



Company Policy for Health, Safety & Welfare



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1.0 Health and safety policy document and arrangements

Introduction

The legal framework and the specific requirements relating to health and safety policies are contained in Section 2⁽³⁾ of the Health and Safety at Work etc. Act which states that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of their **general policy** with respect to health and safety at work of their employees and the **organisation and arrangements** for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of their employees.”

The **general policy** should demonstrate that a company accepts concern for health and safety is an integral part of its organisation at all levels and that the highest management within the company means to ensure that this concern will be translated into effective action. The Health and Safety Executive believes that a practical test of the safety policy is that a manager or supervisor can recognise that they will be supported by the company if they reasonably choose the safety of their subordinates before the demands of the business. The test is particularly important in devolved organisations where activities are a long way from head office where local supervision must frequently make decisions crucial to safety.

The law requires that the ultimate responsibility for health and safety in each workplace lies with the highest management, but in practice duties have to be delegated. It is this delegation that forms the **organisation** within a company and must be capable of demonstrating the following:

- a) the logical delegation of duties;
- b) the identification of key personnel;
- c) the definition of the roles of line and functional management;
- d) arrangements for adequate support and advice;
- e) the nomination of persons with authority and competence to monitor safety performance.

Section 2 of the Act provides a useful check list of the **arrangements** that must be implemented, so far as is reasonably practicable, if the general policy and organisation are to be effective. These are the provision and maintenance of a safe place of work, and safe access thereto; arrangements for the use, handling and storage of substances; the provision of information, instruction, training and supervision; consultation with the workforce and most of all, because it takes into account all these other factors, the provision and maintenance of safe systems of work.

Sections 3 and 4 of the Act place similar duties, so far as is reasonably practicable, on employers, the self-employed and persons in control of premises to have effective systems and protective measures in place for persons other than their employees.

This health and safety policy document contains the **general policy, organisation and arrangements** and consists of this volume and is structured to assist management meet the requirements of relevant legislation.

Additional information and guidance may be required when new processes or activities are introduced, or as a result of risk assessments undertaken by the company. In such circumstances the company should contact Outsource Safety Ltd for advice and support.

Management monitoring procedures

Organisations need to measure what they are doing to implement their health and safety policy, to assess how effectively they are controlling risks, and how well they are developing a positive health and safety culture. A low accident rate, even over a period of years, is no guarantee that risks are being effectively controlled and will not lead to injuries, ill health or loss in the future. This is particularly true in organisations where there is a low probability of accidents but where major hazards are present. Here the historical record can be an unreliable or even deceptive indicator of safety performance.

Like planning, monitoring health and safety performance against pre-determined plans and standards should be a line management responsibility. Monitoring also reinforces management's commitment to health and safety objectives in general and helps in developing a positive health and safety culture by rewarding positive work done to control risk. Two types of system are required:

- a) active systems which monitor the design, development, installation and operation of management arrangements, workplace precautions, controls, etc.; and
- b) reactive systems which monitor accidents, ill health, incidents and other evidence of deficient health and safety performance.

The information provides a basis for decisions about improvements in risk control and the health and safety management system.

Organisations may need to decide how to allocate responsibilities for monitoring at different levels of the management chain and what level of detail is appropriate. The various forms and levels of active monitoring include:

- a) routine procedures to monitor specific objectives, e.g. quarterly or monthly reports or returns;
- b) periodic examination of documents to check that systems relating to the promotion of the health and safety culture are complied with;
- c) assessment and recording of training needs and delivery of suitable training;
- d) the systematic inspection of premises, plant and equipment by supervisors, maintenance employees, management, safety representatives or other employees to ensure the continued effective operation of workplace precautions;
- e) environmental monitoring and health surveillance to check on the effectiveness of health control measures and to detect early signs of harm to health;
- f) systematic direct observation of work and behaviour by supervisors to assess compliance with risk control systems and associated procedures and rules;
- g) the operation of audit systems;
- h) consideration of regular reports on health and safety performance by the board of directors.

The degree of active monitoring should be proportional to the hazard profile and should concentrate on areas where it is likely to produce the greatest benefit and lead to the greatest control of risk. Key risk control systems and related workplace precautions should, therefore, be monitored in more detail and more often than low risk situations.

Reactive systems are instigated after an event and include identifying and reporting:

- a) injuries and cases of ill health (including monitoring of sickness absence records);
- b) other losses, such as damage to property;
- c) incidents, including those with the potential to cause injury, ill health or loss;
- d) hazards;
- e) weakness or omissions in performance standards.

Each of the above provides opportunities for an organisation to learn from mistakes, and improve the health and safety management system and risk control.

This health and safety policy document has been structured to assist the company to manage and monitor health and safety within its area of responsibility and in line with our Quality Management System.

Additional information, guidance or procedures may be required when new processes or activities are introduced, or as a result of risk assessments undertaken by the company. In such circumstances the company should contact Outsource Safety Ltd for advice and support.

Please note: that it is **your** responsibility to read any guidance supplied and become familiar with it. Where necessary you may have to implement all or some of the measures contained therein.

Please note: Risk assessments may be prepared in a generic sense by Outsource Safety Ltd however ownership remains with **your** company and as such should be signed and dated by a competent person undertaking the risk assessment and should be reviewed accordingly to enable these generic assessments to be site and task specific. Further guidance on risk assessment can be obtained through our helpline or with specific training and support through your retained consultant, contact us for more information.

Please ensure that your policy statement(s) is / are signed and dated and that a copy is displayed prominently in the workplace.

This policy has been drawn up to comply with the requirements of HSG 65, "Successful Health and Safety Management" published by the HSE. However any company wishing to take that extra step is encouraged to apply for OHSAS 18001 which is for all organisations large or small and covers all sectors. The standard is designed to clarify an organisation's impact on health and safety issues, as well as help to reduce the risk of accidents and any breach in legal requirements. Outsource Safety Ltd. can help you put such a system in place please telephone for details.

Issue of electronic copies of safety policies

Subscription to Safety-net entitles the subscriber to receive their safety policy in hard and electronic copy. We reserve the right to limit the issue of electronic copies to pdf format only.

Certain legal prescriptions impose duties on us as a company and on the Consultants we employ to write policy that accurately reflect the demands of legislation and to this end we have to protect ourselves from unauthorised alteration of the contents.

If you require amendments, alterations or changes to your policy please contact your Consultant to discuss the matter.

1.1 Amendments record sheet

Date	Reason for amendment	Description of amendment	Section	Accepted by
01.09.2018	Extra clarification	Responsibility for ownership of risk assessments	1.0	
01.09.2018	New policy	Addition of Worksafe Policy	2.3	
01.09.2018		Complete revamp to section 4	4	
01.09.2018	Request for Word documents	COSHH risk assessments	5.0	
01.09.2018	Request for Word documents	Method statements and risk assessments	6.0	
01.09.2018	Request for Word documents	Office based risk assessments	7.0	



2.0 Policy Statements



McDonnell Price Roofing Contractors Ltd

2.1 Safety Policy Statement

The Managing Director of McDonnell Price Roofing Contractors Ltd regards the promotion of health and safety measures as a mutual objective for management and employees at all levels. The company has a commitment to a programme of continuous improvement and will set objectives to achieve this. It is therefore this company's policy to do all that is reasonably practicable to abide by any pertinent legislation, to prevent personal injury and ill health, damage to property and to protect everyone from foreseeable work hazards including the public, in so far as they come into contact with the company or its products.

In particular, the company has a responsibility:

- a) to provide and maintain safe and healthy working conditions taking account of any Statutory requirements;
- b) to provide training and instruction to enable employees to perform their work safely and efficiently;
- c) to make available all necessary safety devices and protective equipment including fire and emergency equipment and to maintain and supervise its use;
- d) to maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for its management to set an example in safe behaviour.

Employees have a duty to co-operate and support the operation of this policy:

- a) by working safely and efficiently;
- b) by using the protective equipment, and by meeting statutory obligations;
- c) by reporting to their supervisors incidents that have led or may lead to injury or damage;
- d) by adhering to company procedures for securing a safe workplace;
- e) by assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence. The company health and safety policy will be kept constantly under review and will be modified and updated as circumstances and experience dictates.

Within the company, Mr Patrick McDonnell has a particular responsibility for health and safety issues and identifying training needs. In addition, an outside consultancy, Outsource Safety Ltd, are employed for more specialist advice. Problems in the implementation of the policy should be addressed in the first instance to Mr McDonnell.

The routine monitoring and review of health and safety issues will be undertaken by site management in combination with the consultancy, where needed, during projects which warrant this service. Where applicable, management will hold consultation with employees on matters which affect their health and safety, via notice boards, toolbox talks and direct communication.

This statement is to be displayed in a prominent position. A full copy of this policy is available in the office for reference by personnel.

Signed:



Date: 1st September 2018

Mr Patrick McDonnell (Managing Director)

McDonnell Price Roofing Contractors Ltd

2.2 Environmental Policy Statement

The management and all who work at McDonnell Price Roofing Contractors Ltd are committed to the care of the environment and the prevention of pollution.

The organisation ensures that all its activities are carried out in conformance with the relevant environmental legislation and the Codes of Practice issued by our Client's, Government bodies and Trade Associations.

The organisation seeks to minimise waste, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to work with suppliers who themselves have sound environmental policies.

An essential feature of the environmental management system is a commitment to improving environmental performance. This is achieved by setting annual environmental improvement objectives and targets which are regularly monitored and reviewed. The objectives and targets are publicised throughout the organisation and all staff are committed to their achievement.

The success of the Environmental Policy depends on the managers, supervisors and employees at all levels within the company. The employees will be made aware of what is expected of them by the company and what is required of them by law.

Environmental objectives:

- a) ensure the programme is delivered in compliance with the environmental requirements;
- b) promote improvements in environmental management of construction;
- c) implement the waste hierarchy across the programme;
- d) seek ways to minimising environmental impacts.

Responsibilities

All employees have a responsibility to accept their personal involvement in the practical allocation of this policy, but specific responsibility falls upon line managers, supervisors, and employees professionally involved in administration and training.

Supervisors are responsible for the day to day environmental issues and for the implementation of all necessary measures to ensure compliance with all statutes and other matters relating to the environment. They shall identify, during the progress of the works, any matters that breach the Statutes. They are also responsible for any sub-contractors employed by the company, to ensure they comply with environmentally friendly practices.

Access will be given to any specialist environmental consultants and any specialist named by a client.

Signed:



Date: 1st September 2018

Mr Patrick McDonnell (Managing Director)

McDonnell Price Roofing Contractors Ltd

2.3 Worksafe Policy

McDonnell Price Roofing Contractors Ltd acknowledges its responsibility under the Health & Safety at Work etc. Act and recognises our duty of care and undertake to maintain safe systems of work and operates a Worksafe Policy (or Refusal to Work Policy) for all of our staff, contractors and sub-contractors working on all of our sites.

Risk assessments are carried out in line with the Management of Health and Safety at Work Regulations and the Company's Health and Safety Policy. Control measures are put in place including method statements, COSHH information and Toolbox talks to reduce risks as far as reasonably practical.

Sufficient training and mentoring is provided to ensure the competence of all staff and we do not expect any employee, contractor or sub-contractor to undertake any duties unless they are competent, have been briefed on any relevant information specific to the task and have suitable protective equipment (PPE).

We require all employees, contractors and sub-contractors to work safely at all times and to ensure that others around them work safely. This includes complying with site rules, all site specific procedures and instructions, wearing the correct and appropriate PPE and the use of the correct tools and equipment.

Where the use or operation of a machine, method of working of other influencing factor(s) that constitute a danger to staff or another person exists the employee, contractor or sub-contractor may refuse to operate the machine. The employee, contractor or sub-contractor may also refuse to carry out a method of working when it puts the life, health or safety of themselves or another person in danger.

Employees, contractors and sub-contractors refusing to work on health and safety grounds will be supported and no disciplinary action, financial or other penalty will be taken. Escalation for resolving a refusal to work is through the senior person on site in the first instance and any reports of unsafe working will be investigated, a report issued to a Director or senior manager of the company and appropriate remedial action will be taken.

The employee raising the Worksafe Procedure will be informed of decisions throughout the process.

Signed:



Date: 1st September 2018

Mr Patrick McDonnell (Managing Director)

2.4 Advice and consultancy



McDonnell Price Roofing Contractors Ltd have appointed Outsource Safety Ltd to act as consultants on health and safety issues affecting the company's business undertakings and have subscribed to their Safety-net on demand risk management subscription service.

Outsource Safety Ltd provide the company with advice, guidance and information on all aspects of safety through telephone, fax and email support and act as advisors on existing and forthcoming legislation. In addition the company receives monthly updates by email detailing developments within safety and explanations of good practice covering a wide range of subjects.

As a company, Outsource Safety Ltd has had many years of experience in industrial and construction issues and can rely on the practical experience, technical expertise and professional qualifications of the consultants themselves.

All clients are entitled to unlimited telephone support throughout the contract period. Verification may be sought by telephoning the number given below.



Signed



Roger M Hart BSc MSc CMIOSH CSHP
For and on behalf of Outsource Safety Ltd
Telephone: 01453 800100



3.0 Arrangements, responsibilities and duties



3.1 Health and safety arrangements

Sections 3 and 4 of this policy document form the health and safety arrangements of McDonnell Price Roofing Contractors Ltd. Individual and where applicable collective duties, roles and responsibilities are identified.

These arrangements have been written to ensure that, where reasonably practicable, McDonnell Price Roofing Contractors Ltd complies with current legislation and best practice.

Health and safety arrangements are under constant review and are amended as required to reflect the promotion of a positive safety culture.



3.2 Explanation of terms

We, the company and us

All references to the above terms mean McDonnell Price Roofing Contractors Ltd as a corporate body.

Duty, accountability and responsibility

Duty

Duty in this context is a statutory imposition on a corporate body, stakeholder and individuals to ensure legal compliance with the relevant legal prescriptions (i.e. Acts of Parliament and Statutory Instruments).

Accountability

The most senior person within the organisation (the duty holder) is accountable in law for the acts and / or omissions of those persons employed by them.

Responsibility

Persons within an organisation may be given responsibility for ensuring that procedures for certain tasks are complied with. Accountability still rests with the duty holder; e.g. an employee has a responsibility to follow procedures to ensure their own safety. Any managers or supervisors appointed to oversee that the procedures are complied with has a responsibility for the employee. The employer has a responsibility to ensure that managers or supervisors and employees comply with the procedures laid down.

Competent and appointed persons



Competent persons

A competent person is someone who has had sufficient instruction, training and experience in matters of health and safety and is able to assist the Managing Director on the day to day management of the safety programme. The competent person is usually a senior manager or in their absence someone of equivalent seniority, or in the case of specialist knowledge, someone brought in from outside the company with the necessary skills.

A competent person will also be identified as having had sufficient instruction and training and is qualified and experienced in certain subjects or activities such as a certified fork lift truck driver, machine operator or tradesperson.

Appointed persons

Appointed persons are those persons nominated to do a certain task e.g. in the absence of a first aider they will assist the casualty and arrange for medical help by contacting the emergency services as soon as possible if the incident warrants it.

3.3 Management Structure

(Purposely left blank)



3.4 Responsibilities of Managing Directors

The Managing Director of McDonnell Price Roofing Contractors Ltd has the following responsibilities to ensure that:

- a) the company statement for health and safety is signed each year by the most senior person within the organisation and is prominently displayed, and that the health and safety management system is regularly reviewed;
- b) to ensure that the health and safety performance of the company is regularly reviewed at Board level and that senior management is informed of the results of that review;
- c) wherever the Managing Director is not directly responsible for health and safety, another Director of the company is appointed to carry out that role;
- d) all risk assessments are carried out and are reviewed on an annual basis, and in the case of new operations, ensure that all proper safety precautions have been taken prior to work starting;
- e) there is a system in place for the effective planning, organisation, control, monitoring and review of the preventive and protective measures;
- f) all levels of management have a positive approach to safety and that health and safety arrangements are being applied effectively;
- g) funds and facilities are available to implement the company safety policy;
- h) all work is planned and carried out with regard to statutory provisions and good working practice;
- i) all risks are eliminated or reduced as far as is reasonably practicable within the company including accidents at work, health hazards, loss or damage to company property and risks to the public caused through company activities;
- j) all liabilities are covered by insurance and advise on the acceptability of risks whether insured or not;
- k) all employees under their control are fully aware of any hazards involved, and are trained and competent to undertake the work assigned to them without risk to themselves or others;
- l) external contractors or sub-contractors employed by the company are fully aware of the necessary safety precautions required for the protection of company employees, themselves, visitors and members of the public;
- m) the workplace is maintained to the statutory standards of health, safety and welfare;
- n) they provide and distribute Statutory Notices, forms, books, etc. relevant to the Act, and arrange for the distribution of safety information and educational leaflets among the employees as necessary;
- o) a system exists, and is carried out, for the recording and reporting and investigation of injuries, diseases and dangerous occurrences (RIDDOR);
- p) a system exists to discipline employees who contravene the relevant statutory provisions or the requirements of the safety policy;
- q) employees will be consulted concerning any measure at the workplace which may substantially affect their health and safety.

3.5 Responsibilities of Directors

Directors of McDonnell Price Roofing Contractors Ltd have the following responsibilities to ensure that:

- a) the company's statement for health and safety is kept up to date, signed by the Managing Director each year, and is displayed within the office and at any other permanent place of work in a prominent area;
- b) each employee is aware of their responsibilities as regards health and safety and support managers and supervisors on issues affecting safety;
- c) the results of risk assessments are reviewed on an annual basis and that the control measures recommended by the assessments are being utilised;
- d) appropriate training and retraining for all management and staff takes place;
- e) all sub-contract operations and service providers approved or appointed by the company have regard to Statutory provisions and good working practices;
- f) the uptake of safe actions through making personal interventions in circumstances where the principles of the policy and general good practice are not being followed;
- g) accidents, incidents and any other relevant occurrences are reported and recorded correctly;
- h) those who contravene relevant Statutory provisions or the requirements of the safety policy and its procedures are disciplined according to the company's procedures;
- i) where appropriate, that those who contravene relevant Statutory provisions or the requirements of the safety policy are informed in writing of the company's position on such matters.

3.6 Responsibilities of managers and supervisors

Managers and supervisors as appointed by McDonnell Price Roofing Contractors Ltd will have the following responsibilities. They will ensure that:

- a) they do not carry out or authorise practices which place employees or others in danger or which are in direct breach of legal requirements;
- b) the company statement for health and safety is displayed in a prominent area and that employees are familiar with the requirements of the health and safety policy and procedures;
- c) each employee under their control is aware of their responsibilities as regards health and safety and will consult with these employees on issues affecting their safety as they arise;
- d) appropriate safety induction training will be given to new employees and thereafter appropriate training and periodic retraining for employees within their control and keeping records of that training;
- e) provide suitable and adequate information, instruction and supervision to employees;
- f) the workplace is arranged and maintained to aid the safety of both employees and visitors;
- g) risk assessments are undertaken and that they are recorded and the results are disseminated to the relevant employees;
- h) all equipment provided is safe for use, inspected and maintained in accordance with best practice, and that only competent employees use such equipment;
- i) all necessary safety devices and protective equipment including fire and emergency equipment is available and maintained and to supervise its use;
- j) all maintenance and other work activities under their control are planned and carried out with regard to statutory provisions and good working practice;
- k) fire-fighting equipment is maintained, fire exits are kept clear and fire drill practices are organised and recorded at least annually;
- l) adequate first aiders or appointed persons are available to deal with injuries resulting from workplace accidents, and that welfare provisions are maintained and sufficient first aid kits are available;
- m) any external contractors selected to carry out work on behalf of the company are fully aware of and are able to satisfy their responsibilities regarding health, safety and welfare and are aware of restrictions affecting their operations;
- n) the uptake of safe actions through making personal interventions in circumstances where the principles of the policy are not being followed;
- o) the accident procedure for recording, reporting and investigation of injuries, diseases and dangerous occurrences is complied with and to inform Directors of the conclusions from such activities;
- p) adequate supplies of all necessary protective clothing or equipment is available and issued as required and, as far as is reasonably practicable, that such equipment is worn at all times, and that when issued to employees, a record is kept in the Protective Clothing Issue Register.

3.7 Responsibilities of employees

All employees of the company are expected to abide by the following rules:

- a) they will have read and ensure that they understand the company safety policy insofar as it relates to them and their safety;
- b) they will take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions;
- c) they will not interfere with anything provided to safeguard their health and safety;
- d) they will wear personal protective clothing and equipment as identified by risk assessments;
- e) they are required to be fully co-operative with any reasonable request from their manager or their supervisor regarding health and safety matters;
- f) they are responsible for the correct use and storage of their tools and equipment. They must also ensure that they are not used in a way which could endanger themselves or others, and report any defects immediately;
- g) they will not use plant or equipment for purposes for which they are not designed to be used;
- h) they will not attempt to use, repair or maintain any equipment or machinery for which they have not received full instructions or training;
- i) they will wherever possible attempt to reduce hazards by their own actions, e.g. remove trip hazards, and warn others of possible dangers;
- j) they will report the abuse of any facilities to a manager.

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4.0 Policies and procedures



4.1 Policy on visitors to the premises

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations.

As Principal Contractor we have a duty of care towards all visitors, including contractors, and have regard for their health and safety whilst on our site, particularly as they may be unfamiliar with the layout, activities and hazard controls that are in place.

It is our policy to:

- a) ensure, as far as is reasonably practicable, the health, safety and welfare of all visitors and contractors to our sites;
- b) control access of visitors, including contractors, to ensure the health, safety and security of all employees;
- c) ensure that all visitors and contractors are aware of our rules and procedures;
- d) accompany visitors wherever possible around the site or, if they are unaccompanied, e.g. contractors, warn them of any danger areas or foreseeable risks; and ensure they are aware of the nearest fire alarm call points, fire exits and assembly points as appropriate;
- e) accompany and / or account for visitors and contractors at the fire assembly point in the event of an evacuation of the site;
- f) record all injuries to visitors and contractors in the accident book and carry out a thorough investigation of the accident. If the injury is reportable under RIDDOR ensure that the accident is reported; and
- g) inform visitors and contractors of our smoking policy and other policies that may affect them.

4.2 Policy for the induction of new employees

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

Once an employee has been recruited by McDonnell Price Roofing Contractors Ltd they will undergo health and safety induction training as soon as is practical. Following this, job specific induction training will commence. The inductor shall be nominated by management.

Induction requirements

The inductor shall:

- a) explain to the employee their role within the company and introduce them to the person to whom they will be directly responsible and their work colleagues;
- b) ensure that the employee has read and understands the company safety policy and will also make the employee aware of their specific responsibilities and "duty of care" under health and safety legislation;
- c) introduce the employee to the workplace or facility, paying particular emphasis to the hazards presented from machinery, equipment and substances;
- d) ensure that the employee is aware of emergency procedures for evacuation and the location of fire exits and fire-fighting equipment;
- e) familiarise the employee with the procedures for emergency first aid and the location of welfare facilities, first aid supplies, first aiders, and the accident book;
- f) discuss any actions which are prohibited such as operation of plant machinery without licence or authorisation;
- g) shall identify any training requirements and use the training record sheet to plan any required training courses;
- h) question the new employee on the points above to ensure that they have understood the purpose of the induction process and be satisfied that they are aware of the hazards within their work area(s);
- i) record the induction date on the training record matrix.

4.3 Policy for employees or contractors transferred to the site

All contractors and employees engaged in activities on behalf of McDonnell Price Roofing Contractors Ltd will undergo an induction to the site to which they are transferred.

The competent person will:

- a) explain to the employee their role on the project and introduce them to the person to whom they will be directly responsible;
- b) ensure that the employee is aware of the site safety requirements and procedures. Using the site copy of the policy, they will also be made aware of their specific responsibilities regarding health and safety;
- c) introduce the employee to the site, identifying all hazards which may be present;
- d) familiarise the employee with the procedures for emergency first aid and the location of welfare facilities, first aid boxes, first aiders, the accident book and any fire-fighting equipment;
- e) discuss any actions which are prohibited on site (smoking, operation of plant or equipment before training, etc.);
- f) identify any training requirements and inform management;
- g) ensure the employee is aware that the operation of any plant, machinery or equipment is forbidden without training;
- h) issue special (site or process specific) personal protective equipment and obtain a signature for receipt of the issue;
- i) ensure that the employee is familiar with its proper use, maintenance and storage requirements.

4.4 Policy for the safety of young people

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

McDonnell Price Roofing Contractors Ltd recognises that a 'Young person' is defined as someone who is old enough to have left compulsory education but not yet reached 18 years of age and may include young persons on training schemes, work placement, school programmes, and apprenticeships etc. Details of the work experience is to be clearly defined before the young person is allowed to commence work.

Under no circumstances are employees or sub-contractors allowed to bring young persons / relatives onto the site on "ad hoc" occasions e.g. during school holidays.

Special attention will be given to the following:

- a) risk assessments are carried out prior to any task(s) the young person may be required to do;
- b) provide information to parents of school-age children about the risk and the control measures introduced;
- c) design and implementation of safe systems at work;
- d) the important values of safe places of work, including the working environment e.g. adequate lighting;
- e) safe use of equipment;
- f) safe handling, storage and transport of materials;
- g) proper use of protective clothing and equipment as supplied and made available.

All new employees will be issued with a copy of the company safety policy and instructed on their and the company's responsibilities as soon as is reasonably practical. This will involve consultation with the young person's parents or guardians.

It is intended that all such training should not solely be confined to the company's and the employee's statutory obligations but demonstrate the benefits of accident prevention techniques for all concerned.

In the event of new legislation being introduced that affects any of the company's operations, all persons involved with those operations will be fully instructed on the implications of such legislation.

Prior to the introduction of new equipment for use during the company's operations, the operator will have received adequate training and instruction to deem that person to be competent.

No person under the age of 18 years of age shall operate any type of power driven machinery, unless for the purpose of training and is under the direct supervision of a competent person.

4.5 Policy on risk assessment

The objective of this policy is to comply with the current requirements of the Management of Health and Safety Regulations, COSHH, Display Screen Equipment, the Provision and Use of Work Equipment, Noise at Work, Control of Lead and other Regulations as applicable.

McDonnell Price Roofing Contractors Ltd will ensure, so far as is reasonably practicable, a workplace which is safe and without risk to the health of its employees. The company will ensure that there are competent people who have been trained to complete risk assessments, and that those people carry out suitable and sufficient assessments of the tasks and procedures within the organisation and that they are recorded and brought to the attention of the employees.

Where possible, risks will be identified, and countermeasures implemented, to highlight, reduce and control those risks, and where possible use engineering measures to eliminate them altogether. Where this is not possible then personal protective equipment will be supplied as a last resort. The risk assessment process will ensure that all aspects of the work activities are reviewed and will identify all persons at risk from the identified hazards.

Hazard identification and risk assessment will not only take into account the activities being carried out by its own employees but will also take into account the activities being carried out by any persons entering the workplace.

Risk assessments will be reviewed on an annual basis or as necessary should there be a change to the process to which it applies or there is reason to suspect that it is no longer valid.

The company will not appoint any person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

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4.6 Policy for purchasing or hiring plant and equipment

The objective of this policy is to comply with the current requirements of the Provision and Use of Work Equipment Regulations.

When hiring goods the following conditions will be specified:

- a) ensure that the purchaser / hirer / selector are familiar with the requirements of the company health and safety policy;
- b) ensure that the equipment or materials purchased or hired satisfy the requirements of any relevant British Standard or Statutory provision and the supplier will compile a written statement to assure the company that this is the case;
- c) all hired machinery will come complete with a checklist and evidence of the equipment's last Thorough Examination and Test (where applicable) when the machine is delivered;
- d) all plant and machinery will be inspected by the operator at the start of each working day and the conclusions entered in forms held by the site manager;
- e) in accordance with the Lifting Operations and Lifting Equipment Regulations, equipment used for lifting purposes will be marked with its safe working load (this includes items such as elevating access platforms or other equipment used for lifting people).



4.7 Policy for the provision of welfare facilities and emergency procedures

Provision of welfare facilities on site

The objective of this policy is to comply with the current requirements of Schedule 2 of the CDM Regulations.

Adequate welfare facilities will be arranged for the use of employees and contractors, and although very short duration works of less than one or two days may not require these provisions, an assessment will take place based on work activities and location. Vehicle drivers can rely upon the welfare facilities available on their routes and arrangements will be made with Clients to provide welfare at their sites so far as is reasonably practicable. Site welfare facilities require a method of heating food and a means of heating drinking water and:

- a) adequate washing facilities - A basin or similar facility where workers can wash their hands, arms (up to their elbows), and face or alternative arrangements for where this is not reasonably practicable such as dry soap and barrier cream;
- b) adequate toilet facilities on site or in easy reach given the transport available;
- c) accommodation for sheltering during bad weather, storing clothes and taking meals. Employees could use a suitable vehicle if it is clean and of reasonable dimensions;
- d) a supply of wholesome drinking water.

Note: Contractors may be allowed use of the welfare facilities provided by the company on the understanding that applications for shared welfare must be agreed prior to the contract.

Provision for emergencies

Situations presenting serious or imminent danger

In the event of any situation that presents serious or imminent danger, the following procedure has been established:

- a) all personnel must stop work immediately and proceed to a place of safety;
- b) work must not be resumed if a serious or imminent danger remains;
- c) all personnel that are assigned a specific task in the event of an emergency are informed of their responsibilities.

Note: A telephone will be available at each site where work is taking place. Arrangements will be made to cover lone workers. When contractors are employed as lone workers general clarification of arrangements will be sought from the contract company.

External contacts

Where arrangements are in place with external contacts for provision of first aid, emergency care and / or rescue work, all personnel are made aware of these arrangements.

Safe access / egress

Consideration will always be given to minimising the potential for slips, trips and falls at the site. Members of the public and footpaths will be considered in order to control potential risks. Access must always be kept clear for the emergency services and the siting of equipment will be sympathetic to this.

Fire risks

Fire extinguishing equipment will be provided on each site as identified by a fire risk assessment and / or the Construction Phase Plan.

Emergency preparedness and response

A formal process is in place to identify all potential emergencies that could occur on any particular site. This process forms part of the risk assessment process. In addition, procedures will be implemented and maintained to ensure that in the event of an actual emergency situation appropriate action can and will be taken. All policies and procedures implemented will always take into account the needs of relevant interested parties, such as clients, emergency services, neighbours, etc.

All relevant personnel will receive adequate training in emergency preparedness and response. In addition, where necessary, the company will fully cooperate with client training and exercises.

The procedures and policies for emergency preparedness and response will be reviewed periodically and revised as and when necessary. Where necessary, the company will fully cooperate with assisting in any client reviews of procedures.

There is also a HSE guidance note for work at transient construction sites. (Construction Information Sheet No.CIS59).



4.8 Policy for the provision of first aid

The objective of this policy is to comply with the current requirements of the First Aid at Work Regulations (as amended).

The aim of this policy is to provide information and training on first aid to employees to ensure that Statutory requirements are met, operational needs are addressed and first aid support is available to all employees.

The company will ensure that all employees are aware of the procedures to be followed in the event of illness or injury at work and that adequate supplies of first aid equipment and facilities appropriate to the degree of risk are maintained.

A first aider is an employee who has been trained to competently administer first aid at work and holds a current certificate and has been appointed by the company.

Their responsibilities as a first aider are to:

- a) preserve life until medical help arrives;
- b) limit the effects of the injury or illness;
- c) evacuate the casualty safely;
- d) promote recovery;
- e) get the casualty medical help if required.

All arrangements for first aid will be brought to the attention of all employees. In the event of an incident requiring first aid, procedures will be in place to ensure immediate notification and release of a first aider.

Containers for first aid equipment can be boxes, bags or cupboards and will be made of material able to protect the contents from damp and dust. Containers will be marked with a white cross on a green background. The contents of the first aid containers are covered by the First Aid Regulations and the type of dressings etc. will be determined by risk assessment. The contents of the container will be regularly checked and replenished by first aid personnel. Those who work off site or travel on behalf of the company will be given a travelling first aid kit.

First aid training records and lists of first aiders will be kept in a readily accessible format for audit and inspection purposes.

All first aid staff will only give treatments for which they have been trained. Staff who regularly treat cuts and come into contact with blood or other bodily fluids will ensure that they follow safe handling procedures to protect themselves against blood borne viruses such as Hepatitis B and HIV. Immunisation against Hepatitis B can be obtained from your Doctor after consultation with the Managing Director.

All accidents at work must be recorded in the accident book. The first aider will make records of all treatment given at the time of the incident.

4.9 Policy on office safety

The objective of this policy is to comply with the current requirements of the First Aid at Work Regulations (as amended), and the Workplace (Health, Safety and Welfare) Regulations.

Clear, safe access must be maintained at all times. Materials must not be placed in gangways. Loose carpeting or problems with electrical equipment must be reported. Trailing leads are to be kept to an absolute minimum. A cable tidy system is to be used to reduce the risk of a trip hazard.

Ventilation

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

Temperature

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

Lighting

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

Cleanliness and waste materials

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

Welfare facilities

Welfare facilities for company offices, workshops, stores, yards, will meet the Statutory requirements. Current facilities include:

- a) male / female toilets;
- b) kitchen facilities.

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4.10 Policy on the use of display screen equipment

The objective of this policy is to comply with the current requirements of the Health and Safety (Display Screen Equipment) Regulations.

The aim of this policy is to protect our employees by reducing the risks associated with display screen work, such as the development of upper limb disorders, temporary eyestrain, headaches, fatigue and stress.

McDonnell Price Roofing Contractors Ltd will:

- a) undertake scheduled risk assessments to identify any hazards from the prolonged use of display screen equipment (2-3 hours each day). The results of these assessments will be evaluated and recorded;
- b) undertake any reasonable corrective action necessary to reduce any risks identified in the assessment;
- c) ensure that any new workstations meet the requirements laid down in the Regulations and general standards of good practice;
- d) allow users to periodically and informally interrupt their working pattern;
- e) provide display screen equipment “users” on request with appropriate eye and eyesight tests at the discretion of the Managing Director;
- f) provide every user with appropriate special corrective appliances (spectacles) when a qualified Optician states clearly that such provision is necessary solely for the work activity;
- g) provide adequate training on the health and safety aspects of the workstation where required;
- h) provide adequate information on health and safety matters and on the assessment process and other steps that they have taken in complying with these Regulations.

4.11 Policy for workplace inspections / audits

The objective of this policy is to comply with the current requirements of the Management of Health and Safety Regulations.

The company will undertake such inspections as necessary to ensure the health and safety of all employees.

During these inspections, employees will be consulted, and any concerns or suggestions that may improve safety in the workplace will be taken into consideration.

A full audit of offices and workplaces will be undertaken at least annually and will be carried out by either a health and safety consultant or a competent person designated by the Managing Director.

Site inspections will be conducted regularly. Records of all inspections and audits will be kept.

The findings of all audit reports will be reported to Management.



4.12 Policy on health surveillance

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work, COSHH, the Health and Safety (Display Screen Equipment), the Noise at Work and other relevant regulations.

The purpose of health surveillance is to detect any effects to health as early as possible and thereby minimise or prevent its continuation. Where an employee needs to take time off or is declared medically unfit for a work related illness or condition then management will investigate the root cause of the illness or condition as it would any other accident or incident.

The company shall ensure where applicable, that all employees are subject to the appropriate health surveillance, having regard to their health and safety, which is required by the assessments undertaken by the company's activities.

Health surveillance will be introduced where the assessment confirms that the following criterion is to be met:

- a) there is an identifiable disease or risk of an adverse condition;
- b) there is reasonable potential that a disease or condition may be contracted under the prevailing work conditions;
- c) suitable techniques exist to detect the disease or condition;
- d) surveillance will provide further protection for the employee involved.

Relevant employees will undergo periodic examination by a qualified medical practitioner e.g. six monthly or annually, to enable the early detection of evidence of an occupational disease and for subsequent treatment to be undertaken.

Regular review of the implementation of the procedures will be undertaken and thereby:

- a) check the effectiveness of the control measures;
- b) provide information on the accuracy of the risk assessment;
- c) provide measures identifying and protecting individuals at risk.

Where appropriate the company will provide health surveillance in order to ensure the health and safety of all its employees. This will include those who work with visual display screens and the company will provide display screen equipment "users" on request with appropriate eye and eyesight tests at the discretion of the Managing Director, and will provide every user with appropriate special corrective appliances (spectacles) when a qualified Optician states clearly that such provision is necessary solely for the work activity.

Where workers are routinely exposed to levels of noise above 85 dB(A) then audiometric testing will be offered to those employees.

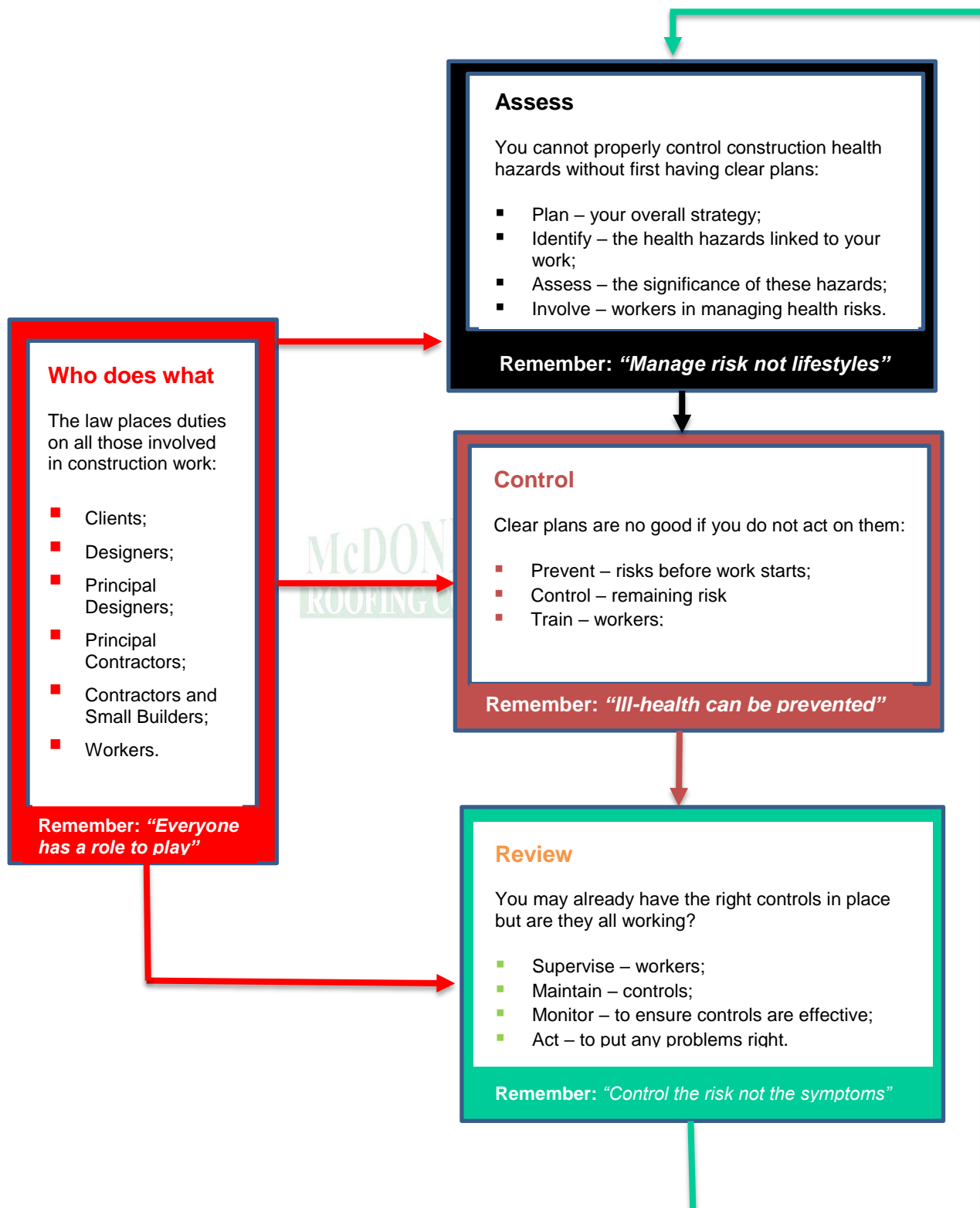
Where required as a result of a risk assessment under COSHH regulations, health surveillance may include specimens being taken and sent for analysis, such as blood or urine samples. Other health surveillance may include lung function tests for occupational asthma and physical (visual) inspections for chromatic ulcers or contact dermatitis.

The company will ensure that an appropriate Health Questionnaire is issued annually to all employees and the results of which will be discussed with the employee concerned with a view to arranging appropriate treatment.

4.12.1 Managing on-site health risks

Managing Construction Health Risks

Managing health risks is no different to managing safety risks. This diagram outlines the basic principles that you need to know.



For more information <http://www.hse.gov.uk/construction/healthrisks/managing-essentials/essentials.pdf>

4.12.2 Policy for working with substances likely to cause dermatitis

The objective of this policy is to comply with the current requirements of the COSHH Regulations.

Employees who are likely to come into contact with substances that cause dermatitis will be given regular skin checks by a suitably trained competent person and encouraged to self-inspect for signs of the condition. The company will undertake risk assessments taking into account the following:

- a) the nature of the substances they work with and risk created by exposure to those substances;
- b) the precautions they need to take;
- c) any control measures necessary, what they are for and how to use them;
- d) how to use the personal protective clothing (PPE) provided;
- e) results of any exposure monitoring / health surveillance.

In addition to providing health surveillance, the company will endeavour to reduce exposure to substances that lead to dermatitis by engineering controls and by identifying places where the substances are used most, and in those areas determine:

- a) what the employees are actually doing;
- b) what measures are currently in place;
- c) if leakage or spillage could occur, either through breakdown, or operator error.

Employees will be advised of the risks identified and the controls that are in place. Any problems found must be referred to an occupational health qualified doctor or nurse. Skin inspections are to be carried out by a trained appointed competent person. Records of health surveillance will be kept for 40 years.

4.12.3 Policy for working with known respiratory sensitisers

The objective of this policy is to comply with the current requirements of the COSHH Regulations.

The company is aware that certain of the chemicals in use at the present time are known respiratory sensitisers. A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Sensitisation can happen after several months or even years of breathing in the sensitiser. Continued exposure can result in permanent damage to the lungs with increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air. These attacks often continue for years after exposure to the sensitiser has stopped.

Substances responsible for most cases of occupational asthma are:

Example substance groups	Common activities
Isocyanates	Spray painting (2 pack paints), adhesives, foam manufacture, etc.
Solvents	Application of solvent based paints, working with solvent as a cleaner / degreaser, acetone in fibreglass moulds / repairs
Dusts	Wood working, sanding, housekeeping. Dust may also be produced when handling other materials
Fume (welding, brazing, soldering, etc.)	Soldering, electronic assembly
Resins	Use of epoxy resin in glues and paints, styrene resins in manufacture
Substances used within the business	
Solvents and resins in the manufacture of moulds, fumes from welding and soldering, cement and wood dusts.	

The company will undertake risk assessments taking into account the following:

- the nature of the substances they work with and risk created by the exposure to those substances;
- the precautions they need to take;
- any control measures necessary, what they are for and how to use them;
- how to use the personal protective clothing (PPE) provided;
- any health surveillance that is required.

In addition to providing health surveillance, the company will endeavour to reduce exposure to substances that lead to asthma by engineering controls and by identifying places where the substances are used most, and in those areas determine:

- if the substances can be eliminated altogether or substituted for a less harmful one;
- if exposure can be eliminated or contained;
- that adequate training has been given on the risks to health, the symptoms to be aware of, the importance of reporting them at an early stage, and the correct use of the control measures.

Should an employee suspect that they have become sensitised the company will immediately remove them from working with the sensitiser and advise them to consult their doctor giving information on the work they do and the substances they may have been breathing in. The company will then review our COSHH risk assessment and existing control measures and make any necessary changes. Records of health surveillance will be kept for 40 years.

4.12.4 Policy for the control of lead at work

The objective of this policy is to comply with the current requirements of the Control of Lead at Work Regulations.

The purpose of this policy is to ensure that:

- a) no work will be undertaken which is liable to expose any employees or others to exposure of lead unless an assessment of the risk to health created by that work has been carried out;
- b) where assessment of the work concerned is likely to result in the exposure of any employees to lead as 'being significant' the measures needed to prevent or adequately control exposure shall be identified and implemented in accordance with the Control of Lead at Work Regulations;
- c) where assessment of the work concerned is likely to result in the exposure of any employees to lead as 'not being significant' the measures needed to prevent or adequately control exposure shall be identified and implemented in accordance with the Control of Substances Hazardous to Health Regulations.

Working with lead can affect health if too much is absorbed. The company will ensure that the amount of lead that employees come into contact with is kept to a minimum. The use of lead free material or low solubility lead compounds should be prioritised.

The most likely ways of contamination are:

- a) production of lead dust, fume or vapour;
- b) scrap-processing activities, including recovery of lead from scrap and waste;
- c) working with metallic lead and alloys containing lead, e.g. soldering;
- d) lead smelting, refining, alloying and casting;
- e) manufacturing lead compounds;
- f) manufacturing leaded glass;
- g) manufacturing and using pigments, colours and ceramic glazes.

If employees are exposed to lead, lead compounds, dust, fume or vapour at work the company will:

- a) assess the risk to health to decide whether or not exposure is 'significant';
- b) decide what precautions are needed to protect employees health;
- c) put in place systems of work and other controls, such as fume and dust extraction, to prevent or control exposure to lead, and keep equipment in efficient working order. Specialist equipment must be provided, ensuring that there is a procedure in place for cleaning and maintenance.
- d) provide washing and changing facilities, and places free from lead contamination where employees can eat and drink;

- e) inform employees about the health risks from working with lead and the precautions they should take;
- f) train employees to use any control measures and protective equipment correctly;
- g) provide protective clothing and equipment;
- h) measure the level of lead in the air that employees may be exposed to, and inform them of the results.

If exposure to lead cannot be kept below the workplace exposure limit, the company will issue employees with respiratory protective equipment; arrange for a Doctor to measure the level of lead in the body, and inform the employee of the results. Blood-lead levels are to be checked every three months.



4.12.5 Policy for the control of Hand Arm Vibration (HAVS)

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act and the Management of Health and Safety at Work Regulations and the Control of Vibration at Work Regulations.

Hand-arm vibration is vibration transmitted from work processes into the hands and arms. It is typically caused by operating hand-held power tools, such as breakers, and hand-guided equipment, e.g. powered lawnmowers, hammer drills, chainsaws, sanders or by holding materials being processed by machines, concrete scabbling or dressing of metal surfaces.

Frequent exposure to excessive hand-arm vibration can lead to permanent health effects over the long term. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill-health but precautions should still be taken, the first and easiest of which, is to use gloves to keep the hands warm and therefore blood circulation higher. Avoid having cold hands when using equipment which vibrates.

Symptoms of hand arm vibration syndrome

Identifying signs and symptoms at an early stage is important. It will allow you, as an employer, to take action to prevent the health effects from becoming serious for your employees. The symptoms include any combination of:

- a) tingling and numbness in the fingers;
- b) not being able to feel things properly;
- c) loss of strength in the hands;
- d) fingers going white (blanching) and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

For some people, symptoms may appear after only a few months of exposure, but for others they may take a few years. They are likely to get worse with continued exposure to vibration and may become permanent.

The Control of Vibration at Work Regulations require employers to:

- a) assess the vibration risk to your employees;
- b) decide if they are likely to be exposed above the daily exposure action value (EAV);
 - i. and if they are: - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- c) provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- d) decide if they are likely to be exposed above the daily exposure limit value (ELV);
 - i. and if they are: take immediate action to reduce their exposure below the limit value;
- e) provide information and training to employees on health risks and the actions you are taking to control those risks;
- f) consult your employee or employee representative on your proposals to control risk and to provide health surveillance;

- g) keep a record of your risk assessment and control actions;
- h) keep health records for employees under health surveillance;
- i) review and update your risk assessment regularly.

Purchasing policy

When purchasing powered hand operated / driven equipment, consider the vibration level (and noise level) of the equipment. Equipment emitting the lowest levels of vibration will, where possible, be chosen in preference. Note: equipment emitting 2.5m/s^2 may be used for 8hrs without exceeding the daily maximum exposure. (Exposure Limit Value).

Assessing the risk to employees from HAVS

Managers must identify and list all hand held / driven powered work equipment that emits vibration, and the typical vibration levels produced during the typical work activity, the measurement is expressed in metres per second squared m/s^2 . This information is available from equipment manufacturers, information may also be contained within the manual provided with the equipment.

The use of equipment that emits vibration above the Exposure Action Value (EAV) of 2.5m/s^2 must be controlled, the aim is to ensure that the Exposure Limit Value (ELV) of 5m/s^2 per day is not exceeded.

Exposure to vibration above ELV presents a high risk of causing hand arm vibration syndrome and therefore must be prevented.

The vibration emitted by equipment must be considered in conjunction with the 'trigger time'. 'Trigger time' is the actual time employees are in contact with equipment when it is vibrating. (Note: fixing a shelf to a masonry wall may take an hour or more, however the trigger time when drilling holes for fixings will be a fraction of the overall time to do the job, most likely 2 - 3 mins).

The trigger time for equipment must also be measured and recorded with use of the table below.

Trigger time

Equipment make and model	Activity	Vibration magnitude	Trigger time
Hammer drill	Drilling	10.5m/s^2	15
TE1000 breaker	Breaking	8m/s^2	60

The table below was developed by the HSE to assist managers in measuring exposure to vibration from hand held / driven powered equipment, taking into account vibration emitted and trigger times. To simplify the calculations that must be made, the HSE have developed a points system. Where the Exposure Limit Value is achieved, managers must implement suitable controls to reduce exposure of vibration below the Exposure Limit Value of 5m/s^2 per day.

Exposure points system and ready-reckoner

The table below is a 'ready reckoner' for calculating daily vibration exposures. All you need is the vibration magnitude (level) and the exposure time. The ready-reckoner covers a range of vibration magnitudes up to 40m/s^2 and a range of exposure times up to 10 hours.

Note: Your daily exposure to vibration is measured by a formula known as an A(8) value. This is the average (A) exposure over an eight-hour day and takes into account the magnitude of the vibration and how long you are exposed to it. The rate of vibration of a tool or piece of machinery is measured in metres (m) per second (s) – its movement per second.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in $\text{m/s}^2 \text{ A}(8)$. You may find the exposure points easier to work with than the $\text{A}(8)$ values:

- exposure points change simply with time: twice the exposure time, twice the number of points;
- exposure points can be added together, e.g. where a worker is exposed to two or more different sources of vibration in a day;
- the exposure action value ($2.5 \text{ m/s}^2 \text{ A}(8)$) is equal to 100 points – action should be taken to control exposure;** eliminate / reduce the risk (see tips on eliminating / reducing the risk below) and introduce health surveillance (see health surveillance procedure below);
- the exposure limit value ($5 \text{ m/s}^2 \text{ A}(8)$) is equal to 400 points;**

Using the ready reckoner: (See relevant RAMS for chart):

- find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table;
- find the exposure time (or the nearest value) on the grey scale across the bottom of the table;
- find the value in the table that lines up with the magnitude and time. The illustration shows how it works for a magnitude of 5 m/s^2 and an exposure time of 3 hours: in this case the exposure corresponds to 150 points;
- compare the points value with the exposure action and limit values (100 and 400 points respectively). In this example the score of 150 points lies above the exposure action value.

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

Activity	Equipment make / model	Trigger time	Vibration level	Points (above 100 points control, above 400 points prevent)
Hammer drill	Plant 1	15 mins	10.5 m/s^2	61
TE1000 breaker	Plant 2	60 mins	8 m/s^2	130
Total				191 (above EAV, control required)

Tips on reducing exposure to vibration:

- eliminate the need to use vibrating equipment e.g. use adhesives to fix signs as opposed to mechanical fixings requiring the use of a drill;
- choose low vibration equipment;
- ensure cutting tools are sharp e.g. drill bits, chisels, blades;
- ensure equipment is maintained in accordance with manufacturer's instructions;
- job rotation, rotate individuals using vibrating tools;

- f) provide employees with personal protective equipment to keep them warm and dry, this will improve blood circulation;
- g) provide information about the safe use of equipment to employees;
- h) train employees is risks associated with vibration (see tool box talk vibration).

Managers responsibilities for vibration health surveillance

Managers must:

- a) identify employees exposed to vibration above the Exposure Action Level (EAV);
- b) issue the Vibration Health Surveillance Form annually to employees exposed to vibration above the EAV. Managers must consider the completed form and refer any employee reporting symptoms to an Occupational Health Nurse for further investigation .
- c) maintain a file of completed forms and / or copy the form into existing employee files.

Employees responsibilities for vibration health surveillance

- a) employees will complete and return the Vibration Health Surveillance Forms when requested to do so by their line manager;
- b) inform line managers when symptoms associated with HAVS become apparent.

Health surveillance

Management will ensure that employees exposed to vibration above the EAV and / or those with health conditions likely to increase the risk of HAVS occurring. e.g. Raynaud's Disease, will take part in health surveillance so as to have reassurance that controls are effective and to identify the onset of HAVS. Records will be kept for 40 years.

HAV Points Ready Reckoner

Use the Ready Reckoner to manage and plan your tool usage at the start of the day to ensure that your Exposure Limit Value will not be exceeded. It is too late to identify that you are exceeding the 400 points Exposure Limit Value before the end of your working day.

V i b r a t i o n	40	801																		
	30	450	901	1351																
	25	313	626	938	1251															
	20	200	400	600	801	1201														
	19	181	361	542	723	1084	1445													
	18	162	324	486	649	973	1297													
	17	145	289	434	578	868	1157	1446												
	16	128	256	384	512	769	1025	1281												
	15	113	225	338	450	676	901	1126	1351											
	14	98	196	294	392	588	785	981	1177	1373										
	13	85	169	254	338	507	677	846	1015	1184	1350									
	12	72	144	216	288	432	576	721	865	1009	1153	1297	1441							
	11	61	120	182	242	363	484	605	725	848	969	1090	1211	1332	1450					
M a g n i t u d e m/s²	10.5	55	110	166	221	331	441	552	662	772	883	993	1103	1214	1324	1434				
	10	50	100	150	200	300	400	500	600	700	800	900	1000	1100	1200	1300	1400			
	9.5	45	90	135	181	271	361	452	542	632	723	813	903	994	1084	1147	1265	1355	1445	
	9	41	81	122	162	243	324	405	486	567	649	730	811	892	973	1054	1135	1216	1297	
	8.5	36	72	108	145	217	289	362	434	506	578	651	723	795	868	940	1012	1087	1157	1446
	8	32	64	96	130	192	256	320	384	448	512	576	641	705	769	833	897	961	1025	1281
	7.5	28	56	84	113	169	225	281	338	394	450	507	563	619	676	732	788	844	901	1126
	7	25	49	75	98	147	196	245	294	343	392	441	490	539	588	638	687	736	785	981
	6.5	21	42	63	85	127	169	211	254	296	338	381	423	465	507	550	592	634	677	846
	6	18	36	54	72	108	144	180	216	252	288	324	360	396	432	468	504	540	576	723
	5.5	15	30	45	61	91	121	151	182	212	242	272	303	333	363	394	424	454	484	605
	5	13	25	38	50	75	100	125	150	175	200	225	250	275	300	325	350	375	400	500
	4.5	10	20	30	41	61	81	101	122	142	162	182	203	223	243	263	284	304	324	405
4	8	16	24	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	320	
3.5	6	12	18	25	37	49	61	74	86	98	110	123	135	147	159	172	184	196	245	
3	5	9	14	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	180	
2.5	3	6	9	12	18	25	31	38	44	50	56	63	69	75	81	88	94	100	125	
		15 m	30 m	45 m	1 h	1.5h	2 h	2.5 h	3 h	3.5 h	4 h	4.5h	5 h	5.5 h	6 h	6.5h	7 h	7.5h	8 h	10 h
Time (Hours/Minutes)																				

	Above Limit Value
	Likely to be above Limit Value
	Above Action Value
	Likely to be above Action Value
	Below Action Value

Using the ready reckoner

- Find the vibration magnitude (level) for the tool *[printed on the HAV plant label]* (or the nearest value) on the grey scale on the left of the table.
- Find the exposure 'trigger' time (or the nearest value) on the grey scale across the bottom of the table.
- Find the value in the table that lines up with the magnitude and time.
- Compare the points value with the Exposure Action Value (100 points) and Exposure Limit Value (400 points).
- If you are exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points and compare the total with the exposure action and limit values.

Tool (Example)	Vibration figure (m/s ²)	Time to EAV	Time to ELV
Stihl TS410	3.9	3hrs 17 mins	13 hrs 9 mins
Stihl TS420	3.9	3hrs 17 mins	13 hrs 9 mins

4.12.6 Policy for the control of noise at work

The objective of this policy is to comply with the current requirements of the Noise at Work Regulations.

For each operation likely to result in high noise levels being emitted McDonnell Price Roofing Contractors Ltd will decide if a noise assessment is needed.

If people have difficulty speaking to each other over approximately 1metre then we will make a noise risk assessment. (This will take account of others who may be affected as well as our own employees).

The assessment will be made by a competent person. An initial, estimated assessment will be made either by using Manufacturer's data or other reliable information which is available. The company will endeavour to reduce noise as far as reasonably practicable by applying engineering measures at source.

Ear defenders or ear plugs will be worn by employees exposed at or above the first peak action level. The company shall ensure that ear protection is freely available and that employees know that unless the protection is worn there is a risk of damaging their hearing.

The company shall inform employees about the level of their personal $L_{EP,d}$ exposure. If our noise assessment shows that personal exposure is at or above any of the action levels we will inform our employees there is a noise hazard and shall tell them what we want them to do to minimise their risk of hearing damage.

Hearing protection zones will be marked wherever employees are likely to be exposed to the second action level or above.

It is the duty of every employee to wear the ear protection (ear defenders or ear plugs) provided whenever they are exposed to the peak action level, as well as when entering an hearing protection zone. Employees will use any other equipment provided e.g. machines fitted with silencers. Employees are required to take care of any equipment provided.

The company will ensure that if a risk assessment indicates that there is a risk to the health of their employees who are, or are liable to be, exposed to noise, then we will ensure that such employees are placed under suitable health surveillance, which shall include audiometric testing of their hearing.

A record of the results of such audiometric testing will be kept for each of our employees.

4.12.7 Policy for the control of exposure to respirable crystalline silica dust

The objective of this policy is to comply with the current requirements of the COSHH Regulations.

Silica dust exposure is estimated to result in 500 or more deaths each year. Silica usually refers to crystalline silica the most common type of which is quartz. Silica will be present in significant quantities in natural stone and also man-made products such as concrete and mortar. Exposure will occur during cutting, drilling or abrasive processes.

Employees who are likely to be regularly exposed to respirable crystalline silica dust will be placed under respiratory health surveillance using the annual health questionnaire forms. The company will undertake risk assessments taking into account the following:

- a) the nature of the substances they work with and risk created by exposure to those substances;
- b) the precautions they need to control exposure to respirable crystalline silica dust; as a minimum this means that a face mask with an FFP3 filter must be worn at all times, even when water suppression is in use;
- c) any additional control measures necessary, what they are for, and how to use them;
- d) how to use the personal and respiratory protective equipment provided;
- e) the results of any exposure monitoring / health surveillance that has been undertaken.

In addition to providing health surveillance, the company will endeavour to reduce exposure by engineering controls and by identifying places where exposure occurs most, and in those areas determine:

- a) what the employees are actually doing within the workplace;
- b) what measures are currently in place;
- c) if unprotected exposure could occur, either through a breakdown of controls or operator error.

Employees will be advised of the risks identified and the controls that must be in place. Records of health surveillance will be kept for 40 years.

4.12.8 Policy for dealing with Weil's disease (Leptospirosis)

The company understands that water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. The *Leptospira* bacterium is carried by rats (and other infected animals) that excrete the organism *Leptospira icterohaemorrhagiae* in their urine. If the urine enters areas of freshwater, lakes, streams, rivers (or sewage works / pipework) that are commonly made home by rats, the bacteria survives in the water and is able to infect animals and humans who enter / work with it.

Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Employees are encouraged to always wash their hands before eating, drinking or smoking. Employees are required to cover cuts and broken skin with waterproof plasters and when they are working with parts of their body immersed in water they must wear waterproof protective clothing.

Information to be aware of:

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics - so employees are advised to contact their GP straight away. Employees are advised to carry a leptospirosis medical contact card to alert others to the possible nature of their illness. Weil's disease is serious, fatal in up to 20% of cases. Symptoms may include vomiting and muscle pains. Jaundice may be present but often does not occur in the early stages. Haemorrhages may occur in the conjunctiva or elsewhere. Meningitis is common in this disease, pneumonia and kidney failure may follow. It is much more readily treatable (with antibiotics) if diagnosed in the early stages.

Those persons directly at risk are those who:

- a) have contact with water contaminated by rat urine. This is mainly static water or slow-flowing rivers;
- b) have contact with material which may be contaminated by rat urine in storage areas;
- c) work around sewers. This type of work was once a major source of Weil's disease. However, rat control and provision of protective clothing and instruction has greatly reduced the numbers affected.

Control of exposure

Employees are not to handle rats dead or alive without adequate protection for the hands.

Employees are to:

- a) wear personal protective equipment when other controls are not reasonably practicable including gloves and waterproof suits;
- b) all employees will practice good hygiene and make good use of washing facilities and provision for covering cuts and abrasions;
- c) where practicable drain wet ground to get rid of the source of possible infection.

Health surveillance

Early reporting and treatment of any infection is paramount. Employees should contact their Doctor as soon as possible. All employees will have had adequate information and training.

4.12.9 Policy for the protection against sun exposure

To protect against UV radiation all employees are to wear work wear and / or PPE as issued by the company or suitable street-wear to protect exposed areas of skin. Hard hats provide adequate protection from UV light. Exposed areas of skin may be protected by the application of a full strength broad-spectrum sunscreen (preferably SPF 30+).

Sunglasses or safety specs providing UV protection are also recommended in bright conditions.

4.12.10 Policy for the prevention of heat stress

When working in hot and / or humid conditions the following precautions will be taken to prevent heat stress:

Drink plenty of water per day in small amounts and at regular intervals. If undertaking strenuous work in hot conditions it is recommended that water be consumed in small amounts every half hour.

Eat regular meals. These also contain fluids and can help keep your body's electrolytes, such as sugars and salts, balanced.

Cover exposed skin with clothing, especially the neck and head. Take regular breaks in cool shaded areas.

If an employee feels unwell they are to notify their supervisor who is to direct the employee to retire to a cool, shady area and take in fluids until their condition improves. If their condition gets worse the supervisor will arrange transfer them to the nearest medical facility and inform management immediately.

4.12.11 Policy for the prevention against exposure to hypothermia

In cold and / or wet conditions employees are to ensure that they wear sufficient street-wear in addition to any issued work wear and / or PPE to ensure that they are kept sufficiently warm and dry.

Employees are to ensure that they are aware of their condition and that of others working nearby. If an employee suspects that anyone is at risk from exposure / hypothermia they are to inform their supervisor immediately, who is to instruct them to make use of the welfare facilities provided, to get warm again.

4.12.12 Policy to help protect against being struck by lightning

Employees are not to work in thunder or lightning storms. Supervisors are to use their discretion as to the dangers posed by the bad weather. Employees may seek shelter in a company vehicle if applicable or in the building under construction, or the welfare facilities provided.

4.12.13 Policy to prevent against animal infections and flora and fauna

Viral infections can be contracted directly from animals being handled. Both rats and bats are known to carry a range of bacterial and viral diseases, some of them fatal. Employees are forbidden to handle such animals. If bats are encountered all works must cease and the supervisor must be contacted immediately so that management are informed. Management will then contact the relevant authority.

Prevention

Existing cuts, scratches and sores should be covered to avoid infection from bat blood, saliva and excretions.

4.12.14 Policy to reduce the risk from Lyme disease

Where there is a danger of Lyme disease being contracted through tick bites, employees are required to wear issued work wear and or PPE. In addition, the following precautions should be followed:

- a) wear long trousers tucked into socks;
- b) wearing light coloured clothing can help spot the ticks;
- c) use insect repellent on clothes;
- d) brush off clothes before entering buildings;
- e) check for ticks when undressing as they can stay in clothing for hours before attaching to the skin;

Remove ticks by tugging at the mouth parts with tweezers or tick remover. Do not try to remove them by pulling on the round body sac.



4.12.15 Policy for new and expectant mothers

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work and the Workplace Health, Safety and Welfare Regulations.

The management of McDonnell Price Roofing Contractors Ltd take the health and safety of all its employees very seriously. This includes all women of childbearing age. Once we have been informed in writing that the employee is expecting a child, the company will do all that is reasonably practicable to ensure the safety of both the mother and the child. A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

The company will carry out general risk assessments on all its employees bearing in mind female employees of childbearing age, and including new and expectant mothers, and assess the risks that may arise from any process, working conditions or physical, biological or chemical agents.

If a significant health and safety risk is identified for a new or expectant mother, which goes beyond the normal level of risk found outside the workplace, we will take the following actions:

- a) temporarily adjust her working conditions and / or working hours; or if that is not possible
- b) offer her suitable alternative work (at the same rate of pay) if available, or if that is not possible
- c) suspend her from work on paid leave for as long as necessary to protect her health and safety, and that of her child.

Where appropriate, suitable alternative work will be offered (on the same terms and conditions) before any suspension from work is considered. The company will periodically check and, if necessary, update the general risk assessments if we suspect that they are no longer valid, or there has been significant change to anything they relate to.

As part of that process, we will regularly monitor and review the assessments in the workplace, taking into account possible risks that may occur at different stages of pregnancy from any of our processes. The dexterity, agility, co-ordination, speed of movement and reach will also be monitored as they may be impaired because of an increase in size as the pregnancy progresses.

There may be further risks to consider if the employee is still breastfeeding on their return to work. The company will consider any other risks that could cause harm to the mother or child's health and safety, for as long as she wishes to continue to breastfeed. We may also seek professional advice from an occupational health specialist.

The company will provide somewhere for pregnant and breastfeeding employees to rest. Where necessary, this will include somewhere for them to sit down and privacy should they wish to express milk. In such circumstances the company will provide a healthy and safe environment for employees to express and store milk.

4.13 Policy for the monitoring and review of the company safety policy

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act.

At twelve monthly intervals, or other intervals as arranged, a meeting will be held between the Managing Director and their retained safety consultant to discuss the accident statistics, the performance of the company in accident prevention, compliance with its policy, and establish areas where improvements in company procedures could be made. At the meeting a review of and where necessary, a revision of the company policy for health and safety will be made. In addition:

- a) all employees will be expected to bring to the notice of their immediate supervisor any areas where the company policy on health, safety and welfare appears to be inadequate. The suggestions will be passed to the Managing Director;
- b) a competent person delegated by the Managing Director will inspect the premises at regular intervals and will report on any hazards, defects or breaches of Regulations observed during the visit;
- c) a report of the inspection will be retained by the company so that it can be established where the appropriate procedures in company policy have not been complied with or are deficient and action taken to ensure similar problems do not recur;
- d) where information is required to be passed on to employees, contractors or sub-contractors, meetings will be arranged. Information may also be posted on notice boards where this is deemed to be adequate;
- e) any concerns raised by employees, contractors or sub-contractors, will be passed on to the competent person who will take appropriate action to explore and react to the issues raised;
- f) where operating standards of employees, contractors or sub-contractors are considered to have fallen below the required standard, further training or supervision will be given, until the necessary standard is achieved;
- g) where work practices by employees, contractors or sub-contractors concerning health, safety and welfare are considered to have fallen below the required standard, but are not of a serious nature, a toolbox talk will be given and a record will be kept;
- h) the competent person will assess all employees, contractors or sub-contractors on the requirement for health and safety training. They will also ensure that employees undertaking any tasks that require a certificate of competence / licence are in possession of such a certificate before being allowed to operate;
- i) the review meeting will be documented with "minutes" of the meeting issued to all relevant parties.

4.14 Policy for the company premises asbestos management

The objective of this policy is to comply with the current requirements of the Control of Asbestos Regulations.

McDonnell Price Roofing Contractors Ltd recognises that breathing in air containing asbestos fibres can lead to asbestos related diseases. These are mainly cancers of the chest and lungs. It is the policy of this company therefore to take all reasonable steps to locate materials within the workplace that are likely to contain asbestos. Once they have been located, provided they are in good condition and not likely to cause any problems or get damaged in any way, they will be identified with a sticker and listed on the asbestos register.

Initially, a competent person will prepare and implement a management plan to control the risks posed by these materials. Where possible they will be removed by a licenced asbestos contractor. If this removal is not possible for whatever reason, then the competent person will ensure that the written record of the location of the asbestos materials is brought to the attention of all employees, contractors and tradespersons who may enter the site and explain the locations and dangers of damaging it in any way.

The competent person will, at six monthly intervals, monitor the condition of these materials. Should the asbestos be inadvertently disturbed or damaged in any way, the work will immediately be stopped, the area vacated and sealed off and urgent advice sought from Outsource Safety Ltd on the most appropriate course of action to take.

All engineers are to consult the asbestos register in any premises in which refurbishments are to be carried out.



4.14.1 Policy on the action to be taken on discovering asbestos (or asbestos containing materials)

The objective of this policy is to comply with the current requirements of the Control of Asbestos Regulations.

It is the policy of McDonnell Price Roofing Contractors Ltd that none of its employees are put into a position where potential dangers from asbestos or asbestos containing materials (ACM's) could jeopardise their future wellbeing. With this in mind, any employees finding asbestos whilst doing a job of work in a Client's premises must stop immediately and report the matter to the Client and / or the main contractor.

Asbestos survey reports will be obtained prior to any work being carried out where stripping out or demolition is involved. Information will be given to all employees carrying out the work.

Clients are duty bound in law to make known the presence of asbestos within their property and inform the company in writing before work is due to commence. Failure to inform the company will result in the work being suspended until the area is made safe and the asbestos removed.

Asbestos awareness training will be given to site managers, supervisors and employees in how to recognise asbestos or asbestos containing materials and where they are most likely to be found. Records of such training will be kept in the personnel file of individual employees. In certain circumstances, work may be allowed to continue where it is deemed safe to proceed and there is no danger of asbestos fibres being released into the atmosphere. Employees at McDonnell Price Roofing Contractors Ltd are not licensed to remove asbestos or asbestos containing materials and should not be expected to do so.

Specific instructions will be detailed in all Construction Phase Health and Safety Plans for specific sites in the event that asbestos containing materials are found.

If materials are found and are suspected of being asbestos or containing asbestos materials:

- a) employees must stop work immediately and inform their supervisor;
- b) the supervisor will evacuate the area and prevent access by others. Warning signs will be displayed and verbal information given to all employees on site;
- c) the supervisor will contact the Contract Manager who will be responsible for ensuring that the Client and / or the Principal Design Consultant is informed;
- d) all access to the area will be prevented until a survey has been carried out by a licensed asbestos contractor and the material has been identified;
- e) if the material does contain asbestos, access to the area will be prevented until removal has been completed and a certificate to confirm that the area is safe to work in has been issued.

If asbestos material has been accidentally disturbed, the area will be sealed off after the work has been stopped.

Accidental disturbance of asbestos containing materials where employees are suspected of being exposed to levels above the Workplace Exposure Limit is classed as a dangerous occurrence, and must be reported to the Health and Safety Executive to comply with the Reporting of Incidents and Dangerous Occurrences Regulations (RIDDOR).

An investigation to determine the level of exposure will be carried out by competent persons and a report issued. Records will be kept for a period of 40 years.

4.15 Policy for managing fire risk

The objective of this policy is to comply with the current requirements of the Regulatory Reform (Fire Safety) Order.

A competent person delegated by the Managing Director will undertake the day to day implementation of these procedures. In addition, an appropriate number of competent persons are to be appointed as Fire Safety Marshals under the direction of the Managing Director.

- a) fire precautions will be periodically checked;
- b) all escape routes and exit doors will be kept clear;
- c) items of any description will not be left or stored in stair enclosures or corridors;
- d) fire alarm call points, sounders and smoke detectors will be inspected and maintained annually;
- e) emergency lighting will be inspected and maintained every 12 months;
- f) fire action notices stating the action to be taken in the event of fire will be displayed throughout the site;
- g) all fire-fighting appliances will be inspected / tested annually by a competent person;
- h) appropriate training in fire safety will be given to all employees;
- i) additional training will be provided for Fire Marshals;
- j) fire evacuation practices will be undertaken at least once, preferably twice per year without prior notice.

Note: Contractor's site fire risk management policy is the responsibility of the Main Contractor, engineers are to adhere to these policies.

Fire alarm systems will be checked according to the following regime:

Daily – check each exit is clear and unobstructed.

Weekly – check location of fire extinguishers. Check battery operated smoke detectors.

Monthly – carry out an announced alarm test by operating a call point and check that sounders were heard clearly in all areas (duration 1 minute minimum).

Six-monthly – carry out an unannounced practice fire drill to include evacuation, by operating a call point (record duration until building is empty and all known personnel are accounted for).

Annually – carry out a full test of the system, including all of the above points, plus an engineering check of every detector and call point for direct operation in situ and a load test of the stand-by battery. Check activation of battery operated smoke alarms with smoke (extinguished candle).

In all cases, other than a daily exit check, test results will be logged together with any deficiencies and actions taken.

Emergency lighting tests will be carried out as follows:

Regularly – Indicators of central power supply will be visually inspected for functionality.

Note: This is a visual inspection of indicators to identify that the system is in a ready condition and does not require a test of operation.

Monthly – Switch each luminaire and each internally illuminated exit sign to emergency mode so it draws power from the battery. This simulates a failure of the supply of the normal lighting and continues for a period sufficient to ensure that each lamp is illuminated. At the end of this test period, the supply to the normal lighting will be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Note. The period of simulated failure should be of one hour duration whilst minimising damage to the system components e.g. lamps. During this period, all luminaires and signs will be checked to ensure that they are present, clean and functioning correctly.

Annually – each luminaire and internally illuminated sign shall be tested as per monthly test but for three hours; the supply of the normal lighting shall be restored and any indicator lamp or device checked to ensure that it is showing that normal supply has been restored. The charging arrangements will be checked for proper function.

In all cases, records of tests and comments with actions and follow up reports will be kept.

Fire risk assessments will be conducted and recorded annually by a competent person under the direction of the Managing Director.

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4.15.1 Action to be taken on discovering a fire

During working hours:

- a) close the door leading to the fire to contain it;
- b) sound the alarm by the nearest point and / or dial 999;
- c) leave the area by the quickest unaffected route;
- d) do not stop to collect your personal belongings;
- e) ensure that others in your proximity have also heard the alarm;
- f) leave the building and assemble as detailed in your fire action notice;
- g) if you have a visitor it is your responsibility to ensure they are aware of the fire and where to assemble.

If smoke is building up in the room get down and crawl - the toxic smoke will kill you far more quickly than fire. If any person cannot be accounted for Fire Officers will have to search the building until they are accounted for - putting themselves at great risk - always know where your visitors are.

Fire extinguishers are provided throughout the premises. They are there to assist you if you come across a small fire which is easily extinguishable or if your only route of exit has become blocked by the fire itself.

Never allow the fire to come between you and the nearest point of exit, if this looks likely to occur or if the fire continues to grow despite your efforts **leave immediately**.

Site fire and emergency procedures

Site managers are appointed as fire wardens. If they are unavailable then they will nominate an employee. A site fire risk assessment is to be completed and reviewed as necessary during construction. All workers and visitors must report to the site office upon arrival and sign the visitors book, they must also sign out upon departure, this allows the nominated fire warden to know exactly who is on site in case of an emergency. There are no exceptions to this rule.

The Fire Warden is responsible for checking escape routes and ensuring that fire extinguishers, alarms and evacuation procedures are tested with proof either marked on the equipment, or readily available on request, and records held confirming routine is maintained.

4.15.2 Investigating fire alarms

Most fire authorities will no longer respond to Automatic Fire Alarm activations unless a 999 call is received confirming that there is a fire or physical signs of a fire.

Some premises will not be affected by this change and will still receive an emergency response.

These include:

- a) domestic dwellings (with smoke alarms or an automatic fire alarm);
- b) residential care and nursing homes;
- c) houses of multiple occupation;
- d) hotels and B & B's (from 20:00 to 08:00);
- e) hospitals;
- f) prisons;
- g) recognised Heritage buildings (with prior agreement from FRS);
- h) local and national infrastructure sites;
- i) schools (during periods of closure).

When you investigate, use your senses and, if at any time you find signs of a fire, retreat from the building and make sure the fire and rescue service is called on 999. Ensure your building is being evacuated in accordance with your alarm procedure, before doing anything else.

Investigation procedure (Authorised people only):

- a) where possible, investigate in pairs;
- b) have another member of staff at the alarm panel and remain in contact (mobile phone or short range radio);
- c) gather any information from staff, or the alarm panel, to indicate where your search should be – use the fire zone / detector plan to work through the building using protected routes and always know your nearest exit;
- d) when investigating, look for smoke, listen for unusual crackling noises, is it unusually hot?;
- e) before opening any doors, feel the door with the back of your hand, as high up the door as you can reach for signs of heat. If it is hot do not open the door;
- f) Remember you are looking for signs of a fire, not a fire itself.

As soon as you suspect or find a fire, get out of the building and call the fire and rescue service on 999.

Potential causes of false alarms:

- a) cooking fumes - such as burnt toast;
- b) steam - from shower rooms or industrial processes;

- c) smoking materials – such as cigarettes and matches;
- d) aerosol sprays;
- e) hot work – from cutting and welding;
- f) dust build up – due to poor housekeeping or by not taking preventative measures before starting dusty work such as drilling;
- g) incense and candles;
- h) humidity and temperature change;
- i) accidental damage to a 'Break Glass' point;
- j) testing or maintenance – without telling your alarm centre or incorrect testing procedure;
- k) changes to the use, or practices within the building.



4.16 Policy for working at height

The objective of this policy is to comply with the current requirements of the Work at Height Regulations.

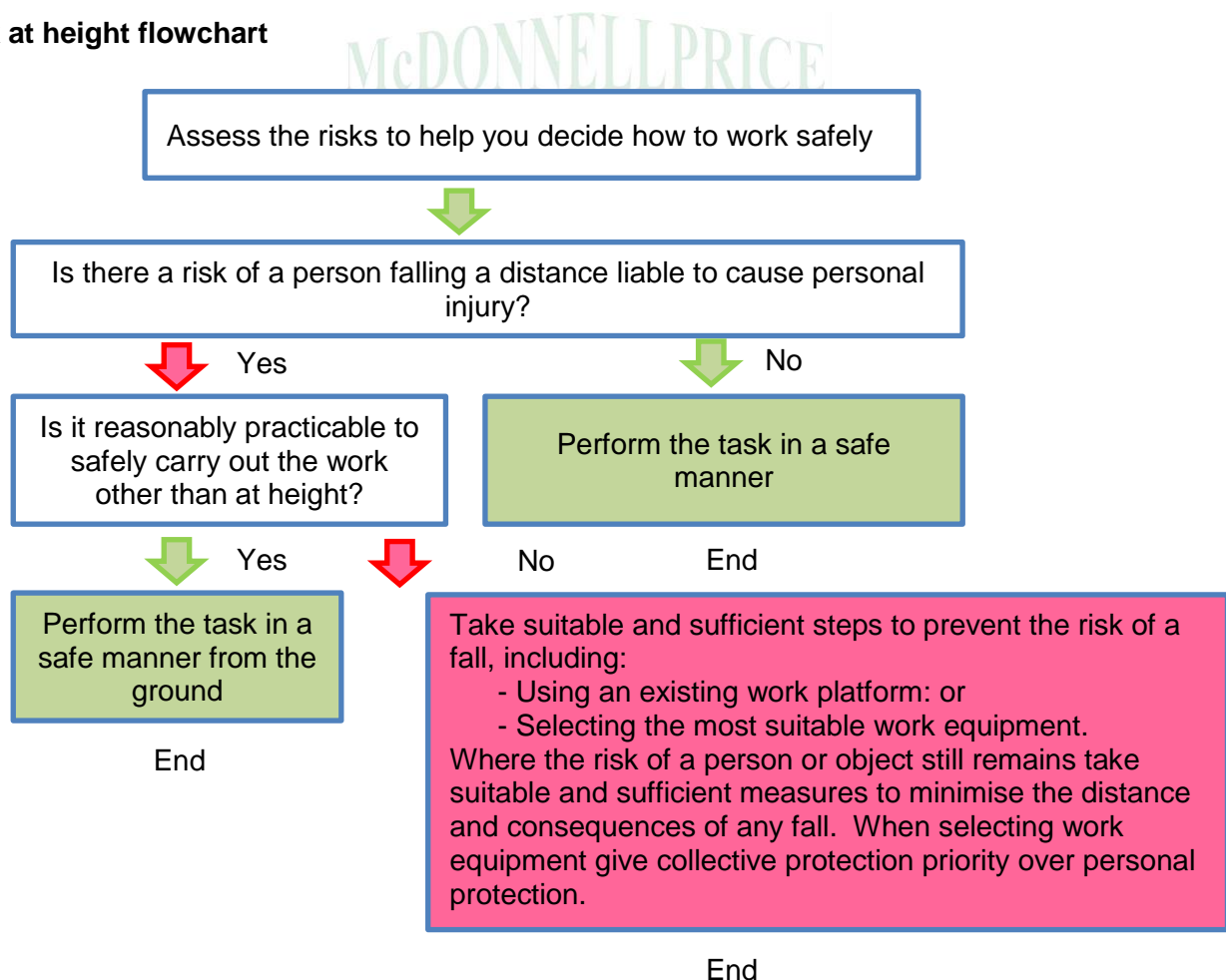
McDonnell Price Roofing Contractors Ltd understands that falls from height are the biggest cause of fatal accidents at work and the second biggest cause of major injuries. The Work at Height Regulations adopts a risk based approach so that compliance is proportionate to the risk involved.

The overriding principle is to prevent any person falling a distance liable to cause personal injury; above or below ground level.

The prescribed hierarchy for safe work at height is as follows and shall be adopted by McDonnell Price Roofing Contractors Ltd:

- a) **avoid** the risk by not working at height;
- b) **prevent** falls - where it is not reasonably practicable to avoid work at height, by assessing the risks and taking measures to allow the work to be done whilst preventing people or objects falling. This might include ensuring the work is carried out safely from an existing place of work or choosing the right work equipment to prevent falls;
- c) **mitigate** the consequences of a fall - where the risk of people or objects falling still remains you should take steps to minimise the distance and consequences of such falls. This also involves the selection and use of work equipment and preventing those not involved with the work entering the hazardous area.

Work at height flowchart



At all stages we as a company will give collective protective measures (e.g. guard rails, nets, airbags, etc.), precedence over personal (e.g. safety harnesses) protective measures.

The company will:

- a) assess the risk to determine a safe way to work;
- b) follow the above hierarchy;
- c) plan and organise the work taking account of emergency measures, possible weather and environmental conditions;
- d) make sure that those working at height are competent to do so, understand the risks and the risk assessments;
- e) use appropriate work equipment;
- f) manage risks from working round or on fragile surfaces;
- g) carry out inspections on equipment to be used and the work area itself.

Key steps to be adopted by McDonnell Price Roofing Contractors Ltd are:

- a) plan the work;
- b) involve those who will be doing the work and check their understanding;
- c) choose the most appropriate equipment;
- d) supervise proportionately to the task and associated risk;
- e) plan for emergencies and rescue;
- f) consider the effects of weather;
- g) consider access to the workplace.

Mobile Elevating Work Platforms (MEWPs) will not be used as a means of access to or from another structure or surface.

Ladders

Ladders will only be used, either for access and egress or as a place from which to work, where a risk assessment shows that the use of other equipment is not justified because of the low risk and the short duration of the job or unalterable features of the worksite.

If ladders are to be used to work from, and not just for access or egress, the company will make sure that:

- a) a secure handhold and secure support are available at all times;
- b) the work can be reached without stretching;
- c) the ladder can be secured to prevent slipping.

Competence

All employees working at height will be assessed and be competent or if being trained, supervised by a competent person.

Fragile surfaces

The company will manage the risks posed by fragile surfaces i.e. surfaces where there is a risk of a person or object falling through. These surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces. This will be done as part of the risk assessment process.

Falling objects

The company will prevent objects falling by using toe boards or solid barriers, or attaching them to people or fixed structures. All guards used (including brick guards) will be robust and, where required, usually incorporate a mid-rail.

Waste chutes used to dispose of materials from height will be properly erected and managed so that the debris does not hit anyone either as it goes down the structure or when it hits the skip or pile at the bottom.

Inspection

Equipment for work at height will be subject to regular inspection to ensure that it is safe to use. The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

Marking the equipment may be required to ensure that it is obvious when the next inspection is due. Formal inspection, as required by the Regulations, will not be a substitute for any pre-use checks or routine maintenance. Inspection does not normally include the checks that are a part of the maintenance activity although certain aspects may be common.

Inspection does not include a pre-use check that an operator will make before using work equipment for work at height. Also, while inspections need to be recorded, such checks are in the interests of best practice of McDonnell Price Roofing Contractors Ltd and records of all such checks will be maintained.

Maintenance

The company understands and accepts that inspection and thorough examination are not a substitute for properly maintaining equipment. The information gained from the maintenance process, inspection and more technical thorough examinations is designed to be complementary.

Record keeping

McDonnell Price Roofing Contractors Ltd will keep records of all such inspections for five years.

Temporary work platforms

The company will ensure that any temporary work platforms are erected, used and maintained in a safe condition and of sufficient strength and rigidity for workers to be able to work safely. Platforms will be of sufficient size and width so as to carry out the work safely and will not be used to store building materials on where it would give rise to the platform becoming unstable and in danger of collapse. Guard rails will be so placed that there is no danger of employees / contractors or materials falling from height. Where working platforms are not deemed to be ready for use they will be signposted as such and the use of them is prohibited until they have been completed. Such platforms will only be assembled, dismantled or altered under the supervision of a competent person.

Working on roofs

Working on roofs is high risk unless proper procedures are followed and precautions taken. Employees should know the rules about working at height and follow them. This includes both fragile roofs and sloping roofs.

Working over water

Falling into water, being drowned or carried away by the current is an ever-present danger when working over or adjacent to water. Even though workers may be good swimmers, precautions / procedures must always be followed. Site specific risk assessments and method statements are required prior to works being carried out.

Refurbishing contracts

Refurbishing existing properties can give rise to particular health and safety problems as harmful substances, such as asbestos may be present. In some cases the situation is made more difficult by the property remaining occupied whilst refurbishment is carried out. For both our employees own and other people's safety, the rules shall be adhered to with segregation and a documented plan put in place prior to work commencing.



4.16.1 Policy for the use of scaffolding on site

All scaffolding and working platforms will be properly constructed in accordance with the latest guidance from the National Access and Scaffolding Confederation. The scaffold will only be erected, altered or dismantled by competent persons. All scaffolds will be subject to a hand-over certificate and be inspected before use.

On platforms toeboards must be fitted together with guardrails at a minimum 950 mm height for working platforms. There shall not be a gap exceeding 470 mm between any guardrail and toeboard or other similar means of protection. Protection against falling materials will be provided by using nets, brick guards, fans and toeboards as necessary.

Notices will be displayed on incomplete structures and access prevented. Safe access and egress to working platforms will be provided by means of Class 1 Heavy-duty ladders. No scaffold will be used until a competent person has inspected it and the results have been entered into the scaffold inspection register. A competent person must inspect scaffolding at regular intervals not exceeding 7 days, after any modifications or alterations, or any weather conditions that may affect its strength and stability. The results must be entered into the register.

A Manufacturer's instruction to be available on site if a system scaffold is in use. Traffic routes to be clearly defined and designed to prevent a collision with the structure.

Designed scaffold – drawings and calculations to be available on site.

A Certificate from a qualified person that the scaffold has been built to the design.



4.16.2 Procedure for rescuing a person injured at height

McDonnell Price Roofing Contractors Ltd recognises that any person who has suffered an accident must be rescued extremely quickly. The rescue must be carried out within 10 minutes. The aim is to keep the post fall suspension time to a minimum by getting the person back into a position of safety as soon as possible.

All personnel have been trained in rescue procedures and are competent to carry out their role.

To this end McDonnell Price Roofing Contractors Ltd has adopted the following procedure.

General procedure for casualty recovery:

- a) assess the situation fully before commencing a rescue operation;
- b) request medical assistance from the emergency services;
- c) identify proper position from which to carry out the operation;
- d) identify proper anchorage points;
- e) identify a point of safety to move the casualty to;
- f) carry out the rescue steadily and in a controlled manner;
- g) make sure communication is maintained at all times;
- h) monitor the casualty's condition at all times and where possible provide the necessary first aid;
- i) revise the risk assessment.

If an injured person is suspended and lifting equipment is available such as a Tele-handler or a Mobile Elevating Work Platform, an attempt to retrieve them will be made if it is safe to do so, or to support their weight until the emergency services arrive.

Employees are not to attempt to make a rescue of an injured person if it is likely to place them in further danger, exacerbate their condition or put the rescuers in danger.

The site manager will take overall responsibility for the rescue operation until emergency services arrive.

4.16.3 Procedure for storage of materials at height

McDonnell Price Roofing Contractors Ltd will on all projects ensure that the arrangements for materials storage at height have been discussed and agreed between contractors and the project client. Larger notifiable projects will have arrangements for materials storage included in the construction phase plan.

McDonnell Price Roofing Contractors Ltd will make satisfactory arrangements for the following:

- a) **storage areas** - designated storage areas for plant, materials, waste and flammable substances e.g. foam plastics, flammable liquids and gases such as propane and hazardous substances e.g. pesticides and timber treatment chemicals;
- b) **pedestrian routes** – storage will not be allowed to encroach onto footpaths or other walkways. Materials will not be stored where they may obstruct access routes or where they could interfere with emergency escape;
- c) **flammable materials** - will be stored away from other materials and protected from accidental ignition;
- d) **storage at height** – where materials are stored at height e.g. on top of a container, ensure guard rails are in place if people could fall when stacking or collecting materials or equipment;
- e) **tidiness** - all storage areas will be kept tidy, whether in the main compound or on the site itself;
- f) **deliveries** - deliveries will be planned to keep the amount of materials on site to a minimum.



4.17 Policy for working in excavations

The objective of this policy is to comply with the current requirements of the Construction (Design and Management) Regulations.

Planning excavation work

A risk assessment must be carried out to identify the risks and how they will be controlled. Where applicable this should include:

- a) soil slip or collapse;
- b) access into and from the excavation;
- c) build-up of harmful fumes or gases within the trench;
- d) underground services;
- e) water ingress;
- f) vehicles and plant operating;
- g) falls from height;
- h) falling objects;
- i) slips, trips and falls;
- j) manual handling;
- k) exposure to noise;
- l) securing the area from unauthorised persons.



A method statement identifying how the work will be carried out must be provided before work commences. A typical method statement will include the following details where they are applicable:

- a) identification of the competent person who will assess the ground before the excavation commences and identify the protection required;
- b) identification of the competent person who will supervise work at all times at the excavation and who will frequently assess the ground as the excavation proceeds;
- c) making adjustments for any changes in ground conditions;
- d) direction that spoil from excavations is placed away from the side of an excavation by a distance of 1.5 m or equal to the depth of the excavation where it is greater than 1.5m deep;
- e) how any water that may enter an excavation will be managed;
- f) the location and stability or support required of any adjacent structures such as walls;
- g) how the excavation will be supported, or if no support is to be used the method of reducing the risk, e.g. battering (angling the sides of the excavation) or stepping;
- h) inspections of the excavation at the start of every shift, after any significant modification to the support system or fall of material, and following any event likely to have affected ground stability;

- i) a written report is required after each seven day period and after any event that may have affected stability and copies of these reports must be kept available for three months from the completion of the work;
- j) what equipment will be used;
- k) access into and from the excavation (using trench support materials is not permitted);
- l) guarding / fencing of the excavation;
- m) marking of the edges of the excavation with lights if close to a public thoroughfare used in the hours of darkness;
- n) the competence and experience of the workers involved.

Permit to work for excavation

A permit to work must be obtained before excavation work can commence.

Permits may only be issued by an authorised permit issuer for excavation permits.

Protection against excavation collapse

Before work commences on an excavation that will be worked in, the soil will be assessed by a competent person. The assessment will allow for the competent person to identify suitable methods for carrying out the excavation and for the necessary protection against collapse. This information must be included in the method statement.

Methods for protecting against excavation collapse include:

Permanent protection against collapse

- a) traditional timber shuttering or steel trench sheets, which are piled into the ground at the bottom of the trench and braced apart by mechanical or hydraulic props. (Temporary protection may be required while traditional timber shuttering is put in place);
- b) strutted metal boxes, which can be usually be adjusted in width and height, can be lowered into a trench and dug in, and built up in a modular to provide permanent support.

Temporary worker protection

A shield, or drag box, which consists of two vertical plates that are permanently braced apart to provide a safe working area between them. This type of protection is less favourable as the safe working area is very localised and drag boxes only provide temporary protection for workers within the trench rather than providing permanent support for the sides.

Appropriate support materials will be available before the excavation commences. Such materials will be sound and free from defects.

All supports will be erected, altered and dismantled under the direct supervision of a competent person. Once supports are in place they will be fixed securely to prevent displacement.

4.17.1 Policy for safe working in excavations

The law says we must prevent danger to workers in or near excavations. To maintain the required precautions, a competent person will inspect excavation supports and / or battering at the start of the working shift and at other specified times. No work will take place until the excavation is safe.

Information will be obtained from the Client before work begins. This will include relevant information on:

- a) the ground conditions;
- b) underground structures or water courses; and
- c) the location of existing services.

Trenchless techniques will always be considered at the design stage as they replace the need for major excavations.

Collapse of excavations

Temporary support

Before digging any trench pit, tunnel, or other excavations, a competent person will decide what temporary support is required and will plan the precautions to be taken.

The competent person will ensure that the equipment and precautions needed (trench sheets, props, baulks etc.) are available on site **before** the work starts.

Battering the excavation sides

The competent person will ensure that the battering of the excavation sides to a safe angle of repose to make the excavation safer.

In granular type soils, the competent person will ensure that the angle of slope will be less than the natural angle of repose of the material being excavated. In wet ground the competent person will ensure that there is a considerably flatter slope is maintained.

Falling or dislodging material

Loose materials

May fall from spoil heaps into the excavation. The competent person will ensure that edge protection includes toe boards or other means, such as projecting trench sheets or box sides to protect against falling materials. Head protection will be worn at all times.

Undermining other structures

The competent person will ensure that they check that excavations do not undermine scaffold footings, buried services or the foundations of nearby buildings or walls. The competent person will decide if extra support for the structure is needed before work commences. Surveys of the foundations and the advice of a structural engineer may be required.

Effect of plant and vehicles

The competent person will ensure that plant and vehicles are not parked close to the sides of excavations as extra loadings can make the sides of excavations more likely to collapse.

Falling into excavations

Prevention of people from falling

The competent person will ensure that edges of excavations are protected with substantial barriers where people are liable to fall into them.

To achieve this the competent person shall give consideration to the use of:

- a) guard rails and toe boards inserted into the ground immediately next to the supported excavation side; or
- b) fabricated guard rail assemblies that connect to the sides of the trench box;
- c) the support system itself, e.g. using trench box extensions or trench sheets longer than the trench depth;
- d) cover any upright protruding re-bar with mushroom endcaps.

Trench boxes

This equipment is to be used in accordance with the manufacturer's instructions and installation will be by dig and push method.

No person is to work outside the confines of a trench box under any circumstances.

Suspended loads

No person will be allowed in the trench whilst under a suspended load.

Inspection

A competent person will inspect the excavation at the start of each shift.

Excavations will also be inspected after any event that may have affected their strength or stability, or after a fall of rock or earth. A record of the inspections will be required and any faults that are found will be rectified immediately.

4.18 Policy for the use of lifting equipment (LOLER)

The objective of this policy is to comply with the current requirements of the Lifting Operations and Lifting Equipment Regulations.

It is the policy of McDonnell Price Roofing Contractors Ltd to exceed, where possible, the minimum health and safety requirements of the law. We aim to provide a working environment that is safe, comfortable and that maximises the effectiveness of employees.

In order to achieve our goals, we will put in place arrangements and procedures for the assessment of risks from the use of all lifting equipment both manual and power operated. The risk assessment will be followed by the provision, instruction, training, maintenance, testing and monitoring of appropriate control measures to minimise any risks identified. Responsibility for implementing this policy lies with the Managing Director who will delegate functions but retain overall responsibility.

Employer's duties:

Appointed managers must ensure that operators of any lifting equipment meet training requirements before allowing them to use any lifting equipment, and keep a record of training as evidence of competence. Thereafter refresher training shall be given on a five year cycle.

McDonnell Price Roofing Contractors Ltd shall undertake to ensure that:

- a. only lifting equipment which is manufactured to a high standard, and where appropriate, that complies with the appropriate British Standard or EC declaration of conformity, will be provided for the use of staff;
- b. a risk assessment to identify hazards associated with lifting operations shall be completed and reviewed every year. A review will also take place where any changes in the practice or equipment occur, or due to any legislative changes;
- c. lifting equipment will be maintained in good working order and condition and will be stored in areas where damage will not occur;
- d. a secure area is provided where faulty or suspect loose lifting equipment can be quarantined;
- e. only trained employees will be allowed to use and operate lifting equipment;
- f. lifting equipment (fork lift trucks, inspection ramps, hoists) and lifting accessories (slings / chains) will be thoroughly examined by a competent person every 12 and 6 months respectively and a certificate of Thorough Examination and Test obtained. These will be kept on file and available for inspection.

Employee's duties:

Employees are encouraged to suggest any improvements to the health and safety arrangements to their supervisor. These will be recorded and evaluated by the management. Employees must not use or operate any lifting equipment unless:

- a) they have successfully completed an approved training course;
- b) they have received appropriate information, instruction and training in the safe use of the particular type of lifting equipment / operations in their work area;
- c) they are fit for the task;

- d) they are experienced / familiar with the working environment;
- a) they report any accident or incident when using lifting equipment to the attention of their supervisor who will escalate it as required (i.e. raise as a near miss / incident / accident report;)
- f) they report any faults on any piece of lifting equipment to their supervisor and cease using that equipment until the further investigation / replacement has been sought.



4.19 Policy for the provision and use of work equipment (PUWER)

The objective of this policy is to comply with the current requirements of the Provision and Use of Work Equipment Regulations, and the Lifting Operations and Lifting Equipment Regulations.

All work equipment used by this company, whether owned, hired or leased, will be safe for use, suitable for the task, and maintained in accordance with the Manufacturer's instructions. To ensure that all items of work equipment used by our staff on our premises and on Contractor's sites are of the required standard and are in safe working condition, they must be supplied directly by the company or hired in as required.

Although all equipment brought into use must be marked with the CE Mark we are aware that this may not necessarily mean that the item is compliant with UK law; we will therefore closely inspect all equipment prior to use and identify any areas that may require the addition of guards, safety devices, signage etc.

Work equipment means any machinery, appliance, apparatus or tool.

The user of the equipment will identify any additional inspections. Factors to be taken into account by the user (employee) include the work being carried out, any specific risks on site that may affect the condition of the equipment and the intensity of use of the equipment.

The appointed person is responsible for ensuring that all work equipment is maintained and that any machinery that has a log will be kept up to date. Management will ensure that all personnel who use work equipment will be provided with:

- a) adequate health and safety information;
- b) suitable personal protective equipment and, as appropriate;
- c) training; and
- d) written instructions for its safe use.

All guards that are fitted or supplied with work equipment will be used and maintained. In order to monitor the condition of work equipment the appointed person will regularly undertake spot checks.

All employees will report all defects to management who will then decide whether the defect is sufficient to warrant:

- a) the cessation of use immediately;
- b) routine maintenance; or
- c) a more significant repair.

Local exhaust ventilation (LEV's)

Local exhaust ventilation (LEV's) will be given a Thorough Examination and Test at least every 14 months by a competent person (e.g. a ventilation engineer, or an engineer from our Insurance company).

Pressure systems

Pressure systems either installed or mobile will have a written scheme for the periodic examination and maintenance by a competent person of all protective devices, pipework and pressure vessels and all parts of the system that may give rise to danger. In addition to this written information on the design, construction, examination, operation and maintenance of the system will be available from the supplier. This will include the design standard used, any certificates of conformity, the design pressures, and the maximum and minimum design temperatures. A competent person will carry out a Thorough Examination and test every 12 months on the system.

Small dumper trucks

Employees required to drive dumper trucks must have had proper training and be authorised to drive them and, if required to drive on public roads, have a full driving licence. The dumper truck must be licensed and equipped for the public highway.

Excavators

The driver / operator of an excavator with a "Quickhitch" system for attaching and releasing buckets is to complete a risk assessment for the type of Quickhitch on the machine, e.g. fully automatic, semi-automatic or manual. The driver / operator is to be fully conversant with the Quickhitch operation and their duties in line with the manufacturer's recommendations. Records of the risk assessment are to be kept on site, in the plant register.

Compressors

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

Rough terrain fork lift trucks and telescopic handlers

Rough terrain fork lift trucks and telescopic handlers require a thorough understanding of their individual characteristics if they are to be operated safely, especially their stability factors. Where employees are to operate such machines they should be aged 18 years or over, be in possession of a valid driving licence, be medically fit, have been adequately trained in the safe operation of the type of vehicle being used, and have sufficient working knowledge of the machine to be assured that it is in full working order and carry out daily inspections.

Small concrete mixers

Employees selected to operate this type of machinery should ensure they are conversant with the rules and guidelines, and keep shovels, hands and other items out of the bowl.

Abrasive wheels

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

Air operated equipment

The hoses which carry compressed air and the tools it operates can all be lethal if mishandled. Employees required to use air operated equipment will have been trained in its use by a competent person.

Cartridge assisted tools

No one should use a cartridge-assisted tool without first having undergone appropriate training. Correct eye and hearing protection must be worn when using these tools.

Electrically operated power tools

Before using electrically operated hand tools, leads etc, and all employees will have been trained in their correct use of each tool. All portable electrical equipment is to be subjected to frequent user checks, periodic formal visual inspection, and programmed Portable Appliance Testing (PAT).

Power saws

Employees using portable hand held power saws (any machine designed to be fitted with one or more circular blades, chain sawing machines, planning machines, boring machines) must have been trained for the work being done and ensure that the guards and other safety devices are in place.

Gin wheels and similar equipment

Before a gin wheels is to be used, employees should make sure it has been inspected prior to assembly and has had a 6 month inspection, and has been securely fixed to a secure anchorage, to prevent displacement, and has a hook fixed with a safety catch

A safe working platform should be installed from which the hook can be loaded and unloaded, without undue risk.

Hoists

Employees must be 18 years of age or over and have been trained to do so by a competent person.

Cranes

All lifting operations shall be carried out in line with the Lifting Operations and Lifting Equipment Regulations. Where employees are required to carry out such work it will be either as a banksman, or as a signaller and be fully qualified.

In order for crane operations to be allowed to proceed on site there must be:

- b) a "lifting plan" must be in place;
- c) a competent person' must have drawn up the "lifting plan";
- d) operatives engaged in the attaching and subsequent movement of any loads must be competent;
- e) detailed safe lifting plan must be held on site and the site copy must be signed as being understood by the persons involved.

4.19.1 Policy for the driving of company vehicles

The objective of this policy is to comply with the current requirements of the Provision and Use of Work Equipment Regulations.

Introduction

This section provides a core set of instructions and advice for all McDonnell Price Roofing Contractors Ltd employees that drive or operate the organisation's vehicles, trailers or equipment.

It applies to any vehicle, trailer or equipment, which is owned by, or on hire to, McDonnell Price Roofing Contractors Ltd.

The instructions are to assist in the safe, legal and efficient operation of the organisation's transport and should be followed at all times. Any clarification should be referred to the appropriate line manager.

Failure to comply with these instructions may result in legal / disciplinary action being taken and / or the withdrawal of permission to drive company vehicles.

Persons affected

The instructions are issued for the guidance and compliance of all drivers and other employees in the organisation's employment who drive company vehicles from time to time.

Vehicles

The term vehicle is not only applicable to vehicles owned by McDonnell Price Roofing Contractors Ltd, but also includes those under short term hire, contract hire, and others under the control of McDonnell Price Roofing Contractors Ltd.

Drivers responsibilities

Drivers should ensure that only vehicles of the authorised categories are driven as indicated on their EC driving licence.

Any driver who holds a licence from abroad should seek clarification of the categories and entitlement through their relevant manager, prior to driving the organisation's vehicles.

Drivers should note that driving vehicles for which they are unauthorised may result in them being uninsured and the insurance policy being invalid.

Drivers will co-operate with managers at all times to ensure that health and safety and road traffic regulations are adhered to.

Driving licences and driving assessments.

Validity – Drivers should ensure that their EC driving licence is valid at all times and is made available for inspection by the organisation when required.

Details – Any change in details, including convictions, change of address, renewals and expiry dates should be reported to their appropriate line manager.

Disqualification – Any authorised driver who is disqualified from driving must report the matter immediately to their line manager.

Changes in health

Those who are required to drive as part of their job should have been medically approved as advised by their manager or personnel section.

Drivers must notify their line manager and the Driver and Vehicle Agency, (DVLA) Swansea, should they experience any changes in health that is liable to affect their driving ability and entitlement.

Eyesight standards

It is a criminal offence for any person to drive a motor vehicle if they cannot read a standard number plate in good daylight from 20.5m (67 feet), using glasses if necessary. If the person needs glasses or contact lenses to do this, then they must wear them whilst driving.

It is also their responsibility to inform their line manager if they are experiencing eyesight difficulties.

Long term illness

Some medical conditions may affect entitlement to hold a driving licence for certain categories of vehicles. It is the driver's responsibility to seek advice from their GP and inform their line manager of the condition.

Driving under the influence of alcohol and illegal substances – See also legal and illegal substances and alcohol policy.

All drivers are warned of the dangers of driving when under the influence of alcohol or illegal substances.

The consumption of alcohol is prohibited during working hours and when engaged in driving activities.

Alcohol previously consumed (e.g. the night before) may still be present several hours later. Drivers who are prescribed medicines by their doctor should seek advice whether they are likely to impair their ability to drive or operate machinery. Drivers should always inform their line manager if a doctor advises that they should refrain from driving whilst taking the prescribed medicine.

Drivers are reminded that driving or attempting to drive a motor vehicle on the road or other public place, when unfit through alcohol or drugs or whilst their alcohol level is greater than that prescribed by law, is guilty of an offence under the Road Traffic Act.

Smoking in vehicles

It is illegal to smoke in a work vehicle that is used by more than one person or one that is likely to be shared by another person. Therefore smoking in any company owned or hired vehicle is not only prohibited, but is illegal.

Preparation before driving

1. Before commencing daily driving, the driver must check that their vehicle is roadworthy and suitable for the work intended.

The following checks should be included:

- a) check engine oil and coolant levels. (Note: topping up any of these items more frequently than once per week suggests a fault and it should be reported to the relevant manager);
- b) check auxiliary fluid levels (applies to specialist vehicles);

- c) check that tyres are correctly inflated and carry no apparent defects or damage and that the tread depth is within the specified legal limit;
- d) it is illegal to use a tyre that:
 - i. does not have a depth of at least 1.6mm in the grooves of the tread pattern throughout a continuous band measuring at least three-quarters of the breadth of the tread and around the entire outer circumference (and a visible tread pattern on the remaining quarter);
 - ii. does not have a groove depth of at least 1.6mm in the tread pattern where the original pattern did not extend beyond three quarters of the breadth of the tread;
 - iii. is not suitably inflated for the use to which the vehicle or trailer is put;
 - iv. has a cut in excess of 25mm or 10 per cent of the section width of the tyre, whichever is the greater, deep enough to reach the ply or cord;
 - v. has a lump, bulge or tear caused by separation or partial fracture of its structure;
 - vi. has any portion of the ply or cord exposed.
- 2. ensure that all windows, but particularly the windscreen and rear windows are clean and that the rear view mirrors are clean and correctly adjusted.
- 3. check the condition and operation of lights, windscreen wash / wipe, horn and warning devices.
- 4. check that there is sufficient fuel to complete your driving tasks for the day or any out of hour's work.
- 5. immediately after moving off, check that your brakes are effective.

Defect reporting

Operators of vehicles are required to maintain their vehicles in a fit and roadworthy condition. One of the key elements is the driver daily checks, which has to be carried out prior to the vehicle being used and at the end of duty.

Maintenance

- a) vehicles and plant only to be repaired and serviced by approved garages;
- b) no unauthorised repairs or modifications to be carried out;
- c) drivers must observe service intervals and submit vehicles for service when requested or if noted that service interval mileage limit has been reached;
- d) it is unsafe to exceed service intervals;
- e) drivers are to ensure that vehicles are kept in a clean and tidy manner in order to project the image of the organisation to the public.

Accidents

There is no legal definition on what constitutes an accident. The law is, however, very clear about what must happen when accidents occur.

Most accidents are caused by lack of concentration, by failure to read the road ahead or to drive defensively.

All drivers are bound by the various Road Traffic Acts and must comply within the general scope of the Health and Safety at Work etc. Act.

The driver is duty bound by law to **STOP** where an accident on the road involving motor vehicles occurs and there is:

- a) personal injury;
- b) damage to property;
- c) injury to, or death of, certain domestic animals (horses, cattle, pigs, goats, dogs);
- d) damage to property adjacent to the road;

Failure to stop and report accidents is an offence, which carries an obligatory endorsement of the driver's licence with between 5-10 penalty points. The driver may also be disqualified.

Drivers who are involved in a road traffic accident must take the following action.

1. Remain calm at all times.
2. Stop for long enough for the following to be carried out:
 - a) obtain from the other driver / drivers / persons involved, the following information:
 - b) name, address and telephone number of the other driver / drivers / persons involved (including property);
 - c) name, address and telephone number of other driver's employer if applicable;
 - d) name and address of driver's insurers;
 - e) details of other vehicles involved i.e. make, model, colour, and registration number;
 - f) name, addresses and telephone numbers of any witnesses;
 - g) name and number of Police Officer if present;
 - h) brief details of damage caused to or by any vehicles.
3. Give the driver(s) or any persons reasonably requiring them, the following particulars:
 - a) your name and address (business address is sufficient);
 - b) the name, address and telephone number of our organisation;
 - c) the name of our company's insurers;
 - d) the registration number of the vehicle.

4. If injury is caused, however slight, the Police should be called. (It is a legal requirement that accidents involving injury must be reported to the police as soon as possible and no longer than 24 hours after the event).
5. On no account admit liability or responsibility for the accident. This is in your own interest as well as the organisations.

Remember, if subsequently proved to have violated any Road Traffic Regulations the driver may have damages awarded against them, which may not be covered by the organisation's insurance.

6. Prepare a simple sketch of the scene of the accident before leaving and if possible take photos, showing the position of the vehicles and / or persons involved and giving as much information as possible e.g. stopping distances.
7. Complete the organisation's Road Traffic Accident report form (obtainable from HR or the competent person) within 24 hours of the accident or the next working day, whilst details are still fresh in your mind. Hand the completed form in to HR or the competent person.
8. Report all accidents to your line manager within 24 hours.
9. Should drivers be requested to produce vehicle documents and evidence of insurance to Police, these can be obtained via the office and should be returned immediately afterwards.

Recovery after an accident or a mechanical breakdown

1. Drivers of McDonnell Price Roofing Contractors Ltd vehicles should take the following action if their vehicle is involved in a traffic accident or break down.
 - a) if a vehicle is damaged, making it impossible or unsafe to drive, the driver should contact the following:
 - i. during normal working hours the manager or supervisor;
 - ii. out of hours contact the recovery company.
 - b) the following information will be required to enable assistance to be arranged:
 - i. the vehicle registration number and type;
 - ii. the vehicle location;
 - iii. details of damage or condition as accurately as possible;
 - iv. details of load, passengers and destination;
 - v. any other information that is considered relevant;
 - vi. injuries to passengers / crew / or other persons.
 - c) if the driver is unhurt they will remain with the vehicle until recovery is complete unless they are instructed otherwise.
 - d) should it be necessary for the driver to leave the vehicle they should ensure that the vehicle and the load are made safe and secure as circumstances permit.
2. Should any driver of a broken down vehicle who has requested assistance as set out above, subsequently succeed in restarting the vehicle, they should inform the recovery company and their manager / supervisor before leaving the breakdown location.

Personal earphones / headphones

The wearing of personal audio system e.g. MP3 player earphones / headphones whilst driving is forbidden.

Protective clothing

All employees are to wear the appropriate issued clothing whilst carrying out their duties in line with health and safety regulations.

Passengers

Drivers are forbidden to carry any unauthorised passengers in our company vehicles. Authorised passengers are those persons employed directly by the company and any other person, agreed prior to the journey being undertaken.

Code of Practice - Load security

The law requires the driver to ensure that the load is arranged and secured so that there is no likelihood or danger, injury or nuisance either to other road users or the public. This includes not only part of the load falling from a vehicle but also loose commodities such as paper or sand being blown from the vehicle. The load should be stable before being secured. The centre of gravity should be kept as low as possible.

While loading, every effort must be made to obtain an even distribution of weight over the loading platform. Heavy items should be carried along the centre of the vehicle, and in front of lighter items. If the load is stacked heavy items should be placed at the bottom. Particular care should be taken to avoid overloading – this can happen even though the gross weight limit of the vehicle is not exceeded. If the load is made up of separate items it should be secured so that no single part can move independently. Ropes and other lashings should be checked before use and should be suitable for the job. Lashings should be attached to the proper anchor points.

Whenever the driver stops during a journey they will check that their load is secure, remembering that rain can affect the tension and strength of some ropes and webbing straps.

Seatbelts

Seatbelts must be worn in any vehicle where a belt is fitted. However there are exemptions from the law, which are as follows:

- a) driving a vehicle when carrying out a reversing manoeuvre;
- b) holding a valid medical exemption certificate;
- c) multi-drop operations.

When Goods vehicles exceeding 3.5 tonnes maximum gross weight are fitted with seatbelts drivers and passengers have to wear them. Failure to comply with the law is an offence and carries a substantial fine on summary conviction. Driving or riding in a vehicle without wearing a seatbelt is an offence.

Parking

It is the driver's responsibility to ensure that vehicles are parked legally.

McDonnell Price Roofing Contractors Ltd vehicles are not exempt from parking regulations and drivers should comply with the rules and advice given in the Highway Code.

Drivers **must not** park where there are parking restrictions shown by yellow lines along the edge of the carriageway. The periods when restrictions apply are indicated by signs either adjacent to the kerb or on entry to a controlled parking zone. Use an authorised parking space if one is available.

Any fines or fixed penalty notices incurred through non-compliance are the sole responsibility of the driver concerned.

Drivers should note that only in exceptional circumstances will exemptions be made – that is for example, where statutory functions are being carried out. All vehicles should be parked with due consideration to all road users to ensure that no damage occurs to pedestrians, other vehicles or property.

Speeding

Under no circumstances are drivers of company vehicles exempt from obeying the speed limit and road traffic regulations. At no point will a driver be expected to breach set limits in the undertaking of their daily duties. Any resulting fines from breaking the speed limit will be the responsibility of the driver.

Unattended vehicles

Under the Motor Vehicles (Construction and Use) Regulations the interpretation of the law regarding leaving motor vehicles unattended is that "no person shall leave, or cause or permit to be left, on a road a motor vehicle which is not attended by a person licensed to drive it unless the engine is stopped and any parking brake is applied".

However, the regulations state the stopping of the engine shall not apply in respect of a vehicle that is "being used to drive machinery forming part of or mounted on the vehicle and used for the purpose other than driving the vehicle."

Our interpretation of this is that drivers should always be close to the vehicle when the engine is left running.

4.19.2 National speed limits

Type of vehicle	Built-up areas mph	Single carriageways mph	Dual carriageways mph	Motorways mph
Cars, motorcycles, car-derived vans and dual-purpose vehicles	30	60	70	70
Buses, coaches and minibuses (not more than 12 metres overall length)	30	50	60	70
Buses, coaches and minibuses (more than 12 metres overall length)	30	50	60	60
Goods vehicles (not more than 7.5 tonnes maximum laden weight)	30	50	60	70 60 if articulated or towing a trailer
Goods vehicles (more than 7.5 tonnes maximum laden weight) in England and Wales	30	50	60	60

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4.19.3 Policy on the use of mobile phones

We as a company understand that it is now a specific offence to use a hand-held phone, or similar device, when driving. The penalty is £200 plus 6 Penalty Points or up to £1,000 on conviction in court (This is increased to £2,500 for drivers of vans, goods vehicles, buses or coaches). Drivers still risk prosecution for failure to have proper control if they use hands-free phones when driving. This includes making or receiving calls, pictures, text-messaging or accessing the Internet. Drivers must pull over to a safe location.

The company drivers briefing:

- a) it is illegal to hold and use a hand-held mobile phone or similar device when driving;
- b) keep your mobile phone or other device switched off when driving and use your voicemail, a message service or call diversion so that messages can be left for you when your phone is switched off;
- c) only use your mobile phone after you have stopped in a safe place. Never stop on the hard shoulder of a motorway except in an emergency;
- d) avoid taking calls on a hands-free phone. If it rings ignore it. When possible pull over into a safe place and call them back. Otherwise you will put yourself and other road users at risk;
- e) on a motorway it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily.

We as employers shall:

- a) not ask our staff to make or receive calls when they are driving;
- b) if it is essential for our staff to be contacted when they are driving, we will ensure that employees use voice mail, a message service or call diversion and to stop regularly to check messages and return calls.

N.B. "Hands free" is the term used to describe the method of operating a device, such as a mobile phone, Personal Digital Assistant (PDA) or notebook (that is normally handheld), without holding or touching the handset. Some of these devices are fitted with a small speakerphone, which amplifies the voice of the caller and so makes it possible to conduct a conversation on the phone without holding it to the user's ear.

"Hands-free" control is made easier in mobile phones that are designed for operation by voice commands, which enables voice dialling and other menu selections to be made by the use of the voice alone. It is still an offence to use a mobile phone whilst driving.

4.19.4 Policy for site transport safety

The objective of this policy is to comply with the current requirements of the Workplace (Health, Safety and Welfare) Regulations.

Traffic routes

We shall ensure that traffic routes in and on our premises are organised so that pedestrians and vehicles can circulate safely. Workplace traffic routes will also be suitable for pedestrians and vehicles using them. Where vehicles and pedestrians share a traffic route, they will be safely segregated.

Safe traffic routes will:

- a) be wide enough for the safe movement of the largest vehicle permitted to use them (including visiting vehicles);
- b) take vehicle height into account. e.g. when the body of a tipper vehicle is raised, potentially dangerous obstructions, such as overhead electric cables, or pipes containing hazardous chemicals will be protected using goal posts, height gauge posts or barriers;
- c) be planned to give the safest routes between points;
- d) avoid routes that pass close to unprotected fuel or chemical tanks, pipelines, unprotected road edges, unfenced edges of elevated weighbridges, loading bays or excavations, or anything that is likely to collapse or be left in a dangerous state if hit by a vehicle;
- e) be constructed of suitable material for the location, the type of traffic, the size of the route, and the ground or foundation it is laid on; and they will have firm and even surfaces, and be properly drained;
- f) avoid steep slopes. If steep slopes are unavoidable, they will be properly signposted;
- g) avoid sharp or blind bends;
- h) be maintained to provide a good grip for vehicles and pedestrians.

Speed

We shall use fixed features (traffic calming features) to prevent drivers from travelling too quickly.

Traffic calming measures will be made clearly visible.

We shall impose a maximum speed limit on site after a risk assessment has been conducted.

Pedestrians

We shall ensure that pedestrians and vehicles are segregated and shall give consideration to the use of protective barriers, clearly marked pedestrian and vehicle routes, and raised kerbs.

Where pedestrian and vehicle routes cross, well-marked and signposted crossing points will be provided. Dropped kerbs where the walkway is raised above the driving surface shall be installed where practical as will barriers, rails or deterrent paving to direct pedestrians to designated crossing points.

Signs, signals and markings

The company will place signs so that people have time to see them, and take appropriate action before they reach the hazard. All signs will be clearly understandable, easily noticeable, clean and well-maintained so that they are visible at all times.

Where overhead clearance is limited, we shall consider the use of warning signs. Reflective (and preferably illuminated) signs will be used when they have to be visible in darkness.

Traffic routes will, so far as is reasonably practicable, be kept free from obstruction and from anything that may make a person slip or fall. We shall ensure that the area is kept clean and free from obstructions. Spilled loads, or anything that falls from a vehicle, used packaging etc. and anything else that creates a hazard by falling or tripping over will be dealt with as soon as possible.



4.19.5 Policy for the use of powered industrial vehicles

Before any employee of McDonnell Price Roofing Contractors Ltd are permitted to drive any powered industrial vehicle they will have undergone suitable and sufficient training e.g. to the *L117 the Approved Code of Practice and guidance, Rider-operated lift trucks: Operator training*, and to comply with the Regulation 9 of the Provision and Use of Work Equipment Regulations. Drivers will be aware of HSG (6) Safety in working with lift trucks.

Only those persons who have been trained are permitted to drive a powered industrial vehicle. No other person whether employed by the company or not may use a powered industrial vehicle without showing proof of training.

Copies of training certificates will be kept on file and drivers will undergo refresher training at regular intervals. (Usually between 3 - 5 years). Drivers of powered industrial vehicles are limited to the type of vehicle on which they were trained and are not permitted to use any other vehicle without the appropriate familiarisation training.

Drivers must:

- a) be particularly careful when operating where there are pedestrians. Pedestrians and vehicles will be separated wherever possible;
- b) as a general rule keep to the centre of the gangway or aisle;
- c) sound the horn in short sharp blasts at every potential danger spot;
- d) stop before entering doorways. Sound the horn and proceed slowly if clear to do so;
- e) avoid violent braking or sudden change of direction which may cause the load to fall off or the vehicle to tip;
- f) where possible, travel with the fork arms lowered to within 150 mm (6") of level ground and mast tilted slightly back. Always follow the instructions for use of any attachment fitted;
- g) always look in the direction of travel;
- h) when leaving the vehicle, even for a few seconds, apply the parking brake, make sure the controls are in neutral and the fork arms are tilted forward and lowered to the ground;
- i) before raising a load ensure there is sufficient clearance overhead; when mounting or dismounting from the vehicle use the steps and handholds provided. Before dismounting, check that it is safe to do so and that the vehicle is parked safely;
- j) on completion of work, park the vehicle in the designated parking area with the fork arms lowered to the ground, with the parking brake applied and engine switched off. Return keys or other activating devices to their place of safe keeping;
- k) never use a mobile phone, wear headphones or use any hand held device whilst operating a powered industrial vehicle;

The driver will conduct a pre-use check on the vehicle at the start of their shift and keep a record of such a check. They will check:

- a) tyre pressures: and any tyre damage;
- b) the parking brake, the service brakes, and steering gear;

- c) the fuel, water and oil and look for leaks and correct levels;
- d) the water levels of batteries if applicable;
- e) the systems for lifting, tilting and manipulation, including attachments;
- f) the hydraulic system for leaks;
- g) any audible warning signal;
- h) lights;
- i) mirrors, if fitted;
- j) the condition of the mast, fork arms, attachments, tyres and any chains or ropes used in the lifting mechanisms;
- k) security of the overhead guard and load back-rest extension.

Any faults found with the vehicle will be reported to management who will arrange for the fault to be repaired as soon as is possible. Permission to drive the vehicle after a fault has been identified will be dependent on the severity of the fault. All powered industrial vehicles will be placed on a 12 monthly Thorough Inspection and Test maintenance programme or a 6 monthly programme if used for lifting people.



4.19.6 Policy for the use of heavy plant and other equipment

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act, the Management of Health and Safety Regulations, the Lifting Operations and Lifting Equipment Regulations (LOLER), the Provision and Use of Work Equipment and other Regulations as applicable.

McDonnell Price Roofing Contractors Ltd requires that all contractors shall certify in writing prior to the start of any work that would include the use of heavy plant and other powered vehicles that all operators have been properly trained and that the equipment to be used has been inspected by a competent person and found to be in good working order – a copy of last examination and test report is to be available for inspection.

Operators of heavy plant and equipment will:

- a) be trained and authorised to operate the equipment and be in possession of a licence;
- b) obey all traffic signals;
- c) wear seatbelts if the vehicle is so equipped;
- d) ensure that they allow pedestrians the right-of-way;
- e) use wheel chocks for all truck loading and unloading operations.

Crane operations:

All lifting operations and lifting equipment must be selected, planned and supervised by a competent person. Lifting equipment safety must consider the suitability and stability of both the lifting equipment and the load it is to lift.

All lifting equipment and accessories must be:

- a) marked with safe working load. This may take the form of a maximum load on hoists and jacks;
- b) inspected regularly - statutory inspections must be performed by a competent person (usually an external inspection body); inspections should also be performed by the user prior to use (a simple visual inspection is usually sufficient);
- c) used only by people who have had suitable and sufficient information and training on its safe operation and use and any precautions or safeguards that may be required;
- d) used under adequate supervision - the extent of the supervision required varies according to the competence level of the operator;
- e) immediately removed from service if found to be defective (disposed of or quarantined until repaired, inspected and proved to be safe for further use).

Crane operators will:

- a) be trained and authorised to operate the equipment and be in possession of a licence;
- b) operate only within the limits specified by the manufacturer;
- c) inspect the mechanical parts of the crane prior to the start of each shift of use;

- d) provide a current copy of certificate of inspection;
- e) not exceed the maximum lifting capacity;
- f) create a barricade around the swing radius of the crane;
- g) maintain the required clearance between the crane and any energised power lines;
- h) fully extend the outriggers and ensure that the crane is sited on firm ground.



4.19.7 Policy for the use of Mobile Elevating Work Platforms (MEWP)

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act, the Management of Health and Safety Regulations, the Lifting Operations and Lifting Equipment Regulations (LOLER), the Provision and Use of Work Equipment and other Regulations as applicable.

MEWP's are known under different names, i.e. Hydraulic Platforms, Cherry Pickers, Scissor Lifts and mobile access platforms, they are ideal for short duration and maintenance work.

MEWP operators will have attended a recognised operator training course and received a certificate, card or 'licence', listing the categories of MEWP the bearer is trained to operate. The expiry date of the training licence or card will always be checked before the operator is allowed start work. In addition to formal training for the type of MEWP, the operator will have had familiarisation training on the controls and operation of the specific make and model of MEWP they are using.

A programme of daily visual checks, regular inspections and servicing schedules will be established in accordance with the manufacturer's instructions and the risks associated with each MEWP. Operators are encouraged to report any defects or problems. Reported problems will be put right quickly and the MEWP taken out of service if the item is safety critical.

The MEWP will be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person.

Most fatal and serious injuries involving MEWPs arise from:

- a) **entrapment:** operator trapped between part of the basket and a fixed structure, e.g. when manoeuvring in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens they may not be able to stop the machine running.
- b) **overturning:** the machine may overturn throwing the operator from the basket;
- c) **falling:** an operator may fall from the basket during work activities; and
- d) **collision:** the vehicle may collide with pedestrians, overhead cables or nearby vehicles.

A risk assessment and method statement will be prepared before a Mobile Elevating Work Platform is used and will identify any hazards. There are a number of precautions that can reduce the risk from MEWP hazards. These are:

- a) **confined overhead working:** Operators will be briefed on the dangers, and the safe system of work to be followed. If there are overhead structures against which the operator could be trapped and then pushed onto the MEWP controls, we will select a MEWP that has been designed to prevent such accidental contact;
- b) **ground conditions:** The platform will only be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure;
- c) **outriggers:** Outriggers will be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual;
- d) **guardrails:** The operator will ensure the work platform is fitted with effective guard rails and toe boards;

- e) **arresting falls:** If there is still a risk of people falling from the platform a harness with a short work restraint lanyard will be secured to a suitable, manufacturer provided, anchorage point within the basket to stop the wearer from getting into a position where they could fall from the carrier;
- f) **falling objects:** The area around where the MEWP will be working will be fenced off so that falling tools or objects do not strike anybody below;
- g) **weather:** High winds can tilt platforms and make them unstable. A maximum safe wind speed for the operation will be set. Storms and snowfalls can also damage platforms they will be inspected before use and after severe weather;
- h) **handling materials:** If a MEWP is used to install materials, the weight and dimensions of materials and load distribution issues will be checked prior to use.
- i) **nearby hazards:** A MEWP will not be used close to overhead cables or other dangerous machinery, nor must the operator allow any part of the arm to protrude into a traffic route.



4.20 Policy for the management of risk from manual handling activities

The objective of this policy is to comply with the current requirements of the Manual Handling Regulations.

Exposure to manual handling risks

The company accepts that practically all employees will manually handle items as part of their job and shall assess the competence of the employees involved, give training in proper manual handling techniques to greatly reduce and indeed prevent damage through good practice – effectively lifting, using the legs rather than the back.

The company has produced risk assessments of common tasks and will continue to risk assess manual handling operations and reduce risks so far as is reasonably practicable. Suggestions to reduce risk and better manage manual handling are welcomed.

The competent person will ensure that materials are handled as far as possible by mechanical means. Where the use of mechanical means is impracticable, sufficient labour will be available to handle any heavy or awkward loads and instructions will be issued on the handling of these loads.

All supervisors will be given training in the correct methods of handling and lifting loads.

Supervisors will instruct any employees in the correct handling and lifting of loads as required.

The competent person will ensure that safety footwear is worn at all times during manual handling operations.

A young person will not be allowed to lift, without assistance, a load which is likely to cause injury.

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4.21 Policy for the use of temporary electrical equipment

The objective of this policy is to comply with the current requirements of the Electricity at Work, the 17th Edition Wiring Regulations and the Provision and Use of Work Equipment Regulations.

All electrical equipment will be supplied, installed, maintained or used according to the relevant Standards.

Temporary electricity supply and distribution will be planned according to the relevant standards. All temporary supplies are to be installed by competent electricians and tested according to the IEE 17th Edition.

The company will ensure that all power tools provided for use comply with the relevant British Standards. No power tools or electrical equipment of greater voltage than 110 volts (CTE) shall be used unless special arrangements are made and discussed.



4.21.1 Policy for gas and electrical safety and portable appliance testing

The objective of this policy is to comply with the current requirements of the Gas Safety (Installation and Use) Regulations, the Gas Appliances (Safety) Regulations, the Electricity at Work and the Provision and Use of Work Equipment Regulations.

Gas safety

All gas appliances will be inspected and serviced on an annual basis by a "Gas Safe" registered contractor. No other person is allowed to maintain or modify any gas appliance.

Electrical safety

Checks are made annually to equipment and reports made where any defects are noted. This applies also to items brought in from home e.g. radios etc. A programme of inspection of portable electrical equipment has been initiated by the company in a two stage system as described below.

Stage 1

Following basic instructions, employees will be expected to visually inspect work equipment each week noting any hazards as described below:

- a) damage to the plug such as bent pins or a cracked casing;
- b) the outer sheath of the cable is not properly secured where the cable enters the plug or equipment e.g. internal wires are visible;
- c) outer casing of the equipment is damaged;
- d) equipment has loose parts or screws;
- e) damage other than light scuffing to the cable sheath;
- f) equipment has been used in unsuitable conditions e.g. wet or very dusty environments;
- g) evidence that the equipment has overheated.

If the equipment fails on any of the above criteria it must not be used and will be removed from service for repair.

Stage 2

Formal visual inspection and testing will be undertaken by a competent person. The results will be presented and the equipment marked denoting the date for retesting. Any equipment failing this test will be removed from service.

Test interval guidance

The company will use the guidance in the following table in respect of our portable appliance testing programme.

Equipment and environment	User checks	Inspection and test
Battery operated (<20 volts)	No	No
Extra low voltage; e.g. phones, low volts lamps	No	No
IT equipment, VDU's, laptops and desktops	No	2 - 4 years
Photocopiers, faxes, etc. (rarely moved)	No	2 - 4 years
Double insulated fans table lights, projectors, etc.	No	2 - 4 years
Double insulated but hand held	Yes	0.5 - 1 years
Earthed equipment; kettles, floor cleaners	Yes	1 - 3 years
Cables and plugs connected to the above	Yes	1 - 3 years
Extension leads	Yes	1 - 3 years
Fixed supplies (NICEIC tests within premises)	No	3 years

4.22 Policy for the issue and use of protective clothing and equipment

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations and the Personal Protective Equipment Regulations.

All safety equipment purchased for use will be manufactured in accordance with the appropriate British / European Standard and will bear the appropriate CE marking.

All personal protective equipment used by the company will be replaced as necessary or as recommended by the manufacturer. Where a respirator depends on a seal between the user's face and the equipment then the user must be clean shaven to allow a fit test to be performed.

All employees are made aware of their responsibilities with regard to maintenance of personal protective equipment provided and the reporting of any damage or loss.

All employees are made aware of their responsibilities to wear personal protective equipment issued to them and supervisors will ensure, as far as is reasonably practicable, that such equipment is worn at all times when necessary. Visitors will be supplied with PPE as appropriate.

Safety helmets

The company will provide employees with suitable head protection, and employees are to wear the head protection correctly.

Footwear

When working on construction sites there is a risk of injury from material being dropped on workers feet, and nails, or other sharp objects penetrating the sole. It is this company's policy that boots with toe caps and soleplates are worn at all times by employees, visitors etc. whilst on our construction sites. Where it is likely that employees will be working in water or wet concrete, wellington boots shall be provided.

Goggles and safety glasses

Goggles and safety glasses are provided to protect against flying objects, and should be rated to suit the task in hand.

Outdoor clothing

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

High visibility clothing

High visibility clothing will be worn at all times whilst on site. This is especially important that banksmen and signallers assisting in lifting operations are clearly visible.

Gloves

Suitable gloves will be provided to protect against dusts (such as cement), wet concrete and solvents, and cuts and splinters when handling bricks, steel and wood. Anti vibration gloves help to cut down the risk of vibration white finger for those operatives using such tools as jack hammers / scabblers etc.

Personal fall protection

Where employees are working at height, a fall arrest protection equipment will be provided. The equipment will be specifically chosen for the site environment and will be compatible with the anchor points and couplings which provide an effective tether. Specific user training will be required for all persons using the equipment.

The equipment itself will be confirmed as suitable and within manufacturer's tolerances by regular inspection by a competent person in addition to the daily operative's inspection. Such inspections will include the adequacy of any incorporated "shock dampening" devices, and follow the manufacturer's instructions in the safe use of such equipment.

Protection against the operations of third parties

When work has to be carried out in the vicinity of, or assisting other persons carrying out specialised processes, employees should be aware of what personal protective equipment they need in such circumstances.

Planning procedures

Before work starts, the competent person will ensure that any special protective clothing or equipment required is ordered and available.

Supervision

The competent person will ensure that adequate supplies of all necessary protective clothing or equipment is available on site for issue as required and that when issued to employees, a record is kept.



4.23 Policy on lone working

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

The company understands that as employers we have a duty to assess the risks faced by lone employees to determine:

- a) whether the work can be done safely by an unaccompanied person; and
- b) what arrangements will be required to ensure that the employee is not exposed to greater risks than employees who work together.

Wherever possible lone working will be avoided, however some employees will at some time during their normal work activity be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at work and someone will be the last to leave. An assessment of who is a lone employee will be based on those where the risks are higher, or those who work alone for considerable periods of time. Adequate training will be provided to all personnel that may be required to work alone to ensure they can work safely and to ensure they are capable of responding correctly to an emergency.

There are some types of work which require supervision, e.g. where young people are undergoing training, where work on live electrical equipment is being performed, or work under the Construction (Design and Management) Regulations. The levels of supervision will be based on the findings of the risk assessment; the higher the risk, the greater the level of supervision required.

Procedures will be put in place to monitor any lone workers, such as the supervisor periodically visiting and observing the lone worker or pre-agreed intervals of regular contact between the lone worker and the supervisor using phones, radios or email.

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4.24 Policy for reporting and recording of accidents and incidents

The objective of this policy is to comply with the current requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations.

All injuries, no matter how small, must be reported to management, including injuries to contractors, visitors and members of the public and shall be entered into the accident book which is available to all direct employees.

If the injury is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the competent person will ensure that the Enforcing Authority is notified by reporting it online as soon as possible.

If any employee, visitor, self-employed contractor or person in training is injured in an accident not reportable under the above Regulations but which does result in their absence from work for more than seven days (inclusive of non-working days where they would have been unable to work, not inclusive of the day of the accident) the Enforcing Authority must be notified online within fifteen days.

An investigation as to the exact circumstances and the contributory factors leading to the accident will be conducted by a competent person and the findings of the investigation recorded. Actions will be taken to prevent reoccurrence. Photographs, samples and statements are to be included as appropriate.

If an employee is absent from work due to a disease that is reportable under RIDDOR (see guidance) a written diagnosis from a Doctor must be obtained and form F2508A completed online within fifteen days.

Records of any event which has been reported under RIDDOR will be kept for a minimum of three years.

Should any employee die from an injury which they sustained whilst at work within one year of the accident this will be reported to the Enforcing Authority.

Should an employee die from apparent natural causes whilst at work, the Enforcing Authority must be notified by telephone as soon as possible. This will be followed by filling out the form online within fifteen days.

For information on accidents which require reporting to the Enforcing Authority follow the link <http://www.hse.gov.uk/riddor/do-i-need-to-report.htm>

4.24.1 Policy for accident / incident reporting and investigation

Where an accident, incident or near miss occurs which is not reportable a suitable investigation will be carried out by the competent person. All employees are required to assist the competent person in the investigation and are reminded that alteration of an accident scene without clear authorisation is a serious disciplinary and criminal offence.

RIDDOR Report Centre

The competent person will report all reportable accidents / incidents by one of the following routes:

Online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. The competent person will download a copy for our records.

- ❖ [Report of an injury](#)
- ❖ [Report of a dangerous occurrence](#)
- ❖ [Report of a case of disease](#)
- ❖ [Report of flammable gas incident](#)
- ❖ [Report of a dangerous gas fitting](#)

Telephone

All incidents are to be reported online but there is a telephone service for reporting fatal and major injuries **only** on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours

The HSE and local authority enforcement officers **are not an emergency service**. More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE [out of hours webpage](#). If you want to report less serious incidents out of normal working hours, you can always complete an online form.

4.24.2 Accident investigation procedure

The accident investigation will be carried out by the competent person, who will take control of the scene of the accident until the investigation is completed. The competent person will telephone Outsource Safety Ltd for advice if required.

The competent person shall follow the procedures set out below when investigating the incident.

Step one:

- a) go to the scene of the accident and assist any casualties, ensuring that medical assistance is obtained if required;
- b) preserve the scene and prohibit movement of any items of plant and equipment, the replacing of guards or protective equipment and changes to documentation such as work permits and risk assessments;
- c) enter the details of the accident into the accident book and notify the Enforcing Authority by submitting a report online.

Step two:

- a) take photographs of the scene or make sketches and take measurements;
- b) establish who witnessed the accident and take a statement as soon as possible.

Step three:

- a) check records and statistics and look in the accident book for trends to establish if similar accidents have occurred in the past;
- b) review and revise the risk assessments as applicable;
- c) introduce control measures to reduce or eliminate the cause of the accident to prevent it recurring;
- d) review training arrangements, procedures, documentation, and the process.

4.24.3 Accident statistics

The competent person will investigate all incidents and will periodically analyse accident numbers, the type of accident and resultant injuries sustained in order to:

- a) make comparisons with other periods;
- b) identify trends and similarities;
- c) identify additional training requirements;
- d) identify procedural review requirements;
- e) review risk assessments and countermeasures;
- f) revise method statements or safe systems of work.

Any changes to policy or procedures etc. will be made immediately and all employees will be informed of the changes.

Where additional training requirements have been identified as a cause or a contributory factor resulting in an accident, the required training shall be given before the employee(s) undertake the task / job again.



4.25 Policy on CDM compliance

In compliance with the current Construction (Design and Management) Regulations, this company undertakes to act as a reasonable and competent party when fulfilling its role under the regulations and to co-operate with other duty holders so far as is reasonably practicable. We recognise the Duty Holders identified in the Regulations as:

The Client

The **domestic** client:

A domestic client is someone who has construction work done on their own home, or the home of a family member, which is **not** done in connection with a business. A domestic client is not required to carry out the duties placed on commercial clients. Where the project involves:

- a) **only one contractor**, the client duties must instead be carried out by the contractor. The contractor must then carry out the client duties as well as the duties they already have as contractor for the project. In practice, this should involve doing little more to manage the work to ensure health and safety;
- b) **more than one contractor**, the client duties must instead be carried out by the principal contractor as well as the duties they already have as principal contractor. If the domestic client has not appointed a principal contractor then the duties of the client will be carried out by the contractor in control of the construction work.

In many situations, domestic clients wishing to extend, refurbish or demolish parts of their own property will, in the first instance, engage an architect or other designer to produce possible designs for them. A domestic client has the flexibility of agreeing (in writing) with their designer that the designer coordinates and manages the project, rather than this role automatically passing to the principal contractor. Where no such agreement is made, then the principal contractor automatically takes over the project management responsibilities.

The **commercial** client:

Commercial clients are organisations or individuals for whom a construction project is carried out in connection with a business, whether the business operates for profit or not. A commercial client has a major influence over the way a project is procured and managed. Regardless of the size of the project, the client has contractual control, appoints designers and contractors, and determines the money, time and other resources available.

- a) A commercial client must make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
- b) Arrangements are suitable if they ensure that:
 - i. the construction work can be carried out, so far as is reasonably practicable, without risks to the health or safety of any person affected by the project; and
 - ii. welfare facilities are provided in respect of any person carrying out construction work.
- c) A commercial client must ensure that these arrangements are maintained and reviewed throughout the project.
- d) A commercial client must provide pre-construction information as soon as is practicable to every designer and contractor appointed, or being considered for appointment, to the project.

e) A commercial client must ensure that:

- a) before the construction phase begins, a construction phase plan is drawn up by the contractor if there is only one contractor, or by the principal contractor; and
- b) the principal designer prepares a health and safety file for the project, which:
 - i. sets out the health and safety arrangements and site rules taking into account, the industrial activities taking place on the construction site and includes specific measures concerning work which involves particular risk;
 - ii. is revised from time to time as appropriate to incorporate any relevant new information; and
 - iii. is kept available for inspection by any person who may need it to comply with the relevant legal requirements.

f) A commercial client must take reasonable steps to ensure that:

- i. the principal designer prepares a construction phase plan and manages, monitors and coordinates matters relating to health and safety to ensure that the project is carried out without risks to health or safety; and
 - ii. the principal contractor consults and engages with workers in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- g) If a commercial client disposes of their interest in the structure, the client provides the health and safety file to the person who acquires the client's interest in the structure and ensures that that person is aware of the nature and purpose of the file.

h) Where there is more than one commercial client in relation to a project:

- a) one or more of the clients may agree in writing to be treated for the purposes of these Regulations as the only client or clients; and
- b) except for the duties specified in sub-paragraph (c) only the client or clients agreed in paragraph (a) are subject to the duties owed by a client under these Regulations;
- c) the duties in the following provisions are owed by all clients:
 - i. cooperate with those with a specific function; and
 - ii. that any information or instruction is comprehensible and given as soon as is practicable.

The principal designer and the principal contractor

The Client is to appoint in writing as soon as possible:

- a) a designer with control over the pre-construction phase as principal designer; and
- b) a contractor as principal contractor.

If the client fails to appoint the above then they take on the duties of the principal designer and principal contractor.

The designer:

- a) must have the skills, knowledge and experience necessary to secure the health and safety of any person affected by the project and eliminate, so far as is reasonably practicable, foreseeable risks to any person;
 - i. carrying out or liable to be affected by construction work;
 - ii. maintaining or cleaning a structure; or
 - iii. using a structure as a workplace
- b) must not commence work in relation to a project unless satisfied that the client is aware of their duties;
- c) if it is not possible to eliminate these risks, the designer must;
 - i. take steps to reduce, or if that is not possible, control the risks through the subsequent design process;
 - ii. provide information about those risks to the principal designer; and
 - iii. ensure that appropriate information is included in the health and safety file.
- d) must take all reasonable steps to provide, with the design, sufficient information about the design, construction or maintenance of the structure, to adequately assist the client, other designers and contractors to comply with their duties.

The principal designer

The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety in particular when:

- a) design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- b) estimating the period of time required to complete such work or work stages, the principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file.

The principal designer

- a) must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:
 - i. carrying out or liable to be affected by construction work;
 - ii. maintaining or cleaning a structure; or
 - iii. using a structure designed as a workplace.
- b) must ensure all other designers comply with their duties.
- c) must ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.

- d. must assist the client in the provision of the pre-construction information required; and so far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- e) must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

The principal contractor

The principal contractor must:

- a) plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that construction work is carried out without risks to health or safety especially when:
 - i. design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
 - ii. estimating the period of time required to complete the work or work stages, take into account the general principles of prevention.
- b) organise cooperation between contractors (including successive contractors on the same construction site);
- c) coordinate implementation by the contractors of applicable legal requirements for health and safety; and
- d) ensure that employers and, if necessary for the protection of workers, self-employed persons:
 - i. apply the general principles of prevention in a consistent manner, and in particular when complying with the provisions of Part 4; and
 - ii. where required, follow the construction phase plan.
- e) ensure that a suitable site induction is provided;
- f) the necessary steps are taken to prevent access by unauthorised persons to the construction site; and
- g) ensure that facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- f) must liaise with the principal designer for the duration of the appointment and share with them information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety matters during the pre-construction phase.
- g) make and maintain arrangements which will enable them and the workers engaged in construction work to co-operate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;
- h) consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;

- i) ensure that those workers or their representatives can inspect and take copies of any information which they have, or which these Regulations require to be provided to them, which relates to the health, safety or welfare of workers at the site.

Contractors

A Contractor or a self-employed person must:

- a) not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client;
- b) plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that it is carried out without risks to health and safety;
- c) ensure that where there is more than one contractor working on a project, they must comply with:
 - i. any directions given by the principal designer or the principal contractor; and
 - ii. the parts of the construction phase plan that are relevant to that contractor's work on the project.
- d) ensure that if there is only one contractor working on the project, that they take account of the general principles of prevention when:
 - i. the design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
 - ii. they are estimating the period of time required to complete the work or work stages.
- e) ensure that if there is only one contractor working on the project, they have drawn up a construction phase plan, or made arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- f) ensure that the construction phase plan fulfils all the requirements;
- g) not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- h) provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out without risks to health and safety.
- i) provide information that includes:
 - i. a suitable site induction, where not already provided by the principal contractor;
 - ii. the procedures to be followed in the event of serious and imminent danger to health and safety;
 - iii. any information on risks to health and safety identified by the risk assessment, or arising out of the conduct of another contractor's undertaking and of which the contractor in control of the worker ought reasonably to be aware; and any other information necessary to enable the worker to comply with the relevant statutory provisions.

- j) not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site;
- k) ensure that the requirements to provide welfare facilities are complied with so far as they affect the contractor or any worker under that contractor's control.

Construction phase plan and health and safety file

During the pre-construction phase, and before setting up a construction site, the principal contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up.

The construction phase plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out below. Work which puts workers at risk:

- a) of burial under earth falls, engulfment in swampland or falling from a height, where the risk is particularly aggravated by the nature of the work or processes used or by the environment at the place of work or site;
- b) from chemical or biological substances constituting a particular danger to the health or safety of workers or involving a legal requirement for health monitoring;
- c) from ionizing radiation requiring the designation of controlled or supervised areas;
- d) near high voltage power lines;
- e) by exposing workers to the risk of drowning;
- f) near wells, underground earthworks and tunnels;
- g) by divers having a system of air supply;
- h) in caissons with a compressed air atmosphere;
- i) which involves the use of explosives;
- j) which involves the assembly or dismantling of heavy prefabricated components.

The principal designer must assist the principal contractor in preparing the construction phase plan by providing all the information they hold that is relevant to the construction phase plan including:

- a) any pre-construction information obtained from the client;
- b) any information obtained from designers.

Throughout the project the principal contractor must ensure that the construction phase plan is appropriately reviewed, updated and revised so that it continues to be sufficient to ensure that construction work is carried out without risks to health or safety.

The principal designer must prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

The principal designer must ensure that the health and safety file is appropriately reviewed, updated and revised to take account of the work and any changes that have occurred.

The principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file, for inclusion in the health and safety file.

If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.

Where the health and safety file is passed to the principal contractor then they must ensure that the health and safety file is appropriately reviewed, updated and revised to take account of the work and any changes that have occurred.

At the end of the project, the principal designer, or where there is no principal designer, the principal contractor, must pass the health and safety file to the client.

Notification

A project is notifiable if the construction work on a construction site is scheduled to:

- a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- b) exceed 500 person days.

Where a project is notifiable, the client must give notice in writing to the Health and Safety Executive as soon as is practicable before the construction phase begins.

The notice must contain the particulars specified below:

- i. the date of forwarding the notice;
- ii. the address of the construction site or precise description of its location;
- iii. the name of the local authority where the construction site is located;
- iv. a brief description of the project and the construction work that it entails;
- v. the following contact details of the client: name, address, telephone number and (if available) an email address;
- vi. the following contact details of the principal designer: name, address, telephone number and (if available) an email address;
- vii. the following contact details of the principal contractor: name, address, telephone number and (if available) an email address;
- viii. the date planned for the start of the construction phase;
- ix. the time allocated by the client under regulation 4(1) for the construction work;
- x. the planned duration of the construction phase;
- xi. the estimated maximum number of people at work on the construction site;
- xii. the planned number of contractors on the construction site;
- xiii. the name and address of any contractor already appointed;
- xiv. the name and address of any designer already appointed;

- xv. a declaration signed by or on behalf of the client that the client is aware of the client duties under these Regulations.
- c) be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work; and
- d) if necessary, be periodically updated.



4.25.1 Construction (Design and Management) Regulations

Interpretation

The CDM Regulations contain some important definitions regarding construction work;

“Construction work” means the carrying out of any building, civil engineering or engineering construction work and includes:

- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
- b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- d) the removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure;
- e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,

but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out;

Other notes

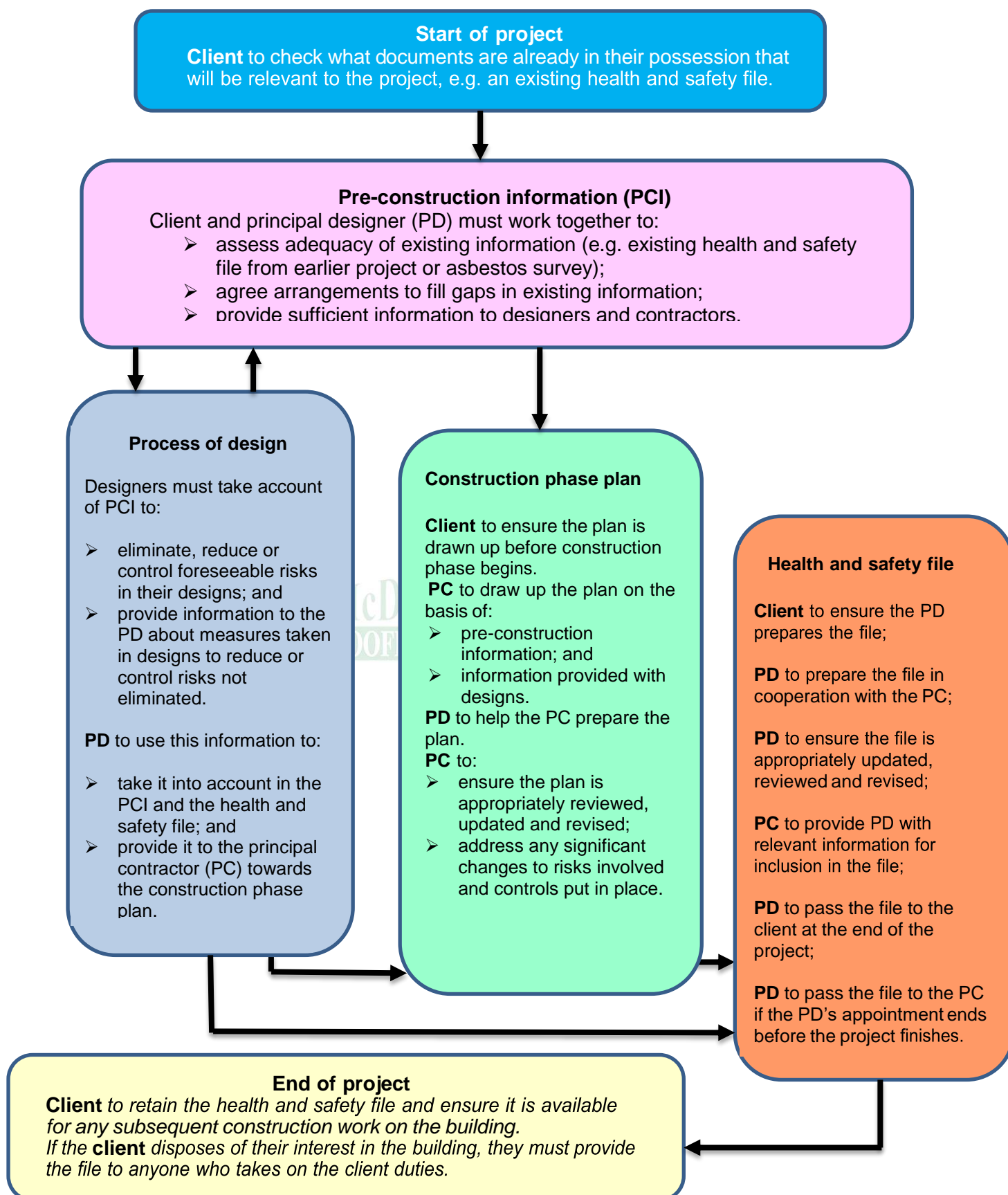
The definition of what constitutes construction work is of great importance since failure to notify would be an offence. A second common problem is a failure to display the notification (Form F10) on site.

It is important to note that the construction phase may not commence until the Construction Phase Health and Safety Plan has been drawn up by the Principal Designer or Principal Contractor and they have instructed the client that they are happy for the project to proceed.

The project will not be complete until the Health and Safety File has been handed over to the client. For projects where several structures have been erected a file should be produced for each structure. It is the Principal Designer / Contractor's duty to ensure that this takes place.

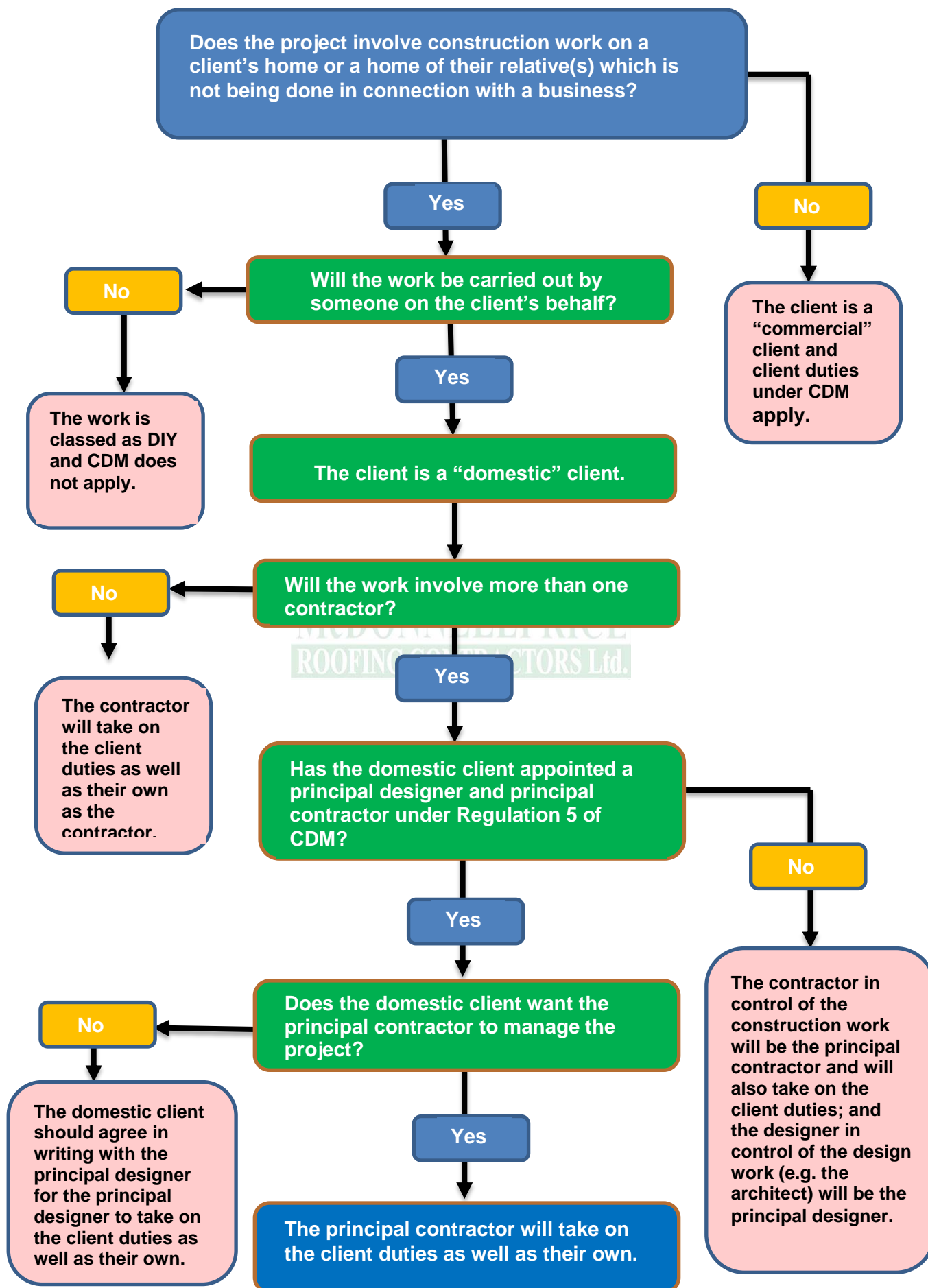
If the building is Grade 1 Listed, every care must be taken to protect the existing fabric of the building and no alterations may be made without the approval of the local Planning Authority. The Principal Designer / Contractor will ensure that contractors comply with the current legislation regarding listed buildings. If in doubt consult with the Local Planning Officer for further advice.

How different types of information relate to and influence each other in a construction project involving more than one contractor: A summary:



Note: This diagram shows how the various types of information relate to each other and influence the content of other types of information during the construction process (the arrows show the possible different flows of information).

How CDM applies to domestic clients



4.25.2 Contractor's or self-employed persons duties under CDM

Requirement	What the company does	Who is responsible?	When is it done?
Check clients are aware of their duties	Sends out a Pre Tender Questionnaire – Meets with Client	Contracts Manager	At Tender stage
Ensure competent workforce	Either trains or hires competent workforce	HR Manager	At interview stage
Plan, manage and monitor the work	Train employees in safe methods of working and audit worksites periodically	Site Manager	Random audits / Site inspections
Ensure that workers are allowed time to plan and prepare the work	Allows a two week lead time	Contracts Manager	At Tender stage
Provide relevant information to workers about other works being carried on, and how to report problems	Site inductions, planning meetings, method statements, risk assessments	Site Manager	At site induction or induction with Principal Contractor
Design work complies with the Regulations	Ensure Designers know and understand the Regulations	Contracts Manager	At Tender stage
Provide welfare facilities and comply with Part 4	Provide welfare facilities as standard	Contracts Manager	At start of job
Cooperate and coordinate with others working on the Project	Work with others working on the Project and coordinate with others	Site Manager	Daily site meetings
Consult with workforce about matters that affect their health and safety	Hold toolbox talks, site meetings	Site Manager	Daily site meetings
Obtain specialist advice when planning high risk work	Seek advice from health and safety consultants and / or other consultants	Contracts Manager	At Tender stage

4.25.3 Policy for managing contractors and sub-contractors

1. Objectives:

- a) the objective of this policy is to ensure that the standards for safety, as required by legislation, are achieved and that all works are undertaken safely;
- b) it is the duty of the contractor to be aware of, and work in accordance with, current legislation and to co-operate with the company on matters of health, safety and welfare;
- c) contractor's operations must be so designed that they will be carried out in a safe manner (in accordance with their own established safety policy). Should, on any occasion, unsafe practices be identified, prompt and effective action will be taken to remedy the matter by the company.

2. Information to be provided:

Contractors are required to provide the company with the following documents or information (prior to commencement of their work where possible).

- a) contractor's health and safety policy;
- b) public and employer's Liability Insurance Certificate;
- c) RIDDOR statistics;
- d) copies of training certificates for their personnel.

In addition, prior to commencing work on site, the following will be required from the contractor if selected for the works:

- e) work method statements supported by risk assessments;
- f) the name of their individual appointed as safety supervisor for the project;
- g) details of any young persons (under 18 years) to be employed on site and a copy of the additional risk assessment;
- h) information relating to hazards associated with plant, operations and materials used in the works.

3. Training and competence of employees and notification of hazards:

- a) each contractor will ensure that their employees are adequately trained and experienced to carry out their work safely;
- b) they will also ensure that specific hazards likely to be experienced on the site, whether notified to them or discovered by them, are notified to their workforce together with any precautions to be taken and local rules to be observed. Similarly, such hazards will be notified to their sub-contractors (where applicable) and where discovered by them, to the company workforce.

4. Safety inspections:

- a) the competent person will visit work locations and carry out site safety inspections. Contractors will co-operate with the competent person during these inspections. The results of such visits will be notified to management;

- b) projects that exceed two weeks in a single location will have at least one site inspection by a competent person or the contractor's safety representative and will complete the McDonnell Price Roofing Contractors Ltd safety checklist inspection form. The completed forms are to be retained by the company.

5. Accidents, incidents and dangerous occurrences:

Accidents:

All accidents will be recorded in the accident book and notified to the competent person. The sub-contractor must report all accidents to the company who will then report to the client / principal contractor and / or the HSE.

Accidents / incidents to third parties:

Any accident or incident arising from operations and involving damage or injury to a third party will be reported immediately to the competent person. The sub-contractor must report all accidents to third parties to the company who will then report to the client / principal contractor and / or the HSE.

Dangerous occurrences and near-misses:

All dangerous occurrences (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) and near misses will be notified immediately to the competent person. The sub-contractor must report all dangerous occurrences and near misses to the company who will then report to the client / principal contractor and / or the HSE.

NB: Any such notifications or reports do not release the contractor of their statutory duty to report such matters to the Health and Safety Executive (HSE).

It is the responsibility of the Principal Contractor to conduct all accident / incident investigations. The sub-contractor will be required to provide as much information as possible regarding the accident / incident to assist with the investigation.

6. Visit by HSE:

In the event of a visit by the HSE their arrival should be reported to the competent person who will accompany the Inspector(s) at all times.

Improvement and Prohibition Notices:

In the event of an Improvement or Prohibition Notice being served by an Inspector, the competent person will ensure that the contractor complies with the terms of the Notice.

7. Plant, materials and equipment (General):

All plant, materials and equipment used by the contractor must be of good construction, adequate strength, free from defect, properly maintained and competently operated.

8. Plant:

- a) all plant used by contractors must be safe and fully efficient in use, guarded and equipped with safety devices wherever required and tested in accordance with regulations;
- b) it is essential that periodic maintenance is carried out and the statutory registers, certificates and notices, where appropriate, are displayed or readily available for inspection;

- c) no employee of any contractor or sub-contractor may operate any plant or equipment or tool unless they have been adequately trained and are competent in their use.

9. Materials:

All materials supplied are to be safe and properly used and any Manufacturer's instruction relating to use, handling or storage, made known to the employees. (See also paragraph 2(f)).

10. Equipment:

- a) all equipment supplied must be safe to use and the operator properly trained and competent;
- b) equipment must only be used for the purpose for which it was intended;
- c) the contractor must ensure that all work equipment is properly maintained;
- d) electrically operated tools must be inspected prior to use to identify any obvious defects. Only 110v and cordless equipment may be used unless the use of 230v has been specifically authorised by management. All 230v equipment must be regularly inspected and labelled, or tagged, to verify its integrity and used in conjunction with an RCD.
- e) all machinery must have a maintenance log which must be kept up to date.

11. Safety equipment and clothing:

- a) the contractor shall provide all necessary clothing and equipment for their workforce including safety helmets, ear defenders, eye protection etc.;
- b) issue of safety equipment must be recorded;
- c) contractors will provide, free of charge, all personal protective equipment that their employees may require to carry out their work.;
- d) in the event of a contractor failing to comply with this duty, McDonnell Price Roofing Contractors Ltd may provide supplies from our own stock at the expense of the contractor or may refuse permission to work until suitable PPE has been obtained. The time lost to McDonnell Price Roofing Contractors Ltd will be recoverable from the contractor.

12. Policy for wearing safety helmets on site:

It is the policy of McDonnell Price Roofing Contractors Ltd that suitable and approved safety helmets will be worn at all times, by all persons working at or visiting our construction sites.

The only exceptions to this ruling are:

- a) whilst in the offices or welfare facilities;
- b) whilst working within a building where there is no risk of being hit by falling objects or striking the head against objects and wearing the helmet proves to be an encumbrance;
- c) any other situations where there is no risk of being hit by falling objects or striking the head against objects, but only after consultation with, and agreement by, the competent person.

It must be clearly understood that in all the above exceptions the requirement to wear a safety helmet still exists whilst walking to or from the place of work.

13. Site supervision:

Contractors must ensure that an employee of suitable seniority and authority is always present during the course of contract works, to supervise and direct those works and to receive and implement instruction from the competent person.

14. Permits to work:

Certain hazardous work situations may arise where such work can only be carried out under a permit to work system. It is imperative that in such circumstances all affected parties are informed and agree to the permit to work system being adopted. Such work will then be carried out strictly within the limitations of that permit to work.

15. Underground / overhead services:

Contractors engaged in operations where underground or overhead services may exist must take adequate steps to locate and identify such services. Relevant precautions must then be taken to prevent injury or damage to persons and property.

16. Noise:

- a) noise must be kept to a minimum at all times and must not exceed acceptable and / or locally specified rules or conditions relating to noise imposed by the client. Hearing protection must be worn where levels exceed 85 dB(A);
- b) in addition due regard must always be given to noise levels, permissible times for noisy work operations and other restrictions which may be imposed by Local Authority Environmental Health Officers under the Control of Pollution Act and / or the Environmental Protection Act;
- c) contractors receiving Notices under the above mentioned legislation must notify the competent person of the notice and comply with its terms.

17. Explosives or radioactive materials:

Under no circumstances will explosives, explosive devices or sources of ionizing radiation be allowed without the prior written consent of the company.

18. Cartridge operated fixing tools:

No person will use a cartridge operated fixing tool unless they have been trained in its use and hold a certificate of training or competence.

19. Disc operated cutting / grinding tools:

No person may operate these tools unless they have been properly trained in their use. In addition, no person may mount an abrasive wheel or disc unless they have been properly trained and are in possession of a certificate of training and competence in this respect.

20. Asbestos:

Should any asbestos or any asbestos containing material be discovered the competent person must be informed immediately and work involving that material halted until the situation has been assessed.

21. Risk assessment:

Contractors must make a suitable assessment of:

- a) the risk to the health and safety of their employees to which they are exposed whilst they are at work;
- b) the risk to the health and safety of persons not in their employment, arising out of, or in connection with the conduct by them or their undertaking;
- c) the risk assessment must be reviewed periodically to ensure its validity and that there has been no significant change in the circumstances to which it refers;
- d) the risk assessment must be carried out to consider all the hazards of a particular task – including hazardous substances, manual handling, noise and vibration;
- e) employees must be informed as to the content of the assessment and be adequately trained in the use of any personal protective equipment (PPE) that they may be required to wear or use;
- f) risk assessments should be used to inform and develop method statements that establish the safe means of undertaking the task. Generic risk assessments are acceptable provided that there is a system to identify and address any specific hazards associated with the location of the task.

22. Site induction:

All contractors will be provided with a site induction prior to commencing work on site. The company will be responsible for providing the site induction. The site induction will cover topics relevant to the site, such as the site rules. In addition, the site induction will also cover any requirements which the contractor will be expected to work to (e.g. QA documentation requirements, company legal and illegal drugs and alcohol policy, etc.).

23. Sub-contractor review:

All sub-contract labour will be subject to performance reviews (at least once annually). In addition, post-job performance reviews will be conducted after the completion of each job.

4.26 Policy for consultation with employees

The objective of this policy is to comply with the current requirements of the Health and Safety (Consultation with Employees) Regulations and the Safety Representatives and Safety Committees Regulations.

The Managing Director of McDonnell Price Roofing Contractors Ltd regards the promotion of health and safety measures as a mutual objective for both management and employees at all levels. It is therefore this company's policy to consult with all employees to ensure all foreseeable work hazards are identified. This will be achieved by mutual input from all personnel.

The management of McDonnell Price Roofing Contractors Ltd will consult employees on health and safety matters as it can be very important in creating and maintaining a safe and healthy working environment. By consulting with employees, management will endeavour to motivate employees and make them more aware of health and safety issues.

Consultation involves employers not only giving information to employees but also listening to and taking account of what employees say before they make any health and safety decisions. If a decision involving work equipment, processes or organisation could affect the health and safety of employees, management will allow time to give the employees or their representatives information about what is proposed. Management will also give the employees or their representatives the chance to express their views. In view of this consultation, management will take into account these views before they reach a decision.

Consultation with employees will be carried out on matters relating to their health and safety at work, including:

- a) any change which may substantially affect the health and safety of our employees whilst at work, for example in procedures, equipment or ways of working;
- b) management's arrangements for obtaining competent help on health and safety matters;
- c) to enable management to give employees the information they need on the likely risks and dangers arising from their work, and the measures to reduce or eliminate them and on what they should do if they identify a hazard which involves significant risk;
- d) the planning of health and safety training;
- e) the health and safety issues relating to the introduction of new technology, machinery, equipment, substances and processes;
- f) issuing toolbox training talks containing important safety updates and or feedback received from others with suggestions for improvement;
- g) through routine and regular inspections by either Directors of the company or their safety representatives all employees will be invited to give any feed-back or concerns they may have over the general working practices employed by this company;
- h) we actively support the use of constructive criticism or suggestions on improvements to maintain the safest working practices;
- i) we have an open door policy for the reporting of safety concerns.

Where applicable, management will consult with employees on matters which affect their health and safety, via notice boards, toolbox talks and direct communication.

4.26.1 Policy for consultation and cooperation between contractors

The company will endeavour to cooperate and hold consultation with other contractors and sub-contractors working in the same area or working on the same site. This in turn will facilitate good relationships with other parties and will seek to avoid misunderstandings, delays and increased costs.

Many projects are delivered successfully to a timely conclusion by everyone working together in harmony. We, as a company seek to engage all individuals and firms involved in the project to agree work programmes and jointly develop solutions to the issues that inevitably arise once work commences. We aim to create the conditions where all parties are able to trust each other, and by extension trust each other's organisation to be open, in order to identify and address problems as they arise.

This can only be achieved by showing mutual respect for each other's views, and seeking to understand the factors that have led to them, and by being flexible, without compromising fundamental principles or objectives, in order to achieve mutual benefit.



4.27 Policy to ensure the premises remains smoke free

The objective of this policy is to comply with the current requirements of the Health Act.

Purpose

This policy has been developed to protect all employees, clients and visitors from exposure to second-hand smoke and to ensure compliance with current legislation.

Policy

It is the policy of this company that all our enclosed workplaces are smoke-free.

Signage has been provided to ensure that employees and visitors to the site are fully aware of the rules regarding smoking both within and outside the premises.

Smoking is prohibited throughout the entire workplace and in company vehicles. This policy applies to everyone without exception.

Non-compliance

Any violation of this policy may subject the employee to disciplinary action in accordance with the company's disciplinary procedures.

Those who do not comply with the smoking rules may also be liable to possible criminal prosecution.



4.28 Policy on the use of legal and illegal substances and alcohol abuse

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

The company is committed to providing a safe working environment and this requires a clear statement of policy on alcohol misuse and the use of illegal substances.

All employees are expected to be fit and capable whenever they present themselves for work. Employees who either arrive unfit for work or become unfit during the day will be taken home.

- a) every employee is responsible for ensuring that this policy is implemented;
- b) alcohol consumption and the taking of illegal substances during the working day is forbidden;
- c) all employees must be aware that disciplinary action may be taken against any employee that is suspected of presenting themselves for work under the influence of alcohol or illegal substances. Such a situation would be considered to be Gross Misconduct and would be dealt with as such;
- d) the need for employees to take prescription drugs / medication during the working day must be brought to the attention of management where their usage may have an effect on their ability to perform their work safely. All information regarding side effects etc. must be disclosed where they may have an effect on their ability to perform their work safely. Management will at their discretion (having reviewed the information regarding side effects etc.) decide whether an employee is fit for work whilst using prescription drugs / medication. Where any doubt exists as to the fitness of an employee for work due to drugs / medication they will not be allowed to work that day or for the time that they are taking the prescription drugs / medication;
- e) all employees are required to bring this policy to the attention of visitors and contractors, and to report to management if they see anyone consuming alcohol or using illegal substances, or who appears to be under the influence of either;
- f) to supplement the restrictions of this policy, we will consider offering assistance to employees who have developed a possible problem with misuse or addiction.

4.29 Policy for safety training

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

Adequate training, instruction and supervision will be given and is essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements and the company's health and safety policy. These impose duties on the company to carry out induction, job specific and refresher training. This policy sets out what the company and its employees will do to maintain satisfactory standards of health and safety.

Company's responsibility

Management has a responsibility for the health and safety of all employees working within their area of control and have a duty to ensure that they are informed of and understand safe working practices. This will be achieved during short briefing sessions before anyone is allowed to use plant, equipment, materials or hazardous substances. Alternatively more formal training may be necessary depending on the complexity of the work and the employee's ability or experience. All training will be planned and organised to ensure that the correct standards are attained.

Training needs will always be considered before introducing new machinery or processes. This will ensure that methods of work can be agreed and training undertaken.

Management may need to obtain internal or external advice and guidance on training. They are responsible for formally reviewing the training needs of all employees within their department on a regular basis. All details of any training given, either internally or externally, will be entered into the company training matrix and reviewed quarterly to ensure that adequate time can be allocated for refresher training as and when required. Copies of competence certificates will be retained by the company.

Employee's responsibility

Employees are expected to assist management by bringing to their attention any training needs which may have been overlooked especially when any time valid competent certificates are approaching expiry (e.g. first aid at work, fork lift trucks etc.) and to participate in training provided.

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4.30 Policy for the use of a permit to work system

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

It is the policy of this company that all high risk work such as those listed below, have risks that require special procedures to manage them:

- a) underground work;
- b) confined spaces;
- c) high level work, including work on roofs;
- d) work on “live” electrical systems;
- e) welding (hot work).

The precise list may vary because of the different competencies involved.

Each of these activities has its own peculiar mix of hazards that necessitate the introduction of additional risk control arrangements. For example, ‘hot work’ requires that the scene of the work is to be monitored for a sufficient period after the end of the work in case of smouldering embers etc. that may cause a fire. Underground work requires not only air-monitoring but also means to rescue a person in the event of an emergency.

To ensure that suitable controls are applied a permit to work system is employed requiring specific authorisation to undertake the task, agreeing the safe method of work and considering other activities in the vicinity.

The company shall conduct a risk assessment and shall aim to reduce risk by selecting alternative work methods.

The rules relating to the issue of a permit to work must be adhered to at all times and be properly supervised. If the work is not finished within the allocated time stipulated on the permit, work should cease until a new permit has been issued.

A permit to work can only be issued by authorised signatories (a competent person who has been specifically trained in the issue and use of permits).

A copy of the permit to work is to be displayed at the work location.

Authorised signatories

Name		Signature
1		
2		
3		
4		
5		
6		

4.30.1 Permits to work - Rules

General – applicable to all types:

- a) only issued by a competent person;
- b) duration is for the shortest possible reasonable time – never more than one day or across a shift-changeover;
- c) the issuer will endeavour to visit the work area to confirm adherence to the control measures listed on the permit to work;
- d) the person receiving the permit to work will know the means of raising the alarm in the event of an emergency.

Issues for specific permits:

Hot work:

- a) the area is to be clear of all combustible materials;
- b) a specific individual is to undertake the role of fire-watcher;
- c) the fire watch is to continue throughout the work, during breaks and for thirty minutes after completion of the work;
- d) suitable fire extinguishers are to be available for use in an emergency;
- e) the fire detection system may need to be disabled during the works due to the smoke generated by the hot work process;
- f) an alternative system for raising the alarm will be implemented.

Confined spaces:

- a) atmospheric checks will be made prior to entry and continuously during the works by a competent person;
- b) all atmospheric testing equipment will be kept in good working order;
- c) where required a supply of fresh air will be provided;
- d) adequate access and egress will be provided;
- e) an adequate communication system will be in place prior to entry;
- f) only competent trained persons will be permitted entry;
- g) a nominated individual is to undertake role of Minder;
- h) a means of rescue will be provided and rescuers will be competent in its use;
- i) a means for the prevention of falling will be provided where identified.

Excavations and underground work:

as for confined spaces; plus

- a) edge protection will be provided where identified as a requirement;
- b) a means to prevent the overloading of the sides of excavations;
- c) provision of a means of protection from objects falling into the excavation;
- d) provision of equipment for the shoring-up of the sides of excavations.

Working at height including roof-work:

- a) provide a means to prevent falls from height – barriers etc.;
- b) provision and use of a fall arrest system;
- c) the consideration of persons passing beneath the work area.

Work on 'live' 230v electricity and higher voltages:

- a) provide adequate protection from inclement weather;
- b) a nominated individual is to undertake role of Minder;
- c) provision and use of a means of isolation and lock out / tag out.



4.31 Policy on the provision of safety signs and signals

The objective of this policy is to comply with the current requirements of the Health and Safety (Signs and Signals) Regulations.

Introduction

McDonnell Price Roofing Contractors Ltd will ensure that the signs and signals employed within the premises are easily understood it is important that they conform to the relevant standards set by the above legislation.

- a) safety signs will be provided and maintained where the risks to health and safety cannot be avoided by other means or there is a residual risk present even with other control measures in place;
- b) appropriate instruction, information and training in the use and understanding of safety signs will be provided to all employees;
- c) an appropriate type of sign board using pictograms will be erected;
 - i. **Prohibition:** - Circle with a red outer rim and white background with a red line through a black pictogram means the item depicted in the pictogram is absolutely prohibited e.g. if the pictogram is a cigarette then smoking is prohibited;
 - ii. **Warning:** - This is a triangle with a black edge and a yellow background with a black pictogram indicating what the hazard is e.g. if the pictogram is a skull and cross bones, then there is a toxic chemical hazard present;
 - iii. **Mandatory:** - This is a circle with a white edge and a blue background and a white pictogram and indicates that the item indicated by the pictogram must be performed e.g. if the pictogram is a face with ear defenders then ear protection must be worn at all times in this area;
 - iv. **Escape or first aid:** - This is a square or rectangular sign with a white edge and green background and a white pictogram. If it is an emergency exit sign it will show a white running man with an arrow showing the direction of the emergency exit. If it is a first aid sign it will have a white cross in the centre of the green background;
 - v. **Fire-fighting:** - These are square or rectangular signs with a white edge and red background with a white pictogram which indicates the type of fire-fighting equipment at this location.
- d) text may be added to the safety sign to help with the understanding of the sign;
- e) safety signs will be placed in appropriate places;
- f) all containers and pipes will have appropriate labels attached to them if they contain a hazardous material. The signs will indicate what the hazards are and other relevant information. The signs for use in pipelines will conform to British Standard BS 1710;
- g) all obstacles will be clearly marked with yellow and black striped (or red and white stripes) tape;
- h) all alternative emergency exits must be identified and appropriate signs installed;

- i) all new fire extinguishers will be marked according to the BS EN 3 standard which is a red body with the option of coloured markings identifying the type of fire extinguisher e.g. black for CO₂ extinguisher, blue for powder extinguisher etc.;
- j) the position of all fire-fighting equipment will be identified using appropriate signs;
- k) fire alarms will be audible above the general background noise in the workplace. All employees should know what the fire alarm sounds like.

Company responsibilities

- a) an assessment of all risks has been performed and where necessary appropriate signs are posted;
- b) all signs will be maintained in good condition and replaced when necessary;
- c) the actions required by mandatory and prohibition signs are to be implemented and enforced;
- d) all pipework containing hazardous substances are appropriately marked e.g. by fixing appropriate labels at sampling and discharge points.

Use and selection of safety signs

In determining where to use safety signs, managers need to take into account McDonnell Price Roofing Contractors Ltd's risk assessment procedures to identify hazards, and the associated risks with those hazards and the control measures to be taken. When the control measures identified in the assessment have been implemented there may be a 'residual' risk which employees may need to be warned about, and informed of any further measures necessary. Safety signs are needed if they will help to reduce this residual risk. If the risk is not significant there is no need to provide a sign.

4.32 Policy on the Site Waste Action Management Plan (SWAMP)

The objective of this policy is to comply with best practice to help protect the environment.

The company is committed to minimising the impact on the environment in accordance with our Environmental Policy so that it is effective, accurate and economical and ensures that the procedures put into place are working and maintained.

Management

The company shall appoint a SWAMP Co-ordinator for the works and as such is responsible for ensuring the instruction of employees, implementation and overseeing of the plan.

Independent audits and inspections will be completed by an outside consultancy on request.

Distribution

The SWAMP Co-ordinator shall distribute copies of this plan to the Principal Design Consultant, client, site manager and each contractor where relevant or applicable. This will be undertaken every time the plan is updated.

Instruction and training

The SWAMP Co-ordinator will provide an on-site briefing. This will include appropriate details regarding waste separation, handling, recycling, reuse and return methods to be used by all parties and at appropriate stages of the works where applicable. Toolbox talks will be conducted regularly on waste issues and all contractors will attend.

Waste management on site

Surplus or waste materials arise from either the materials imported to site or from those generated on site. Imported materials are those which are brought to the site for inclusion into the permanent works. Generated materials are those which exist on the project such as topsoil, sub-soil, trees and materials from demolition works etc. This policy outlines the procedures that have been put in place and demonstrate how they will benefit the environment, and how we can measure the effects that these procedures and practices are sustainable.

Ways of minimising waste

The company has, from a very early stage, looked at how it can minimise the waste produced, thereby reducing the amount of waste to be removed from the project. Trade contractors, design team and suppliers are all being encouraged to look at ways to minimise the amount of waste produced at the workplace.

Segregation

A specific area shall be provided and signed to facilitate the separation of materials for potential recycling, salvage, re-use and return. Recycling and waste bins are to be kept clean and clearly marked in order to avoid contamination of materials. The labelling systems shall be the waste awareness colour coding scheme:- asbestos - red, gypsum - white, hazardous - orange, inert - grey, metal - blue, mixed - black, packaging - brown, wood - green.

Management of waste

Waste materials fall into three categories for management, these are:

- a) re-use;
- b) recycle;
- c) landfill.

Re-use

If surplus materials can be used in the permanent works they are classified as materials, which have been re-used. If they are surplus to requirements and need to be removed from site they can be removed and used in their present form.

Recycling

If the surplus material cannot be re-used in its present form but could be used in a different form, it is sent for recycling.

Landfill

If either of the above cannot be satisfied then the only option left is to send the surplus materials to landfill. Landfill is always a last resort.



Table for waste types and waste management packages

Waste types	Waste stream
Enabling works (including demolition)	
Concrete	Re-use onsite
Tarmac	Re-use onsite / dry
Bricks / blocks	Re-use onsite
Timber	Recycle
Sub-soils	Re-use onsite / recycle
Metals	Scrap Value
Asbestos	No usage / landfill
Plasterboard	Return / recycle / landfill
Construction works	
Plasterboard	Return / recycle
Bricks / blocks	Recycle
Timber	Recycle
Cardboard	Recycle
Mortar	No usage / dry to skip
Metals	Recycle
Paints	Recycle
Soils	Use / sell

4.33 Policy on stress

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

The company is committed to protecting the health, safety and welfare of our employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stress.

This policy will apply to everyone in the company and managers are responsible for the implementation and the company is responsible for providing the necessary resources.

Definition of stress

The Health and Safety Executive define stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Policy:

- a) the company will endeavour to identify all employees suffering from workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed;
- b) the company will provide training for all managers and supervisors in good management practices;
- c) the company will offer confidential counselling for employees affected by stress caused by their work.

Responsibilities of managers:

- a) conduct and implement the control measures identified in stress related risks assessments;
- b) ensure there is good communication between management and employees, particularly where there are organisational and procedural changes;
- c) ensure employees are fully trained to undertake their duties;
- d) ensure employees are provided with meaningful developmental opportunities;
- e) monitor workloads to ensure that employees are not overloaded;
- f) monitor working hours and overtime to ensure that employees are not overworking. Monitor holidays to ensure that employees are taking their full entitlement;
- g) attend training as requested in good management practice and health and safety;
- h) ensure that bullying and harassment is not tolerated;
- i) be vigilant and offer additional support to an employee who is experiencing stress outside work e.g. bereavement, separation etc.

Human Resources:

- a) give guidance to managers on the stress policy;
- b) assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics;
- c) advise managers and individuals on training requirements;
- d) provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees:

- a) raise issues of concern with your line manager;
- b) accept opportunities for counselling when recommended.



4.34 Policy on bullying and / or violence at work

As a company we are aware of our obligations under Section 2 of the Health and Safety at Work etc. Act which requires us to provide a safe and healthy working environment, and this includes protection from bullying, harassment or violence at work. The Management of Health and Safety at Work Regulations also imposes an obligation on us to ensure that we have control measures in place to reduce the risk of bullying, harassment or violence so far as is reasonably practicable.

Bullying, harassment or violence at work will be dealt with as gross misconduct. Harassment, bullying or using violent behaviour will not be tolerated. Anyone found to be guilty of bullying, harassing or is using violent behaviour towards another employee faces disciplinary action being taken against them in accordance with the company's policy relating to such matters. Employees who feel that they are being bullied or harassed need to report it to one of the management team so that steps can be taken to stop it.

Bullying, harassment and violence is considered to be:

- a) persistent, offensive, abusive, intimidating or insulting behaviour;
- b) abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress.

Support will be given to those employees who are the victim of harassment and workplace violence. Training in conflict management will be provided to those employees who are considered to be most at risk to enable them to deal with the risks of harassment and violence.

Advice to employees - What to do if you are being bullied, harassed or the victim of workplace violence:

If you feel you are being singled out or bullied, harassed or the subject of workplace violence, you should not have to put up with it. There are steps you can take:

- a) firstly, speak to the person. A direct approach is usually the best. Tell them that you find their behaviour unacceptable and ask them to stop. This is sometimes all that is needed. They do not like being confronted particularly by someone who is calm and civilised;
- b) the majority of bullying or harassment goes on behind closed doors. So tell a friend or work colleague and make sure your employer knows what is happening. You may well find out you are not the only one who has suffered. It is important that you do not try to cope on your own;
- c) keep a diary. This will give us a clear record of the nature of the bullying or harassment and when it occurred;
- d) tell your manager or supervisor. If it is one of them who are bullying or harassing you, go and tell the manager or a Director. Take your diary with you to give more information on what has happened;
- e) false accusations of harassment or workplace violence will not be tolerated and may result in disciplinary action being taken.

4.35 Policy for those who do not have English as a first language

The objective of this policy is to comply with the current requirements of the Management of Health and Safety at Work Regulations.

McDonnell Price Roofing Contractors Ltd will not discriminate against any person who has limited or no English speaking language skills. A lack of understanding of basic English may pose risks to the health, safety and welfare of those persons and others.

Employees will be provided with necessary induction and work-related, health and safety training in a comprehensible format. We shall ensure that they have understood the contents of such training and are able to act upon it. In addition McDonnell Price Roofing Contractors Ltd will promote the benefits of learning English and where practical liaise with local education centres to improve the skills of those employees.

McDonnell Price Roofing Contractors Ltd will:

- a) make sure that essential induction training is provided;
- b) make sure that any necessary job related / vocational training is provided;
- c) make sure that relevant information as to the risks to which they may be exposed and the precautions that they will need to take to avoid those risks is provided;
- d) consider the needs of employees who do not speak English to an acceptable degree. It may be necessary to provide information and instruction using visual, non-verbal methods such as pictures or signs or learning materials including Videos / DVDs / CD Roms, which can be provided or supported in various language formats;
- e) consider the need for translation services. It may be necessary to utilise the services of multilingual translators. Access to these services will be provided at the discretion of the Managing Director, to translate simple, non-technical information, instruction or training materials into English. For more complex and technical training requirements, it will be necessary to use the services of accredited translators on site;
- f) ensure that the employees have received and understood the information, instruction and training that they require to work safely;
- g) ensure that the employees are adequately supervised and they can communicate with their supervisors;
- h) ensure the employees know how and with whom they can raise any concerns about health and safety matters.

4.36 Policy for dealing with Notices issued by Enforcement Officers

The objective of this policy is to comply with the current requirements of the Health and Safety at Work etc. Act.

It is the policy of this company to cooperate with all statutory bodies concerning health, safety and welfare. All employees are to ensure that they offer assistance to such officers in the execution of their duty. All employees will be expected to answer questions put to them by the Enforcement Officer and to produce documents, registers, equipment etc. that they are responsible for.

Should an Enforcement Officer arrive at the premises they should be directed to the Managing Director in the first instance who may assign a nominated person to accompany the Officer at all times and offer every courtesy and assistance to them.

Advice and / or guidance

Should the Officer have cause to offer advice and / or guidance relating to issues identified during the visit, the nominated person shall record all such advice and / or guidance and send a copy of the record to the Managing Director.

The Managing Director and the nominated person shall draw up an action plan to implement the advice and / or guidance offered by the Enforcement Officer wherever the Managing Director decides to implement the advice and / or guidance offered.

Improvement Notice

Should the Enforcement Officer have cause to issue an Improvement Notice the nominated person shall contact the Managing Director as soon as possible and forward a copy of the Improvement Notice to them.

The Managing Director and the nominated person shall draw up an action plan to ensure that the issues relating to the Improvement Notice are resolved within the time specified on it. The Managing Director shall ensure that all assistance is provided to ensure that the issues are resolved.

Prohibition Notice

Should the Enforcement Officer have cause to issue a Prohibition Notice the nominated person shall inform the Managing Director immediately and forward a copy of the Notice to them. The Managing Director will ensure that all employees are aware of the Prohibition Notice that is in force and ensure that all work activity relating to the issues on the Prohibition Notice is suspended.

The Managing Director and the nominated person shall make an action plan to ensure that the issues relating to the Prohibition Notice are resolved as soon as reasonably practicable.

An investigation shall be undertaken by the Managing Director and the nominated person to identify the cause relating to the issue of all Notices. Policy and, where necessary, procedures shall be drawn up or amended, where they exist to ensure that such a situation does not occur again.

Records of all such Notices and reports shall be retained by the company for 5 years.

Fee For Intervention (FFI)

Should an Inspector spot an issue which could be described as a 'material breach' of a health and safety regulation they can instigate Fee For Intervention. Costs are presently £129 per hour and will apply for each hour that the Inspector spends dealing with the matter which gave rise to the material breach. An Inspector must inform you that they have found such a breach, and once you are aware of this it is in your interest to ensure that the breach is rectified as soon as possible. Please call us for advice as soon as you become aware on 01453 800100.