installed from ground level, otherwise precautions must be provided for the safety of operatives installing support;

Ensure that a competent person is appointed ( or appointed by the relevant sub-contractor ) , to carry out daily inspections of all excavations required to be supported at the commencement of each shift;

Ensure that the competent person also carries out an inspection after any event likely to have affected the strength of stability of the excavation or any part of it;

Ensure that access and plant are routed away from the edge of excavation;

Arrange for stop blocks or other precautions to prevent vehicles tipping into excavations or overrunning the edges;

Arrange for materials to be stacked or placed well away from the edges;

Arrange for secure barriers to be provided around any excavation;

Arrange for securely fixed ladders to be provided for access into excavations, and to provide a means of egress in the event of flooding.

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.22 **Excavations**, continued:

##### Control Measures:

Ensure that no person is permitted to enter any unsupported excavation unless the sides are properly supported or battered back to a safe angle for the ground conditions which apply. An assessment of risk must be undertaken to identify this need;

Ensure that adequate materials, plant, pumps, etc are available before works commence;

Identify underground services before works commence;

Trench or excavation supports, underpinning or shoring will be designed by specialists and only installed by trained persons. A Method Statement must be provided by the groundworks contractor before works commence;

Installation of supports will always be carried out from the safety of an already supported or protected section;

Ladders will be used for access unless the excavation is such as to allow easy access, e.g shallow batter, steps, etc;

Ensure all operatives on excavation sites wear safety helmets, footwear, and any other protective equipment provided;

Ensure the public and others are protected by installing barriers around the working area and ensure the necessary lights, signs are maintained when the excavation is unattended;

Support all services where they cross the excavation. Do not use them as "Steps" for access;

Do not smoke whilst undertaking the work if gas mains are present or adjacent;

Ensure a safe distance is kept between the excavation and any adjacent building or traffic;

Keep spoil, tools, materials, etc. at least 1.5 metres away from the edges of excavations.

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.22 **Excavations**, continued:

##### Control Measures:

Use stops to prevent vehicles driving too close to the edges;

Deep, narrow excavations may require ventilation due to the presence of gases;

Do not cross the excavation unless a properly guarded gangway is provided;

Do not stand closer than 6 metres to a machine that is excavating or backfilling;

Ensure the excavation is checked every day by a competent person who will be nominated by the Site Supervisor or Sub-contractor.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.23 **Site/Workplace Tidiness:**

The main hazards include:

- Fire;
- Trips and Slips;
- Collapse of stored materials;
- Handling problems;
- Restricted or blocked access;
- Health risks;
- Falling materials.

All work will be tendered or negotiated taking into account the labour requirement and plant to comply with relevant standards, and the appropriate Risk Assessments carried out. The requirements of the H&S Plan will be implemented prior to work commencing on site.

The Contracts Manager will:

Ensure that before the site work commences the requirements of the H&S Plan are met, e.g. access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees are made aware of the requirements with regard to storage, clearing up, tidiness etc;

Ensure that before employees are sent to site under the overall control of another contractor, arrangements are made for storage areas and that safe accessses and places of work will be available for employees to carry out their work safely, and that the relevant parts of the H&S Plan are communicated at an induction briefing.

All employees must be given training in the requirements to keep their working area tidy and without risk to themselves and others. A large number of Accidents/ Incidents are caused by poor standards of housekeeping at work.

Such training must stress the employees responsibility for ensuring high standards of housekeeping.

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.23 **Site/Workplace Tidiness**, continued:

The Site Supervisor will:

Ensure that all employees are made aware of the need to maintain the site in a tidy condition throughout the project;

Ensure that stacking areas are prepared and that materials are called off in quantities which will not create difficulties on site;

Ensure that working areas and accesses on site where employees are required to work are safe. Where difficulties are experienced, Contracts Manager must be informed to discuss improvements;

Ensure that all waste materials are cleared and disposed of safely as works proceed. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed;

Ensure all openings in floors are securely fenced, covered and clearly marked to show there is an opening below;

Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities,etc.

Control Measures:

Ensure that employees are aware only to stack brick/blocks on level bases and no more than 2 pallets high;

Ensure that employees are aware to dispose of any steel/nylon banding as as soon it is cut, taking care not to leave any bands projecting from pallets;

Ensure employees are aware to keep materials and items in their correct location until required and, if relevant, return them when finished with. Keep access clear to pallets;

Ensure employees are aware to clean up spillages immediately and dispose of waste correctly;

Ensure employees are aware to remove protruding nails from timber before stacking.

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.23 **Site/Workplace Tidiness**, continued:

##### Control Measures:

Ensure employees are aware not to leave loose materials or stack sheet materials on platforms in working areas unless safely contained, or restrained. Lay sheets flat if possible;

Ensure that welfare facilities are kept clean at all times and are not used for the storage of materials/plant;

Ensure that operatives keep areas around plant and machinery clean and tidy;

Ensure that employees route electrical leads so as to avoid being tripping hazards;

Ensure operatives are aware not to throw debris, materials , etc from a scaffold, tower, etc. They must be lowered carefully or a debris chute used;

Ensure bricks/blocks are covered to prevent them becoming excessively heavy in wet weather;

Ensure edge protection and handholds are provided to all stairways and landing openings.

Refer to Sample - Appendix 7 - Fire Risk Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.24 **Scaffolding:**

The main hazards associated with the use of scaffolding include:

- Falls from height;
- Falling materials;
- Collapse of structure;
- Unsuitable base;
- Overloading;
- Unsound materials;
- Unsafe access;
- Untrained erectors;
- Adverse weather conditions;
- Overhead cables and other obstructions.

When planning work, as far as is possible, the scaffolding requirements will be determined and allowed for in accordance with the relevant standards, and Risk Assessment for the works.

The Contracts Manager will arrange for full details to be provided to the scaffolding sub-contractor, re: the use and loadings of scaffold required.

The Site Supervisor will:

- Ensure all scaffolds are erected in accordance with the relevant standards;
- Inspect the scaffold before being taken into use for the first time, and after any substantial addition, alteration, and after any event likely to have affected its strength or stability, and at regular intervals not exceeding 7 days;
- Ensure that materials are properly stored and maintained on site.

continued.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.24 **Scaffolding**, continued:

The Site Supervisor will:

Ensure that no person other than a competent scaffolder is permitted to alter, erect, dismantle or otherwise interfere with any scaffold erected on a company site or for use by employees.

Control Measures:

Scaffolders erecting scaffolds with platforms more than 5 metres above the ground must hold a current CITB ( or equivalent ) card;

All scaffolds must be square and straight;

All materials must be in sound condition and checked before each use by the scaffolder;

Standards must be placed on a base plate and if necessary also on a timber sole plate to ensure a firm foundation;

Tube joints in adjacent bays or lifts should be staggered and as close to the standard/ledger as possible;

Swivel couplers must be used on ledgers or bracing joints;

Face bracing must be provided to all scaffolds;

Ties must be fitted as the scaffold is erected, and be in accordance with code of practice requirements;

Ledger bracing must be fitted as required;

Putlog/Single couplers must only be used in non-load bearing situations;

Platform boards must be adequately supported. A maximum span of 1.2 metres and maximum of 150mm overhang for 38mm thick boards;

Guardrails and Toeboards must be fitted to all exposed edges of working or access platforms, including brickguards and/or intermediate guardrails as appropriate;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.24 **Scaffolding**, continued:

##### Control Measures:

Ladders must be in good condition and secured at the appropriate angle ( 1:4 ) with sufficient projection or other handhold at the stepping off position;

Any scaffold being erected, altered, dismantled or otherwise not suitable for use, must have a notice erected warning that it is no to be used;

Scaffold will be inspected, before first use, and then weekly, by a competent person and the results recorded;

Scaffolds in use should carry a notice signed by the competent person who inspected the scaffold indicating the date, location,size, etc. SCAFFTAG SYSTEM. The notice should be placed at the access point(s);

All scaffolds must be checked at the end of each working shift to ensure that access to the scaffold by children has been prevented;

Alterations to any scaffold must be carried out by a competent person. Nobody will remove any part of a scaffold unless authorised to do so;

Loading towers should be considered special structures and a design drawing be made available. Suitable access for loading should be provided. Base arrangements should be adequate for the extra loading. Gates must be provided on the loading side. Adequate ties and bracing must be fitted;

When equipment other than scaffolding materials are attached, which are subject to statutory inspections the equipment must be inspected by a competent person and the appropriate certification made, e.g lighting, lifting gear, electrical supplies, etc.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.25 **Mobile Towers:**

The main hazards associated with the use of mobile towers include:

- Falls from height;
- Falling materials;
- Collapse of structure;
- Unsuitable base;
- Overloading;
- Unsound materials;
- Unsafe access;
- Untrained erectors;
- Adverse weather conditions;
- Overhead cables and other obstructions.

All work involving mobile towers will be tendered for or negotiated in accordance with the relevant standards and Risk Assessments for the work.

The Contracts Manager will ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work, etc.

Training is to be provided to supervisory staff required to carry out inspections and to operatives required to erect, alter or dismantle mobile towers, to PASMA standards.

The Site Supervisor will:

Ensure all mobile towers are erected by trained operatives or by operatives under direct supervision of a competent person, and that no person is permitted to erect, alter or dismantle unless authorised to do so;

Check all mobile towers before use, to ensure they are in accordance with relevant standards.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.25 **Mobile Towers**, continued:

The Site Supervisor will:

Ensure all mobile towers are inspected at no more than 7 day intervals by a competent person, and recorded. A notice ( SCAFFTAG ) should be completed , signed and placed at the access point.

Control Measures:

Towers should be erected on firm, level ground;

Castor wheels, if fitted, should only be used if fitted with brakes;

Components should be correctly fitted together, and the tower kept vertical. Manufacturers instructions must be followed regarding erection, especially for bracing;

Maximum height : base width ratio must be established from manufacturer. This may include an allowance for outriggers;

Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions;

When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at the base of the tower;

Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members for climbing the tower is not permitted;

Platforms must be fully boarded, with guard rails and toeboards, and access provided by trapdoors;

Towers should be loaded only in accordance with manufacturers instructions;

Training is to be provided to supervisory staff required to carry out inspections and to operatives required to erect, alter or dismantle mobile towers, to PASMA standards;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Ladders:**

The main hazards associated with ladders include:

- Not securing the ladder properly.
- Unsafe use of ladder ( over reaching, sliding down, etc. ).
- Using ladder where a safer method should be provided.
- Using ladder with a defect.
- Unsuitable base.
- Insufficient handhold at top of ladder or at stepping off position.
- Insufficient foothold at each rung.
- Ladder at unsuitable angle ( swaying, springing, etc. ).
- Insufficient overlap of extension ladders.

All work involving ladders will be tendered for or negotiated in accordance with the relevant standards and Risk Assessments for the work.

The Contracts Manager will:

Arrange for the required number and type of ladders to be provided for taking into account the relevant standards and the work to be carried out.

Ensure that means of securing ladders is planned as far as possible and sufficient materials made available.

Ensure training is provided which will include the hazards and precautions relating to the use of ladders.

The Site Supervisor will:

Check ladders before use to ensure that there are no defects and then check at least weekly whilst in use.

Ensure that where a defect is noted or a ladder is damaged, it is taken out of use immediately and repaired by competent persons only.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Ladders**, continued:

The Site Supervisor will:

Ensure that ladders being used are secured, have a solid level base and are being used correctly.

Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely ( carrying large items, work requiring both hands, etc. ).

Ensure the methods of use which could result in damage to the ladder are not permitted ( securing ladder with scaffold fitting, placing board on rung to form a platform or ramp, etc. ).

Ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported.

Control Measures:

Ladders should only be used for access/egress or short duration work. ( 30 minutes ).

Ladders with a defective rung **MUST NOT** be used.

Ladders must be in good condition and of adequate length and strength for the work in progress.

Ladders must be either trade/industrial or Class 1 grade.

Ladders must be secured at the top and be long enough to extend 1.05 metres above the landing/stepping off place. It is recommended that ladders be placed at an angle of 1:4.

Place ladders on a firm level base.

Ensure that the step off area is clear if using the ladder to reach a platform.

Ladders should be positioned so that over reaching is not necessary. When working, persons should not stand on the top 3 rungs.

3 points of contact, with the ladder should be maintained at all times.

The base of the ladder should be footed or secured so as not to slip.

Ladders should be inspected at regular intervals, no more than 7 days, and a written record of such maintained on site.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Stepladders, Trestles and Stagings:**

The main hazards associated with stepladders, trestles and stagings include:

Unsuitable base, e.g. uneven, packing pieces, loose material, etc.

Unsafe use of equipment ( on scaffold platforms, roof, etc. ) .

Overloading.

Use of equipment where a safer method should be provided.

Excessive span of scaffold boards when used with trestles ( must not exceed 1.2 metres for 38mm thick boards ).

Overhang of boards or staging at support.

Using defective equipment.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments for the work.

The Contracts Manager will:

Arrange for the required numbers and types of equipment to be provided taking into account the work to be carried out and relevant standards.

Ensure training is provided which will include the hazards and precautions relating to the use of this equipment.

The Site Supervisor will:

Check equipment before use to ensure that there are no defects and then check at least weekly whilst in use.

Ensure that where a defect is noted or equipment is damaged, it is taken out of use immediately and repaired by competent persons only.

Check that equipment is being used correctly and not being used where a safer method should be provided.

Ensure that, where stagings are being used in roof areas, supported from roof members, only experienced operatives are permitted to carry out this work with all necessary safety harnesses, etc.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Stepladders, Trestles and Stagings**, continued:

The Site Supervisor will:

Ensure that proper storage for this equipment is provided, undercover where possible.

Control Measures:

Equipment should be checked for defects before use.

Equipment should be placed on a firm, level base.

If the platform is over 1 metre high, then alternative access methods should be considered.

Trestles are intended for light use and should not be over loaded.

Special precautions must be taken with regard to guard rails etc. if trestles are used on any location above ground level. Adequate access width should be provided.

Lightweight staging should be used for the platform, but if scaffold boards are used then the span should not exceed 1.2 metres for 38mm thick boards, and platforms should not overhang the support by more than 150mm.

Stepladders should only be used for access/egress or short duration work ( 30 minutes ).

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Mobile Elevating Work Platforms:**

The main hazards associated with the use of mobile elevating work platforms include:

Falls of persons or materials from the platform.

Trapping in the platform mechanism or structure.

Overturning due to overloading, uneven ground, wind, etc.

Collisions when in motion or use.

Failure of the mobile elevating work platform structure.

Unintentional movement due to accidental or incompetent use of controls.

Person stranded at high level due to power failure or breakdown.

Contact with electricity.

Persons struck by the mobile elevating work platform.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments for the work.

The Contracts Manager will ensure, before works commence:

A Method Statement/Risk Assessment is prepared for the work.

The site is checked to ensure the mobile elevating work platform can be used safely, ie. Firm, stable, level base, no holes or steps, no overhead services.

Maximum loads to be carried on platform are within safe working limits.

That the mobile elevating work platform to be supplied complies with the relevant standards.

Operators and Supervisors have been trained to IPAF standards and hold valid certification.

Protection for public or others affected.

Inspection and maintenance procedures are adhered to.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Mobile Elevating Work Platforms**, continued:

The Site Supervisor will:

Ensure that all preparatory work is planned in accordance with the Risk Assessment and any associated Method Statement, e.g travelling areas levelled, protection for the public, weather reports obtained, etc.

Ensure a safety check of the mobile elevating work platform is carried out upon arrival .

Ensure that the equipment ordered can meet local requirements and the environment in which the equipment is going to be used e.g sufficient power supplies if electrically driven, independent powered equipment for use in damp/wet conditions.

Ensure that , when delivered to site, it is fitted with all the necessary barriers, guards, safety devices, wtc. and it is in good order.

Ensure that no person is permitted to operate or work on mobile elevating work platforms unless trained ( to IPAF standards ) and authorised to do so.

Ensure that the equipment is being used correctly and is not used for work which it is not designed or intended.

Ensure that any defect noted or reported, is rectified, and where the fault could affect the safe use of the equipment, its use will stop immediately.

Carry out a weekly inspection of the equipment and make a record of the inspection.

Control Measures:

Only trained and authorised persons will operate and work with this equipment. They will also check the equipment before each use, e.g tyres, brakes, lights, fuel/power, leaks, general defects in accordance with the manufacturers guidance.

Work surface areas should be level and firm. Where rough terrain equipment is used, the manufacturers guidance on ground support will be followed.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Mobile Elevating Work Platforms**, continued:

##### Control Measures:

Ensure there is no obstructions especially overhead cables, etc. in the areas where the equipment is to be used.

Ensure clear working areas around the equipment by the use of warning signs, barriers, cones, etc. This is especially important where the public have access.

Ensure arrangements are made to ensure the stability of the equipment if it is not possible to make full use of the outriggers etc.

Ensure good visibility and lighting during work operations.

Ensure that the safe working load for the machine is displayed and followed, and that all tests, inspections and examinations are carried out and recorded.

Follow manufacturers guidance on working in windy conditions, these platforms should generally not be operated in wind exceeding 16mph. If there is any doubt then leave the platform at its lowest position and do not use until the wind levels reduce sufficiently.

Ensure safety devices fitted are working correctly.

Ensure safe access to the platform for boarding at ground level.

Ensure any electrical supply is routed safely and is connected to the mains supply in an approved manner by a qualified electrician.

Ensure the platform is fully guarded during use and provision is available and used for securing harnesses. Works should be done from within the platform area without having to lean out.

Ensure guards are fitted and maintained on all moving parts where a person could be trapped or entangled.

Wherever possible, all movement controls should be sited to be operated from the platform.

Emergency stop and isolation switches etc. should be clearly marked and operatives using the equipment should be aware of emergency procedures.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.26 **Mobile Elevating Work Platforms**, continued:

##### Control Measures:

Platforms, when not in use or when unattended, should be secured at ground level and immobilised to prevent unauthorised operation.

Only use the platform for work it was intended.

Keep the platform clean and free from loose materials or debris etc.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.27 **Roof Works:**

The main hazards associated with work on roofs include:

Falls from the edge of the roof.

Falls between rafters/trusses before finish coverings fixed.

Falls through fragile materials/openings.

Materials, tools falling from roof.

Collapse of roof due to overloading.

Fires from unsafe use of gas torches, bitumen boilers, etc.

Contact with overhead electric cables.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will ensure, before works commence:

A Method Statement/Risk Assessment is prepared for the work.

Edge protection barriers or scaffolds to prevent falls.

Safe methods of work to prevent falls from the working edge ie. provision of stagings, safety nets, safety mats, harnesses, etc.

Barriers, covers, crawling boards, etc. to prevent falls through fragile materials or openings.

Protection to the public or other operatives who may be at risk.

Safe access to the roof.

Safe access to working areas on the roof.

Suitable means of raising or lowering materials.

If appropriate, fire protection methods and fire fighting equipment.

Maximum permitted loadings on roof for stacking of materials.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.27 **Roof Works**, continued:

The Site Supervisor will:

Ensure that no person works on a roof until the planned control measures have been provided.

Ensure that waste and other materials are not dropped or thrown down from roofs other than by the means of a chute or suitable safe method.

Ensure that timber battens are not used as a foot hold for access on a roof.

Ensure that properly constructed roof ladders are used.

Ensure that work on roofs is not allowed when high winds or gusting is experienced.

Ensure that appropriate Personal Protective Equipment is provided for the work to be undertaken.

Check the roof surface before recommencing work after rain, frost or snow.

Ensure that the requirements of the H&S Plan are being implemented.

Ensure all barriers, accesses, covers, fire fighting arrangements, etc. are maintained throughout the working period.

Control Measures:

Edges of roofs must be securely barriered to prevent persons falling from the edge.

Openings in the roof area where it may be possible for a person to fall through must be securely barriered or if not practicable then other suitable protective measures such as harnesses will be issued.

Appropriate crawling boards and crawling ladders will be used.

Appropriate guards or barriers will be installed to prevent the fall of materials, tools, etc.

Safety nets, safety mats, harnesses, etc. will be used to prevent falls of persons through to lower areas.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.27 **Roof Works**, continued:

##### Control Measures:

Suitable barriers will be placed around fragile materials on the roof or ,if not practicable, then crawling boards or ladders will be used to cross such materials.

Warning notices such as "Fragile Roof" , "Hole Below" must be clearly displayed where and when appropriate.

Material being stored on the roof before use should be spread out so that no part of the roof structure, platform, etc. is overloaded.

Work will only take place if the weather conditions permit and must take into account any effects due to high or gusting wind, rain, ice, snow, etc.

All personnel working on, near or below roofing operations will wear safety helmets.

Roof access must be prevented to unauthorised persons, particularly children, after working hours.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.28 **Work at Heights:**

Every Employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

The main hazards associated with work at heights include:

Falls of persons from working places or accesses.

Falls of materials/equipment.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will:

Ensure that work is planned to ensure safe access/egress and working place is provided for operatives to work at heights before work on site commences.

Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with our policy requirements, **SECTION 3.24.**

Ensure that suitable and sufficient material and equipment is provided on site for work to be carried out safely in accordance with the relevant standard, Method Statement/Risk Assessments.

Ensure that training is provided to any operative required to work at heights in the use of harnesses and other equipment before work commences. Regular refresher training is provided to maintain and develop competence levels.

The Site Supervisor will:

Ensure that work is carried out as planned and in accordance with the relevant standards and Method Statement/Risk Assessments.

Ensure that operatives have received instructions in safe working procedures and the use of any safety equipment provided.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.28 **Work at Heights**, continued:

The Site Supervisor will:

Inspect weekly, all safety equipment, stagings, harnesses, anchorages, etc. and any defects noted or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment prior to use. Any defective equipment should be exchanged, repaired before use.

Ensure that all necessary precautions are taken to ensure persons do not walk or work beneath operatives carrying out work at high level.

Control Measures:

Safety advice will be sought, where applicable, for advice on safe working methods, precautions and safety equipment required for any work at heights where standard procedures do not already exist.

Arrange any necessary signage / notices warning of men working above/overhead.

All personnel where work at heights is being carried out, will wear safety helmets, footwear, etc. all as identified in Method Statement/ Risk Assessments.

The safety of other workers, the public and particularly children must be a priority consideration prior and during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.

All working areas at height will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.

Appropriate safety equipment will be available and used when necessary i.e. harnesses, fall arrest devices, etc.

Control measures identified in the appropriate Method Statement/ Risk Assessment will also be implemented.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.29 **Lifting Operations:**

The main hazards associated with lifting operations include:

Unsuitable or inadequate base for lifting equipment.

Overloading of lifting appliance.

Overloading or incorrect use of lifting gear.

Incorrect positioning of lifting appliance.

Insecure attachment of load.

Improper methods of use of equipment.

Failure of equipment due to lack of maintenance.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will:

A Method Statement/Risk Assessment is prepared for the work.

Ensure that lifting operations are planned taking into account the siting of lifting appliances, provision of suitable lifting gear, the weights and positions of load to be handled, etc.

Arrange for suppliers to provide information on weights, lifting points, safe slinging procedures etc. of equipment supplied.

Consider any height, weight, overhead or other restrictions on or adjacent to the site before work commences, especially taking into account the safety of the public.

Ensure that servicing and maintenance of all lifting appliances is planned before it is taken onto site.

Ensure that training is provided for operators of lifting appliances and banksmen, etc. Only persons who possess a current certificate will be permitted to operate a lifting appliance. Regular refresher training must also be provided to maintain and enhance competence for this type of work.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.29 **Lifting Operations**, continued:

The Site Supervisor will:

Ensure that all control measures identified in the Method Statement/ Risk Assessment, H&S Plan are implemented.

Ensure that any lifting appliance and lifting gear provided or delivered for use on site has been tested, thoroughly examined and inspected in accordance with the relevant standards and that copies of same are available on site. Ant other equipment will not be used to carry out lifting operations.

Ensure that areas where mobile cranes are to be set up to carry out lifting operations are levelled and compacted. Where there are underground ducts, drains, basements or where there is doubt of the bearing capacity of the ground, an Engineer must be asked to confirm that the area is suitable or additional precautions must be taken.

Ensure that rubbish skips are not lifted by lifting appliance unless specifically designed and marked as suitable.

Check that lifting appliances such as ginny wheels, pulley blocks, etc. are correctly erected and used.

Ensure that only authorised operatives are permitted to operate lifting appliances or lifting gear. The authorised person must be over the age of 18 and be competent to carry out the duties. Where there is any doubt of the competency of the authorised operative, the Contracts Manager must be informed immediately.

Ensure that any defect noted in any lifting appliance, gear or tackle is reported immediately and the equipment taken out of use if the defect could affect its safe use.

Stop work where adverse weather conditions could affect the safety of lifting operations, until conditions improve.

Ensure that all lifting appliances are inspected weekly and a record of the inspection made in the **RECORDS of REPORTS of INSPECTIONS and THOROUGH EXAMINATIONS of LIFTING PLANT and EQUIPMENT** register.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.29 **Lifting Operations**, continued:

##### Control Measures:

All personnel working with or near lifting appliances, will wear safety helmets, footwear, etc. all as identified in Method Statement/ Risk Assessments.

All lifting appliances must be secured and left in a safe condition at the end of each working period, especially taking into account the safety of children.

Areas where lifting operations are to be carried out must be cleared and loads must not be carried over personnel i.e use of barriers, signs, etc. to keep area clear, free from pedestrians.

Loose items must be secured or fully covered when being handled by a lifting appliance.

If any lift, hoist, crane, etc. collapse or overturns on site or any load bearing part fails, the procedures detailed for Accident/Incident Reporting, **SECTION 3.9** must be followed.

Safety advice will be sought, where applicable, for advice on safe working methods, precautions and safety equipment required for any unusual lifting operation.

Control measures identified in the appropriate Method Statement/ Risk Assessment will also be implemented.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.30 **Plant on Site:**

Hazards associated with the use of plant arise out of:

Unskilled operation.

Incorrect use.

Poor maintenance.

Defects in plant, unchecked.

All work will be planned in accordance with the relevant standards, Method Statement/Risk Assessment and H&S Plan.

The Contracts Manager will:

Ensure that competent operators and banksmen are provided or that full training and instruction is arranged. Where appropriate, only operators holding a current recognised Plant Operators certificate will be permitted to operate plant on site.

Determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned, e.g. storage areas, loading towers, solid base, fuel storage, etc.

Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.

Ensure a planned servicing schedule is prepared for all company plant on site and records of same kept.

The Site Supervisor will:

Ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.

Ensure any defects noted, are reported to the hire company immediately.

Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, report to the Contracts Manager or hire company immediately.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.30 **Plant on Site**, continued

The Site Supervisor will:

Ensure no young person ( under 18 years of age ) is permitted to operate any item of plant or act as banksmen unless being trained and under direct supervision.

Ensure all plant is properly secured and immobilised at the end of each shift.

Ensure all necessary testing and thorough examination certificates are requested and checked with plant on site.

Ensure all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the site register, regardless of any register kept by the hire company.

Ensure any necessary preparatory work is carried out in accordance with any specific requirements.

Ensure that any defect notified by the operator is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

Ensure that plant operators do not carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the plant.

Control Measures:

Carry out daily checks on plant before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate the plant until it has been rectified.

Only trained, authorised and, where relevant, current certificated persons will operate plant.

All guards must be in good order and in position while the plant is operating.

Only use the correct item of plant for the work required.

Ensure the work area is suitable for the for being done e.g level ground, clear working area, good ventilation, etc.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.30 **Plant on Site**, continued

##### Control Measures:

Banksmen must be trained, and available for some operations e.g. reversing, crane work, etc.

Ensure servicing schedules are available and maintained.

Secure and immobilise plant when left unattended. Do not leave plant engines running when operator is not present, especially in public areas.

Wear high visibility clothing when working in the vicinity of any plant.

Wear Safety headwear/footwear and any other PPE issued as the Method Statement/Risk Assessment identifies, when working on or in the vicinity of any plant.

Children must not be permitted to enter working areas whilst plant is in use and all necessary measures required to avoid hazards to children on the site outside working hours must be taken, particularly if it is not possible to fully fence the site.

Ensure any other control measures identified in the Method Statement/ Risk Assessment for the works are implemented.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.31 **Use of Skips / Waste Disposal:**

Under the Highways Act 1980, it is necessary to obtain written permission from the appropriate highways authority before siting a skip on a public highway. This may entail conditions being imposed as to the siting, dimensions, colour/ markings, disposal of contents, lighting/guarding, removal.

Following permission being granted, and a skip being placed on the highway then the skip owner/user must ensure:

It is adequately and correctly lit at night.

It is clearly marked with the owners name and telephone number/ address.

It is removed as soon as is practicable following filling.

Conditions imposed by the granted permission have been complied.

It should be sited on level ground with adequate, firm access for vehicle siting/ uplifting. It should not cause any unnecessary obstruction.

Generally a skip sited on the highway should be no larger than 5m long by 2m wide.

Colour may be specified, but the Builders Skips ( Markings ) Regulations 1984 specify that a plate marked with red and yellow fluorescent diagonal strips, should be fitted to the outer edge of each end of a skip parked on a highway. These plates must be kept clean and be unobstructed so that they can be seen at a reasonable distance by any users of the highway.

Skips may require a cover to prevent debris flying out.

Materials should not be allowed to spill from the skip, especially during transport and the load therefore may be required to be covered. Contents may require occasional dampening to prevent a dust nuisance.

Generally, a lamp will be required at each corner of the skip. A single skip on the highway should have an inclined line of cones on its approach side ( on a main traffic route ). At night, these cones should be alternated with lamps. The cones requirement may be waived if they would interfere with an access.

Removal should be carried out as soon as practicable after filling. No skip may remain on the highway after the stipulated period on the permit.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.31 **Use of Skips / Waste Disposal**, continued:

Co-disposal of hazardous and non-hazardous waste is not allowed.

This means that:

**Hazardous** waste can only be deposited in "hazardous" landfill sites, or if treated to a defined standard, into a dedicated cell on a "non-hazardous" landfill site.

**Non-hazardous** waste can only be deposited in "non-hazardous" landfill sites.

**Inert** waste can be deposited in inert and "non-hazardous" landfill sites.

Certain wastes types which were classed as non-special waste will now be classified as hazardous wastes, such as flourescent tubes, computer monitors and tv screens, batteries and parts of cars no longer used.

Mixed waste from the Construction and Demolition Industry is classified as non-hazardous, provided the waste does not contain mercury, PCB's and/or other dangerous substances.

The critical impact is that hazardous waste **MUST** be stored separately on site. It is unacceptable for general waste to include things like contaminated chemical containers, paint cans, flourescent tubes,etc. If it does this waste needs to be kept separate and separate containers/skips need to be organised for the collection of same.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.32 **Electrical Tools and Equipment:**

The main hazards associated with this equipment include:

Electric Shock.

Unguarded machinery.

Tripping.

Fire.

All work will be planned in accordance with the relevant standards, Method Statement/Risk Assessment and H&S Plan.

All electrical equipment on the company sites or other workplaces will be supplied, installed or used in accordance with the relevant standards. Liaison with the electricity supplier over the type, voltage and MVA rating of the supply must also be undertaken to ensure adequate capability for the sites needs.

The Contracts Manager will:

Plan the temporary electricity supply and distribution on site in accordance with the relevant standards. All temporary supplies are to be installed by competent electricians and tested in accordance with IEE Regulations.

Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

Ensure that no power tools or electrical equipment of greater voltage than 110 volts are used unless special arrangements are made and approved for use.

Ensure all sub-contractors are informed of the company policy on the use of electricity on site and that they will be expected to comply with these requirements.

Ensure only competent electricians are used to carry out repairs, maintain or inspect equipment and to carry out installation work.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.32 **Electrical Tools and Equipment**, continued:

The Site Supervisor will:

Ensure that any temporary electrical supply is installed and tested as planned. Ensure that any requirements of the H&S Plan are implemented.

Ensure that all electrical equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspections and testing of all electrical equipment should be available before the equipment is used.

Ensure that all sub-contractors equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspections and testing of all electrical equipment should be available before the equipment is used.

Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

Ensure that all power cables are installed clear of access ways and preferably above head height.

Ensure that festoon lighting equipment is secured above head height. Where festoon lighting equipment is installed only properly constructed sets with moulded on fittings will be used.

Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod maintained and in good condition.

Ensure that only competent and authorised persons are permitted to repair or alter electrical equipment.

Arrange for immediate action to be taken to have defects remedied by a site electrician or hire company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place ( or off site ) .

Arrange for regular inspection, testing in accordance with relevant standards by an authorised electrician, hire company or PAT testing company.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.32 **Electrical Tools and Equipment**, continued:

##### Control Measures:

All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Work on any equipment will only be done by an authorised person.

Only 110 volt equipment ( or less ) will be used on site.

The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards, to be protected from damage.

Whenever possible, site electrical supplies will be protected by residual current and other such protection devices.

All portable tools, cables, etc. should be identified and regularly inspected and maintained ( PAT Tested ) by a competent electrician, hire company or PAT testing company.

##### **User / Visual Checks:**

The person using the equipment should be encouraged to look at it before use and check for signs that it may not be in sound condition, for example;

Damage (apart from light scuffing) to the supply cable, including fraying or cuts;

Damage to the plug or connector, eg. The casing is cracking or the pins are bent;

Inadequate joints, including taped joints in the cable;

The outer Sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;

The equipment has been subjected to conditions for which it is not suitable, eg. It is wet or excessively contaminated;

Damage to the external casing of the equipment;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.32 **Electrical Tools and Equipment**, continued:

Loose parts or screws;

Evidence of overheating (burn marks or discoloration).

These checks also apply to Extension Leads, Plugs and Sockets. A user check should be made when the equipment is taken into use and DURING use. Any faults should be reported to the relevant Supervisor / Manager and the equipment taken out of use IMMEDIATELY.

Managers should take effective steps to ensure that the equipment is NOT used again until it is repaired by a person competent to carry out the task (eg. The defective equipment could be labelled as "Faulty" and if it has a re-wirable plug, this could be removed).

All maintenance work on electrical equipment should be undertaken with the equipment 'dead' and the supply cable disconnected where appropriate. Where 'live' work or testing is required for fault finding then this MUST ONLY be undertaken by an authorised electrician who has been given a PERMIT TO WORK to prevent danger.

Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections will be maintained in good condition.

If anything goes wrong, switch the equipment off and disconnect from the power supply.

Do not lift or pull the equipment by the cable, the connections may become loose or broken and create a hazard.

On festoon lighting, all bulb sockets are live. Open sockets must be protected where a bulb is not fitted. As well as the fragments of broken glass being a hazard, it must be remembered that the protruding filament wires are still live.

Other control measures identified in the Method Statement/Risk Assessment must also be implemented.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.33 **Highly Flammable Liquids:**

The main hazards associated with Highly Flammable liquids include:

Fire;

Explosion;

Asphyxia and damage to health.

All work will be planned in accordance with the relevant standards, Method Statement/Risk Assessment and H&S Plan.

The Contracts Manager will:

Ensure that suitable storage facilities are provide for Highly Flammable liquids in accordance with the relevant standards and will arrange, where required, for a licence for the storage of Petroleum or Petroleum mixtures;

Arrange for any necessary fire fighting equipment or materials to be available at the work site prior to any work starting;

Arrange for a Fire Risk Assessment to be carried out at the work site prior to any work starting.

Arrange for any training for working with Highly Flammable liquids, together with any emergency procedures and uae of fire fighting equipment.

The Site Supervisor will:

Ensure that the planned storage facilities are provided, maintained and that all Highly Flammable liquids are kept in storage facilities until required for use.

Ensure that fire resistant absorbent material is available to soak up any spillages of Highly Flammable liquids and that this material is immediately disposed of safely after use.

Ensure that any fire fighting equipment, storage facilities, signage, containers, etc. are checked at weekly intervals and that any action taken to rectify any defects are noted.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.33 **Highly Flammable Liquids**, continued:

The Site Supervisor will:

Take appropriate action against any person disregarding safety instructions, signage, etc. or misusing Highly Flammable liquids.

Control Measures:

Ensure Highly Flammable liquids are kept in the correct storage areas until required for work and returned there when finished;

Ensure the relevant fire extinguishers and fire fighting equipment are available before work commences;

Ensure supplies of absorbent material ( Spill Kits ) to soak up spillages and a suitable closed metal container is available to contain waste until correct disposal can be arranged. **Refer to Section 3.31;**

Do not use liquids for purposes other than that intended, eg: liquids must **not** be used for cleaning substances from the skin or clothing. Wear the P.P.E specified in the **COSHH** Assessment for that product;

Transportation of Highly Flammable liquids should only be in a vehicle approved for such carriage and then only in authorised containers;

No person will smoke in any place where such liquids are stored and the materials will be kept away from any source of heat or ignition other than that intended as part of authorised work procedures;

Do not use Highly Flammable liquids in confined spaces as the vapour given off is likely to cause an explosive mixture with air.

Only use in well ventilated areas with suitable extraction equipment where necessary.

Report defects in equipment or facilities to a Supervisor immediately.

The H&S Director will arrange the supply of necessary signage, fire extinguishers, etc. on request.

Refer to Sample - Appendix 7 - Fire Risk Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.34 **Lasers:**

The main hazard from the use of laser equipment is damage to the eyes. In addition, Class 4 laser products may also present a fire hazard. Laser equipment can present or contain other hazards, i.e electrical, mechanical moving parts, toxic chemicals, liquid gases and ozone dust and fumes from office printers and copiers.

All work will be planned in accordance with the relevant standards, Method Statement/Risk Assessment and H&S Plan.

The Contracts Manager will:

Ensure that laser equipment hired or purchased is of Class 1 or 2 type.

Ensure that, if a laser product which permits human access to higher levels of laser radiation must be used ( Class 3A, 3B or 4 laser products ), the work to be carried out is planned in accordance with advice from an appointed " Laser Safety Officer".

Ensure that personnel required to use lasers are trained in accordance with the relevant standards, including regular refresher training.

The Site Supervisor will:

Ensure that the control measures identified in the Method Statement/ Risk Assessment, H&S Plan have been implemented.

Ensure that Class 3A, 3B or 4 lasers are not used on site unless safe systems of work have been planned and all necessary precautions provided are on site to the satisfaction of the appointed " Laser Safety Officer ".

Ensure that Class 1 or 2 lasers are not used if any defects are noted or reported or calibration is out of date. Equipment is to be taken out of use.

Control Measures:

Only Class 1 or 2 lasers will be used.

The beam from a Class 2 laser should be terminated at the end of its useful path by absorbing or diffuse reflection.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.34 **Lasers**, continued:

##### Control Measures:

Optical instruments, e.g binoculars are not used to look at the beam.

Warning signs, if appropriate, are positioned to ensure that operators and others not involved are not subject to danger from the beam.

The laser equipment, housing, safety features, etc. are not removed or interfered with at any time.

Checks are made to ensure there are no reflective surfaces from which the beam could be inadvertently reflected.

Beam paths should be either above or below normal eye level whenever possible.

Do not aim the beam at vehicles or people, and wherever possible, keep the area in the path of the beam clear of any persons, and reflective surface.

Implement all other control measures required by the Method Statement/Risk Assessment for the work.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.35 **Cartridge Tools:**

The main hazards associated with this equipment include:

Eye or other injury

Explosion

All work will be planned in accordance with the relevant standards, Method Statement/Risk Assessment and H&S Plan.

The Contracts Manager will:

Ensure that only cartridge tools of low velocity indirect type are used on site, and sub-contractors are informed of this policy.

Arrange for all operatives who will be required to use cartridge tools on site to be trained by the manufacturers representative and certificates obtained.

Ensure suitable storage facilities are provided for the storage of cartridges.

The Site Supervisor will:

Ensure that only persons trained and are in possession of a current certificate are permitted or required to use cartridge tools on site.

Ensure that suitable and sufficient eye protection is available and issued.

Ensure that the requirements of the Method Statement/Risk Assessment and H&S Plan are being implemented.

Control Measures:

Only operatives who are trained and authorised will use this equipment.

Only low velocity indirect type tools will be permitted on site.

Tools and cartridges will not be left unattended on site and will be returned to the lockable store/tool box when not required for use.

Eye protection will be available and used when these tools are operated.

Equipment will be regularly maintained and inspected. Any defects will be reported and the equipment not used until repaired.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.35 **Cartridge Tools**, continued:

##### Control Measures:

Instructions for use will be kept in the tool box.

Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the material.

Safety Helmets and Ear Defenders must be worn.

Type of pin and cartridge must be selected as suitable for the work.

Ensure work is carried out from a firm and stable position.

Splinter Guards must be fitted and used, when necessary.

Cartridge tools should not be used where there is likely to be flammable vapours or gases, or there is a risk of a dust explosion.

In the event of a misfire, follow the manufacturers instructions exactly.

Ensure other control measures identified in the Method Statement/Risk Assessment for the work have been implemented.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.36 **Abrasive Wheels:**

The main hazards associated with abrasive wheels include:

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangling in disc.
- Electric shock.
- Noise
- Fire and explosion.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will:

Ensure that any abrasive wheel machine owned or used by the company is provided and maintained in accordance with the regulations.

Ensure that sufficient operatives have been trained in accordance with the regulations, in the mounting of abrasive wheels and discs on the type of machine to be used.

Ensure training in the use of such equipment is provided along with regular refresher training to maintain and enhance competence in the mounting of abrasive wheels/ discs and their use.

The Site Supervisor will:

Ensure that any operative required to change abrasive wheels or discs has been trained and appointed in accordance with the regulations.

Ensure that suitable storage facilities are available, and that sufficient quantities of suitable eye protection and other protective equipment is available and issued when required.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.36 **Abrasive Wheels**, continued:

The Site Supervisor will:

Ensure that the required statutory notice is displayed.

Ensure that any abrasive wheel machine or tool being used with any defect which could give rise to injury is taken out of use immediately.

Ensure that the requirements of the Method Statement/Risk Assessment, H&S Plan are being implemented.

Control Measures:

Ensure the abrasive wheel or disc is mounted correctly. This must only be done by a competent person.

The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.

Guards must be fitted and kept in position at all times.

Eye/Ear protection must be supplied and worn when using this equipment.

Ensure protection is provided against hazardous dusts which may be generated.

Avoid wearing loose clothing especially ties, scarves, etc.

All machines should be inspected and PAT tested regularly.

Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

Ensure other control measures identified in the Method Statement/ Risk Assessment for the work have been implemented.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.37 **New and Expectant Mothers at work:**

The definition of a new or expectant mother is someone who is pregnant, has given birth within the previous 6 months, or is breastfeeding.

The company must identify hazards in their site / workplace that could pose a health or safety risk to new and expectant mothers and take appropriate action to remove or reduce the risk.

The company must also make this information known to all female employees of childbearing age, not just those who have **informed the company in writing** that they are pregnant.

This is particularly important for expectant mothers, as it is possible for the first 4-6 weeks of pregnancy to go undetected.

The new or expectant mother must **inform the company in writing** that she is pregnant, has given birth within the previous 6 months, or is breastfeeding.

The company can ask for medical evidence to confirm this and the employee **has to provide it**. The reason for this is so that the company can carry out a specific Risk Assessment for the woman concerned.

The following is a guide to where the hazards may lie:

##### Physical Hazards:

- Awkward spaces and workstations.
- Vibration.
- Noise.
- Radiation.
- Manual Handling.

##### Biological Hazards:

- Infections.

##### Chemical Hazards:

- e.g chemical handling ( such as pesticides, lead, etc.).

##### Working Conditions:

- Inadequate facilities ( including Rest Rooms).
- Excessive working hours.

continued

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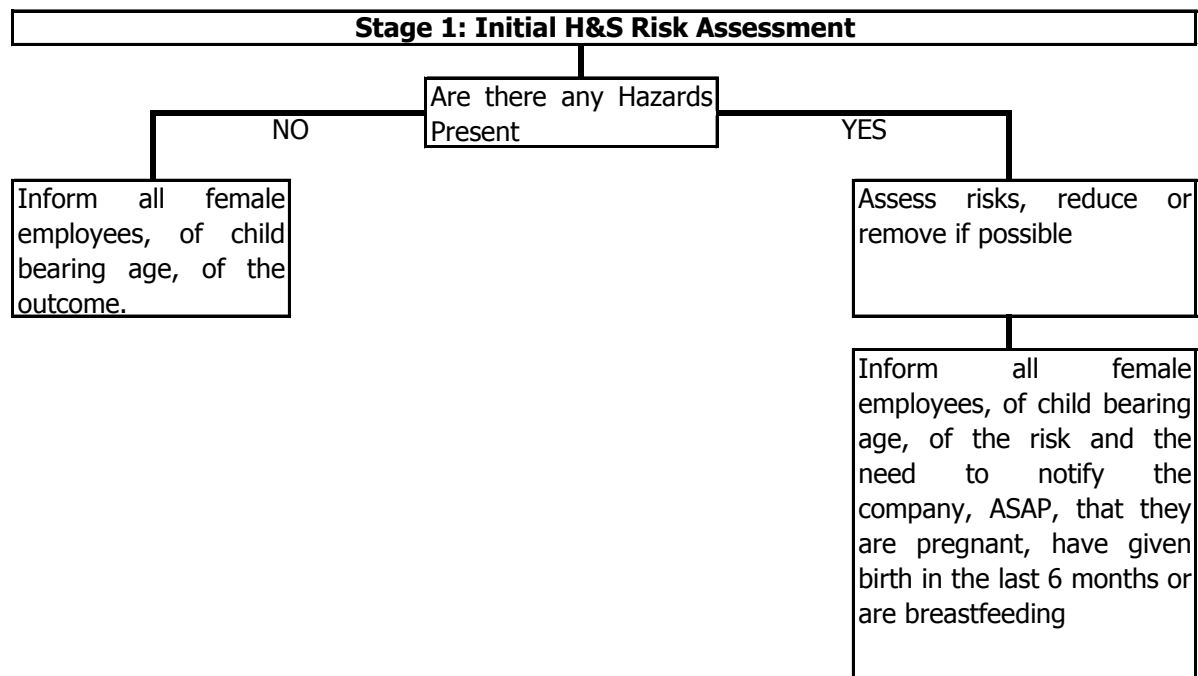
## 3.0 Arrangements / Procedures to be followed:

### 3.37 New and Expectant Mothers at work, continued:

Working Conditions:

- Unusually stressful work.
- Exposure to cigarette smoke.
- High or low temperatures.
- Lone working.
- Work at heights.
- Travelling.
- Exposure to violence.

The following flowchart shows the stages the company must work through to ensure that new and expectant mothers are not exposed to significant risk/s and how any advice you provide feeds into this process:



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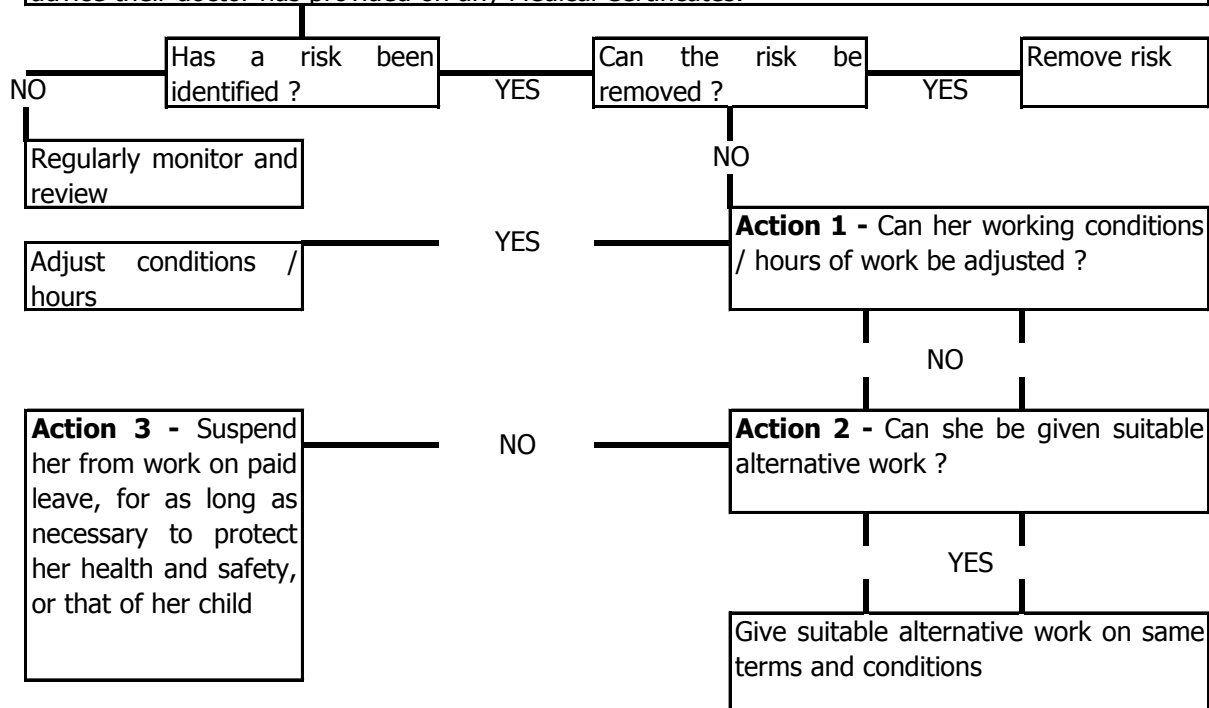
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### 3.0 Arrangements / Procedures to be followed:

#### 3.37 New and Expectant Mothers at work, continued:

**Stage 2: After the employee has provided written notification that she is pregnant, has given birth in the last 6 months or that she is breastfeeding**

Carry out a Risk Assessment specific to the employee, based on the initial assessment and any advice their doctor has provided on any Medical Certificates.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.38 **Work in Occupied Premises:**

The hazards in these circumstances could be various and must be ascertained before work commences, but could typically include:

Defective electrical installation.

Hazardous substances - asbestos, highly flammable liquids, biological hazards, chemicals, etc.

Combustible materials.

Vermin.

Dust, etc.

Work processes giving rise to fumes, debris, etc.

All work will be tendered for or negotiated in accordance with the relevant standards and the appropriate Method Statement/Risk Assessment/s carried out and the H&S Plan.

The Contracts Manager will:

Ensure that a survey is carried out before any works commence.

Ensure that information is obtained from the owner/occupier of the premises on any special requirements, e.g.

Permit for work systems.

Isolation points for water, gas, electricity and any other affected service.

Fire/Emergency escape routes.

Fire alarm systems.

Disabilities of any occupants.

Security arrangements.

Essential services, equipment, etc. to be protected during any works.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.38 **Work in Occupied Premises**, continued:

The Contracts Manager will:

Ensure that information is obtained from the owner/occupier of the premises on any special requirements, e.g.

Sensitive areas ( such as changing rooms ) where privacy of occupants must be ensured.

Barriers, overhead protection, fencing, etc.

Use by operatives of facilities at the premises.

Parking, storage areas, site accommodation.

Delivery of materials.

Hazardous processes carried out at the premises, e.g X-rays, use of chemicals, lifting operations, etc.

Plant which operates automatically.

Ensure all Supervisors, operatives and any sub-contractors involved in the work are suitably trained and have been fully instructed in any specific requirements.

Any detailed requirements must be recorded in writing and issued to site supervisors and representatives of the owner or occupier and included in the H&S Plan.

**Note That** - The person in control of the premises ( other than domestic premises ), e.g. Local Authority, Company, Education or Health Authority, etc. has a duty to ensure, so far as is reasonably practicable, that the premises, access to or egress from the premises and any plant or substance in the premises, do not present a risk to the H&S of persons coming on to the premises to carry out work.

Construction, maintenance, repair, installation works, etc. to be carried out in occupied premises is covered, as far as the H&S of employees concerned by the other sections of this policy dealing with access, work at heights, power tools, health hazards, asbestos, LPG, lead, etc. and the requirements of the H&S Plan for the project.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.38 **Work in Occupied Premises**, continued:

The Supervisor will:

Ensure that all necessary equipment is available on site, that information relating to the existing installation is checked and that the occupier is aware of the work to be carried out and of any precautions that will be necessary to ensure the H&S of the occupants of the premises during the work.

Check that work is carried out as planned and ensure that there are no unsafe areas or conditions which could affect the occupants at the end of each working shift.

Control Measures:

All work in occupied premises must be carried out in accordance with the appropriate sections of this policy, but additionally taking into account the safety of the occupants which will require a consideration of their lack of awareness of the hazards involved in the work, their curiosity and any disablement.

Particular attention must be paid to housekeeping. All accesses, fire escape routes and other areas in use by the occupants, must be kept clear of materials, waste, tools and equipment, trailing leads, etc.

Any spills of water, oil or any other substance which could create a slippery conditions must be cleared up immediately.

Areas where work is taking place must not be left unattended unless all tools, materials, equipment, etc. have been removed or placed in a safe position or access to the areas by occupants has been prevented.

No work involving blow lamps, welding equipment, etc. must be carried out within 1 hour of the completion of a shift and the work area must be checked for smouldering material before operatives leave the site.

Fire extinguishers must be readily available.

All control measures identified in the Method Statement/Risk Assessment undertaken for the work must be implemented. Other requirements detailed in the H&S plan must also be met.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.39 **Lone Working:**

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons, e.g:

Factories Act - entry into confined spaces.

Diving Regulations - supervision of diving operations.

Construction Regulations - footing of ladders where necessary.

COSHH Regulations - fumigation and other work.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned:

Periodic supervisory checks.

Periodic contact by telephone or radio.

In some circumstances, lone working is not permissible and the worker will be physically supervised, e.g. young persons operating dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers should be no different from organising the safety of other employees.

Hazards need to be identified and the risks assessed.

Solitary workers should not be exposed to significantly more risks than employees who work together.

The following list is by no means exhaustive, but gives a guide to what types of hazard to consider:

Fire.

Equipment failure.

Illness.

Accidents.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.39 **Lone Working**, continued:

The following list is by no means exhaustive, but gives a guide to what types of hazard to consider, continued:

Is there any special risk ?

Safe access / exit for 1 person ?

Manual handling of access equipment.

Handling of plant, substances and goods, i.e. weight considerations.

Medical condition of employee.

Lack of suitable training.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.40 **Protection of Young Persons:**

The company shall ensure that young persons employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

A specific Risk Assessment must be carried out before any young person/s start work, taking account of any control measures in place, giving regards to the following areas of potential risk:

Work activity that is beyond his/her physical or psychological capacity;

Involve harmful exposure to agents that are toxic or carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health;

Involve harmful exposure to radiation;

Involve the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training;

Extreme cold or heat;

Noise;

Vibration;

The company will not employ any young person where it is determined a significant risk exists, taking account of control measures in place.

None of the above shall prevent the company employing a young person, who is no longer a child,( young worker under the compulsory school leaving age ) for work:

Where it is necessary for his training;

Where the young person will be supervised at all times by a competent person;

Where any risk will be reduced to the lowest level that is reasonably practicable

Refer to Sample - Appendix 6 - Apprentice Risk Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.41 **Occupational Health Hazards - COSHH :**

Health hazards from substances can be divided into the following categories;

**External contact** - corrosive, skin absorption, dermatitis, etc. e.g. cement, acids, epoxy resins, etc.

**Inhalation** - gases, fumes, dusts, vapours, vehicle exhaust fumes, etc.

**Ingestion** - swallowing.

Hazards may be classified as - toxic, harmful, irritant, corrosive, biological, or a combination of these.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will:

Arrange a written Method Statement/Risk Assessment, for substances, health hazards, etc. normally used or encountered on the site, and this information will be made available to all company personnel, and sub-contractors, etc. who may be affected.

Ensure that before any operation commences, information is obtained on any material, substance, or process to be used or likely to be encountered which could be a hazard to the health of operatives, and which is not covered by the Method Statement/Risk Assessment. A specific Method Statement/Risk Assessment will then be made of any risks and appropriate control measures. This information will then be provided to the relevant supervisory staff.

Ensure, if possible, arrangements are made for an alternative, less hazardous material to be specified.

Arrange for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing, etc. to be planned before work commences.

Arrange for any operatives engaged in any process involving the use or handling of any hazardous substance to be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, occupational assessments, etc. as required and regular refresher training.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.41 **Occupational Health Hazards - COSHH** , continued:

The Site Supervisor will:

Ensure that the written Method Statement/Risk Assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained.

Arrange for any necessary air sampling, medical examinations, testing, etc. to be carried out as required and records kept on site.

Ensure all necessary measures to protect other workers and the general public from any substance hazardous to health are provided and maintained.

Control Measures:

Consider not using the product/substance or find a safer alternative.

Where necessary the H&S Director will provide advice on precautions required with any substance where any risk to health is known or suspected and will arrange any sampling, analysis, monitoring, etc. as required.

Provide adequate and correct PPE, but this should only be deemed necessary to use, as a last resort.

General Precautions:

Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective clothing and equipment supplied. Always observe good industrial hygiene practice.

Do not swallow materials or use in areas where food is being prepared or consumed. Smoking is also prohibited during application and curing.

Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection is to be provided if appropriate.

Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.41 **Occupational Health Hazards - COSHH** , continued:

##### General Precautions:

Store all products in ventilated areas away from extremes of temperature and environment.

Clean all spillages instantly and dispose of waste and used containers properly ( Refer to Waste Disposal policy 3.31 )

Except for transport inclosed packages, materials must be handled only by authorised personnel.

Ensure the correct equipment for handling the products are available.

If any person shows the sypptoms which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Read the data sheet, container labels and detailed H&S information before using any products.

The table that follows gives brief details of the common construction health hazards but is **NOT** an assessment as required by COSHH Regulations.

Refer to Sample - Appendix 12 - COSHH Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.41 **Occupational Health Hazards - COSHH** , continued:

#### **HAZARDOUS SUBSTANCES IN CONSTRUCTION**

Health Risks: **SK** - Skin, **I** - Inhalation, **ENT** - Eyes, Nose, Throat Irritant, **ING** - Ingestion

SUBSTANCES	HEALTH RISK	JOBS	CONTROLS
<b>DUSTS:</b> Cement ( also when wet ) Gypsum	<b>SK. I. ENT</b>	Masonry/ Rendering Plastering	Prevent spread. PPE, respirator when handling dry, washing facilities, barrier cream.
Man-made Mineral Fibre ( MMMF )	<b>SK. I. ENT</b>	Insulation	Minimise handling/cutting, respirator, 1 piece overall, gloves, eye protection.
Silica	<b>I</b>	Sand/Grit Blasting: Scabbling Granite, Polishing	Substitution, e.g. with grit, silica free sand, wet methods, process enclosure/extraction, respirator.
Wood dust	<b>I. SK. ENT</b>	Power tool use in carpentry, especially sanding	Off-site preparation, on-site enclosures with exhaust ventilation, dust extraction on portable tools, washing facilities, respirator.
Mixed Dusts ( Mineral/Biological )	<b>I.SK.ENT</b>	Demolition and Refurbishment	Minimise dust generation, use wet methods where possible, segregate or reduce no. of workers exposed, PPE, washing facilities, Tetanus immunisation.
<b>FUMES/GASES:</b> Various welding fumes from metals or rods	<b>I</b>	Welding/Cutting activities	Mechanical ventilation in enclosed spaces, good general ventilation.
Hydrgen Sulphide	<b>I. ENT</b>	Sewers, Drains, Excavations, Man-Holes	Exhaust & Blower ventilation, self contained breathing apparatus, confined space procedures.
Carbon Monoxide/ Nitrous Oxide	<b>I</b>	Plant exhausts	Position away from confined spaces, where possible, maintain exhaust filters, forced ventilation and extraction of fumes.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.41 Occupational Health Hazards - COSHH , continued:

#### HAZARDOUS SUBSTANCES IN CONSTRUCTION

Health Risks: **SK** - Skin, **I** - Inhalation, **ENT** - Eyes, Nose, Throat Irritant, **ING** - Ingestion

SUBSTANCES	HEALTH RISK	JOBS	CONTROLS
<b>RESIN SYSTEMS:</b> Isocyanates ( MDI:TDI )	<b>I. ENT. SK. ING</b>	Thermal Insulation	Mechanical ventilation where necessary, respirators, PPE, washing facilities, skin checks, respiratory checks.
Polyurethane Paints	<b>I. ENT. SK. ING</b>	Decorative Surface Coatings	Spraying - airline/ self contained breathing apparatus, good general ventilation, 1 piece overall, gloves, washing facilities.
Epoxy	<b>I. SK. ING</b>	Strong Adhesive applications	Good ventilation, PPE, washing facilities, barrier cream.
Polyester	<b>I. ENT. SK. ING</b>	Glass Fibre claddings and coatings	Good ventilation, PPE, washing facilities, barrier cream.
<b>PESTICIDES:</b> e.g. Timber Preservatives, Fungicides, Weed Killers	<b>I. ENT. SK. ING</b>	Particularly in-situ timber treatment, handling treated timber treatment,	Use least toxic material, mechanical ventilation, respirator, impervious gloves, 1 piece overall. In confined spaces: breathing apparatus. Washing facilities, skin checks, handle only dry material.
<b>ACIDS/ALKALIS:</b>	<b>SK. ING</b>	Masonry Cleaning	Use weakest solutions, PPE, washing facilities, 1st Aid facilities including eye bath and copious water for splash removal.
<b>MINERAL OIL</b>	<b>SK. I</b>	Work near machines, compressors, etc. mould release agents	Filters to reduce mist, good ventilation, PPE, washing facilities, barrier cream. skin checks.
<b>SITE CONTAMINANTS:</b> e.g. Arsenic, Phenols: heavy metals, micro organisms, e.g. Weils Disease, Tetanus, Hepatitis B	<b>I. SK. ING</b>	Site re-development of industrial premises or hospitals - particularly demolition groundwork and drain/sewers	Thorough site examination and clearance procedures, respirators, PPE, washing facilities/showers, immunisation for Tetanus.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.42 **Occupational Health Hazards - Personal Protective Equipment ( PPE ):**

Refer to the specific sections of this HS&W Policy for the relevant hazards and PPE required.

Some examples include:

- Head injury.
- Eye injury.
- Foot injury.
- Cuts and scratches.
- Weather.
- Temperature - hot and cold.
- Falls from height.
- Excessive noise.
- Respiratory damage.

All work will be planned for in accordance with the relevant standards. Method Statement/Risk Assessments will identify where PPE is required as a control measure and type to be used, if applicable.

The Contracts Manager will:

Establish what PPE will be necessary and will ensure that any special PPE required and any signs relating to the wearing of PPE are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the wearing of PPE and the provision of such equipment for their own employees.

Ensure, where required, training to staff in the use and maintenance of all PPE issued for use.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.42 **Occupational Health Hazards - PPE**,continued :

The Site Supervisor will:

Ensure that adequate supplies of all necessary PPE are available on site for issue as required and that when issued a record is kept in a **Safety Equipment, Protective Clothing & Tool Control Issue Register - GS 0401**.

Ensure that before employees are set to work, that any necessary PPE is provided and that signs are erected for PPE areas.

Inform any person on site, observed carrying out any process which requires the use of PPE, of the company and statutory policy requirements. Prevent working until PPE is obtained and used. This applies to sub-contractors as well as direct employees.

Ensure that the PPE is suitable for the specific process for which it is provided.

All supervisory and management staff will set a good example in the wearing safety helmets, protective footwear, etc. and will use all necessary PPE where required.

Control Measures:

All operatives are required to wear suitable footwear whilst at work on company sites. Suitable footwear must contain the following features: Steel Toecap, Steel Midsole and some or all of the following features where required: Waterproof ( e.g. wellingtons ), oil or chemical resistant soles, electrically insulating, etc.

Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.

When necessary operatives will wear the appropriate hearing defenders issued .

Operatives will wear the eye protection issued as appropriate to the work to be carried out.

All persons issued with PPE must immediately report to supervisory staff any loss or defect in the PPE.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.42 **Occupational Health Hazards - PPE**,continued :

##### Control Measures:

All management, supervisory staff, visitors, sub-contractors and employees, shall wear the PPE required/indicated whilst on company sites, other than in areas specifically designated in writing by the company as being areas where the risk is negligible. Information on any areas or working conditions where PPE need not be worn must be displayed in the site mess room or issued to each person or sub-contractor.

Where other protective measures are not practicable, then for certain operations, the use of a harness may be necessary. The equipment must be suitable for the particular purpose intended and generally a full harness is preferable. This equipment will be issued when required and training in its correct use will be arranged for any person who requires it before use.

Personnel are responsible for the hygiene aspects of their PPE and should ensure high standards are maintained. The Supervisor should monitor this requirement and take appropriate action where the condition of the PPE is not acceptable.

Specialised and complex items of PPE will only be issued to competent users. Such items must be returned to storage following use, maintenance and inspection by a competent person and records kept .

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### 3.0 Arrangements / Procedures to be followed:

#### 3.43 **Occupational Health Hazards - Manual Handling and Lifting:**

The main hazards associated with manual handling and lifting are:

Back strain, slipped disc/s.

Hernias.

Lacerations, crushing of hands or fingers.

Tenosynovitis, heart beat conditions.

Bruised or broken toes or feet.

Various sprains, strains, etc.

All work will be planned taking into account the relevant standards. The requirement of Manual Handling and other Assessments will be undertaken and the control measures identified planned for.

The Contracts Manager will:

Ensure that relevant assessments of manual handling operations are carried out.

Arrange for materials, etc. to be handled, as far as possible, by machine. Where the use of a machine is impracticable, sufficient labour must be made available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

Ensure all staff are given training in the correct methods of handling and lifting loads as part of their normal site safety training.

The Site Supervisor will:

Ensure that the required control measures for the work are being implemented.

Instruct any operative in the correct handling and lifting of loads as required.

Ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injury to the hands.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.43 **Occupational Health Hazards - Manual Handling and Lifting**, continued:

The Site Supervisor will:

Enforce the wearing of safety footwear and will caution any employee or sub-contractor wearing unsuitable footwear.

Ensure that no operative, particularly a young person, is allowed to lift a load which is likely to cause injury.

Control Measures:

Wherever possible use mechanical means to lift and transport items.

Where use of mechanical means is impracticable, the sufficient persons must be available to lift or move the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access, etc.

Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.

Avoid twisting, stooping or over-reaching to lift or deposit the load.

Ensure that access areas are clean and that lighting is adequate.

Wear gloves, safety footwear and any other PPE issued relevant to the working environment.

Protect sharp edges.

Avoid long lifts and if necessary change grip when the load is at waist height.

Keep the load close to your body.

Arrange storage so that the heaviest loads are in the most convenient position, i.e from knee to shoulder range.

For long distances arrange supports to allow the load to be placed for short breaks. ( no further than 10 metres without resting ).

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### 3.0 Arrangements / Procedures to be followed:

#### 3.43 **Occupational Health Hazards - Manual Handling and Lifting**, continued:

##### Control Measures:

During repetitive work, ensure sufficient time for resting.

If more than 1 person is involved then a competent person must be nominated to control the handling activities.

If possible, break the load down into smaller items.

If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers, etc.

Secure items that are loose to prevent the load shifting when being carried.

Avoid carrying up and down ladders/steps.

Ensure all staff are given training in the correct methods of handling and lifting loads as part of their normal site safety training.

Refer to Site Safety & Information Booklet, page 18 and additional Manual Handling Pamphlet.



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### 3.0 Arrangements / Procedures to be followed:

#### 3.44 **Occupational Health Hazards - Safety Helmets:**

The main hazards associated with safety helmets are:

Falling materials.

Lifting operations.

Materials handling, etc.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

Before work starts, the Contracts Manager will:

Ensure that any signs relating to the wearing of safety helmets, are ordered, available and displayed on site.

Ensure that all operatives including sub-contractors are made aware of the site requirement for the wearing of safety helmets.

Ensure the requirements of the H&S Plan will be taken into account and communicated to all parties necessary.

Ensure all personnel are informed of the areas where helmets need to be worn and instructed in their use and maintenance.

The Site Supervisor will:

Ensure that safety helmets are available, and are worn in all areas unless specifically designated otherwise.

Control Measures:

Wearing of safety helmets on site is mandatory. Failure to comply could result in disciplinary action being taken against offenders.

All supervisory and management staff are required to set a good example by the wearing of safety helmets, where required.

All persons shall wear safety helmets whilst on site, other than in areas specifically designated in writing as being areas where the risk of head injuries is negligible.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.44 **Occupational Health Hazards - Safety Helmets**, continued:

##### Control Measures:

Any person failing to comply with mandatory regulations will be required to leave site immediately. Repetition of this action will result in an individual being unable to re-enter the site.

Safety helmets will only be used for head protection and not for any other purpose.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.45 **Occupational Health Hazards - Alcohol and Drug Abuse, Policy:**

Alcohol or Drug abuse by employees and sub-contractors ( including supervisory and management staff ) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of tthis company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the appropriate management staff who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of alcohol or drugs may be created by other conditions, e.g. heat exhaustion, hyperthermia, diabetes, etc. Also the person may be affected by legitimate medication prescribed by a medical practitioner. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the persons condition or cause of their condition, medical advice should be sought immediately.

Signed:



Name: J.P. Winch

Position: H&S Director

Issue Date:

07/01/2016

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### 3.0 Arrangements / Procedures to be followed:

#### 3.46 **Occupational Health Hazards - HIV / AIDS, Policy:**

The company is committed to its equal opportunities policy on employment. There will, be no discrimination against the recruitment or engagement of any person on the grounds that he/she is HIV positive or has AIDS. Persons who become HIV positive or develop AIDS will not be discriminated against on such grounds in accordance with this policy. The company will operate all aspects of its business so as to minimise the risks to the public, clients or its staff of contracting the virus accidentally.

Should an employee or sub-contractor contract the virus, the company will take medical advice as to which, if any, parts of that persons job they should no longer carry out, or for which special precautions need to be taken. Such persons will be required to take those precautions in the conduct of their work. Where, because of their condition, a person employed by the company is required to deal with other employees, clients or third parties and is, suffering from a contagious or infectious disease ( confirmed in writing by a medical practitioner ) which can easily be transmitted in the normal course of work, they will be given sick leave until the easily spread condition is under control ( confirmed in writing by a medical practitioner ).

From time to time employees or sub-contractors who undertake work which could bring them into contact with blood, or other bodily fluids or the debris of treatment for drug addiction will be provided with the appropriate PPE and means of safely disposing of such. In addition, prior to such work being carried out, persons carrying out such work will be given training and/or guidance which will enable them to carry out the work in a safe and proper manner.

The risk to 1st Aiders is from infected blood or other bodily fluids. HIV and AIDS are not highly infectious when compared to other diseases such as Hepatitis B which may be contracted in a similar fashion.

When administering 1st Aid the protective techniques taught during training will be applied at all times.

Any previously known condition must be declared at time of offer of work by completing a Pre-Employment Medical Questionnaire.

Refer to Sample - Appendix 9 - Medical Questionnaire

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### 3.0 Arrangements / Procedures to be followed:

#### 3.47 **Occupational Health Hazards - Asbestos:**

If Asbestos containing materials ( ACM's ) are cut or damaged, minute fibres of asbestos can be released into the air which may be inhaled if adequate precautions are not taken. Some people exposed to this risk have developed asbestosis and/or certain types of cancer.

Asbestos in its various forms is found either used on its own or mixed with other materials in numerous situations in the construction industry ( generally used between 1950-1980 ) e.g:

- Lagging of pipes.
- Fire protection of Steelwork.
- Insulating boards.
- Ceiling tiles.
- Vinyl Floor tiles.
- Brake linings.
- Stipple coatings ( e.g.Artex ).
- Roof and cladding sheets.
- Flat Roof floor tiles.
- Drainage goods, etc.

Most new products now supplied are asbestos free.

All works will be tendered for or negotiated in accordance with the relevant standards and the requirements of the Risk Assessments, H&S Plan for the work.

The Contracts Manager will:

Ascertain at an early stage whether asbestos in any form is likely to be present on the site from the clients register of likely ACM's. If details provided by the client are inconclusive, then an occupational hygiene specialist/company will be asked to take and analyse samples before any work in the area/s are to take place. Details should be provided to the Planning Supervisor for inclusion in the H&S Plan.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.47 **Occupational Health Hazards - Asbestos**, continued:

The Contracts Manager will:

Prepare Method Statement/Risk Assessments in conjunction with a licensed Asbestos Removal contractor who will be selected to carry out any work.

Ensure that any requirement to give notice of the work to the HSE is complied with.

Ensure that all information on working methods and precautions agreed are included in the construction phase H&S Plan prepared by the Principal Contractor for the project.

Ensure all information and training, where required, will be given to all employees who could be exposed to asbestos during their work.

The Site Supervisor will:

Ensure all operatives are informed of the locations of the ACM's and are aware to keep away from such areas.

Ensure that the Method Statement/Risk Assessment control measures are implemented.

Ensure that the licensed Asbestos Removal contractor selected to carry out the removal work has set up operations in accordance with the agreed Method Statement/Risk Assessment and that precautions required are fully maintained throughout the operations so that others are not exposed to risk.

Arrange, where necessary, smoke testing of the removal enclosure and monitoring of airborne asbestos fibre concentrations outside the removal enclosure to be carried out by an accredited occupational hygiene specialist.

Ensure that when removal operations have been completed, no unauthorised person enters the removal enclosure/area until airborne clearance samples have been taken by the occupational hygiene specialist and confirmation received that the results are satisfactory and the area is ready to re-enter upon safe removal of the enclosure.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.47 **Occupational Health Hazards - Asbestos**, continued:

The Site Supervisor will:

Ensure all Asbestos Removal signs are in place during the removal process, and that asbestos waste is stored in the removal enclosure and removed from site in accordance with any regulations.

Control Measures:

**Be alert at all times to the dangers of working with materials that may contain asbestos.**

**IF you come across materials that have not been identified as asbestos free, you must treat them as if they do contain asbestos until proven otherwise.**

**Stop work immediately and inform your Supervisor.**

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### 3.0 Arrangements / Procedures to be followed:

#### 3.48 **Occupational Health Hazards - Noise:**

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure, or could be due to excessive peak levels.

Another hazard is impaired communications which could lead to other problems due to unheard or misinterpreted instructions.

When planning work, the relevant standards will be taken into account. Noise measurements must be made to ascertain where control measures are required. The requirements of the H&S Plan must be also planned for.

The Contracts Manager will:

Ensure that information on the noise level of any plant which it is intending to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise. Details should be included in the H&S Plan along with designated ear protection zones.

Ensure instruction and training will be provided to employees required to work in premises or with plant which is likely to result in exposure to noise levels above the 1st Action Level.

Arrange for the following depending on levels of noise and the action levels which apply to that level, i.e:

<b>1st Action Level</b>	<b>80dB(A)</b> , daily personal exposure. <b>135dB( C )</b> , peak sound pressure.
<b>2nd Action Level</b>	<b>85dB(A)</b> , daily personal exposure. <b>137dB( C )</b> , peak sound pressure.
<b>Peak Action Level</b>	<b>87dB(A)</b> , daily personal exposure. <b>140dB( C )</b> , peak sound pressure.

Above 1st Action Level but below 2nd Action Level:

A noise assessment by a competent person.

Ensure that suitable measures to reduce the risk are available to employees, on request.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.48 **Occupational Health Hazards - Noise**, continued:

Above 2nd Action Level or Peak Action Level:

A noise assessment by a competent person.

Measures to reduce the risk:

Suitable ear defenders **MUST** be provided and **WORN**.

Ear protection zones must be demarcated and signs displayed.

Hearing protection equipment must be maintained.

The Site Supervisor will:

Ensure that all control measures identified in the noise assessment are implemented.

Ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all noise reducing equipment is used.

Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.

Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the 2nd Action Level or Peak Action Level.

Ensure that all noise control items fitted to plant or in premises are kept in good working order and that any defects are reported to the relevant manager responsible for plant maintenance, or hire company immediately.

Control Measures:

Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.

Ensure you obey any site instructions regarding the wearing of hearing protection in designated areas.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.48 **Occupational Health Hazards - Noise**, continued:

##### Control Measures:

Ensure plant and equipment is selected and maintained to minimise noise levels, and keep all engine/motor covers, etc. closed during use, and where possible select equipment to minimise noise levels.

When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.

Where possible, site noisy equipment away from working or public areas.

If the noise level exceeds 80dB then ear protectors will be made available.

If the noise level exceeds 85 dB then ear protectors will be worn and that area clearly identified.

Ear protection supplied will be suitable for the conditions of exposure.

Where prolonged exposure is unavoidable, work should be planned to give operatives adequate breaks from the noisy environment.

Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.

The H&S Director will provide the following services on request:

- Noise survey.
- Noise Assessment.
- Noise monitoring.
- Noise control measures.
- Individual noise monitoring.
- Training.
- Supply of ear protection equipment.

Refer to Sample - Noise Assessment

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### 3.0 Arrangements / Procedures to be followed:

#### 3.49 **Occupational Health Hazards - Hand-Arm and Whole-Body vibration:**

The main causes of exposure to Hand-Arm Vibration ( HAV ) are:

Regular long term operating of hand-held power tools such as road breakers.

Holding materials being worked by machines such as lathes, pedestal grinders, etc.

Exposure may result in a range of health effects collectively known as Hand-Arm Vibration Syndrome or HAVS. Some of the most well known health effects are:

Vibration White Finger ( VWF ).

Carpal Tunnel Syndrome.

Damage to sensory nerves.

Damage to muscles and joints in the hands and arms.

The main causes of exposure to Whole-Body Vibration (WBV ) are:

Poor posture.

Heavy lifting.

Driving of construction vehicles for most of the day.

When planning work, the relevant standards will be taken into account. Vibration measurements must be obtained to ascertain where control measures are required. The requirements of the H&S Plan must be also planned for.

The Contracts Manager will:

Ensure that information on the vibration level of any plant which it is intending to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Ensure that where personnel will be required to work in situations where potentially harmful levels of vibration are likely to be encountered, full information is obtained before work commences on the levels. Details should be included in the H&S Plan.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.49 **Occupational Health Hazards - Hand-Arm and Whole-Body vibration,** continued:

The Contracts Manager will:

Ensure instruction and training will be provided to employees required to work in premises or with plant which is likely to result in exposure to vibration levels above 2.5m/s<sup>2</sup>.

Control Measures:

If possible, carry out the job / work without the use of vibrating tools.

Use a low-vibration tool.

Always use the right tool for the job in hand.

Check tools before using them to make sure they have been properly maintained and repaired to avoid vibration caused by faults and general wear.

Make sure cutting tools are kept sharp.

Reduce the amount of time you use the tool in one go, by doing other jobs in between.

Avoid gripping or forcing the tools more than you have to.

Store tools correctly so that they do not have very cold handles when next used.

Encourage good blood circulation by: keeping warm and dry, ( wear gloves, hats, waterproofs, etc. ), massaging and exercising your fingers during work breaks.

Learn to recognise the signs of vibration injury, ie. Tingling and numbness in the fingers, in the cold and wet, fingers go white, then blue, then red and are painful, you can't feel things with your fingers (you'll have difficulty picking up small objects such as screws or nails), loss of strength in hands or limbs.

Report any symptoms promptly to your employer.

Tell your doctor about any symptoms.

Ask the H&S Director for further advice.

Use any control measures identified.

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### 3.0 Arrangements / Procedures to be followed:

#### 3.50 **Occupational Health Hazards - Work-related Stress:**

Stress is the adverse reaction people have to **excessive** pressure. It isn't a disease, but if stress is intense and goes on for some time, it can lead to mental and physical ill health, eg. depression, nervous breakdown, heart disease, etc.

There is an important distinction between; **pressure**, which can be a positive state if managed correctly, and **stress**, which can lead to ill health.

Work-related stressors can generally be divided into 7 categories of cause:

##### **1 - Culture:**

Problems that can lead to stress;

Lack of communication and consultation;

A culture of blame when things go wrong, denial of potential problems;

An expectation that people will regularly work excessively long hours or take work home with them.

Management will;

Provide opportunities for all staff to contribute ideas;

Introduce clear objectives;

Provide good communication and listening;

Ensure close employee involvement;

Create an atmosphere where people feel it is OK to talk about any problems they may be having;

Avoid encouraging people to work excessively long hours.

##### **2 - Demands of the job:**

Problems that can lead to stress;

Too much to do, too little time;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.50 **Occupational Health Hazards - Work-related Stress**, continued:

##### **2 - Demands of the job:**

Problems that can lead to stress;

Too little / too much training for the job;

Boring or repetitive work, or too little to do;

The working environment.

Management will;

Prioritise tasks, cut out unnecessary work, try to give warning of urgent or important work;

Make sure individuals are matched to jobs, provide training for those who need more, increase the scope of jobs for those who are over-trained;

Give individuals more responsibility, increase the scope of the job, increase the variety of tasks;

Make sure other workplace hazards, such as: noise, harmful substances and the threat of violence, are properly controlled.

##### **3 - Control:**

Problems that can lead to stress;

Lack of control over work activities.

Management will;

Give more control to staff by enabling, where possible, to plan their own work, make decisions about how that work should be completed and how any problems encountered should be handled.

##### **4 - Relationships:**

Problems that can lead to stress;

Poor relationships with others;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.50 **Occupational Health Hazards - Work-related Stress**, continued:

##### **4 - Relationships**, continued:

Problems that can lead to stress;

Bullying, racial or sexual harassment.

Management will;

Provide, where requested, training in interpersonal skills;

Carry out a proper investigation if bullying or harassment are notified as the cause of stress.

##### **5 - Role:**

Problems that can lead to stress;

Staff feeling that the job requires them to behave in conflicting ways at the same time;

Confusion about how everyone fits in.

Management will;

Talk to people regularly to make sure that everyone is clear about what their job requires them to do;

Make sure that everyone has clearly defined objectives and responsibilities linked to business objectives and training where required.

##### **6 - Change:**

Problems that can lead to stress;

Uncertainty about what is happening;

Fears about job security.

Management will;

Ensure good communication with staff;

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### 3.0 Arrangements / Procedures to be followed:

#### 3.50 **Occupational Health Hazards - Work-related Stress**, continued:

##### **6 - Change, continued:**

Management will;

Provide effective support for staff throughout the process.

##### **7 - Support:**

Problems that can lead to stress;

Lack of support from Managers and Co-Workers;

Not being able to balance the demands of work and life outside work.

Management will;

Support and encourage staff, even when things go wrong;

Encourage a healthy work/life balance;

See if there is scope for flexible work schedules, eg. flexi-hours, work from home;

Take into account that everyone is different and try to allocate work so that so that everyone is working in the way that helps them work best.

Upon notification of an individual suffering from stress, a member of Management will be allocated to carry out an assessment of the likely causes to see if they can be controlled.

It may become apparent, that further help needs to be sought by the individuals Doctor. If necessary, this will be encouraged or further advice sought by a professional counselling service.