

Health and Safety Policy

This document has been prepared by

Cristea Teodor-Cristinel

Health and Safety Manager

And is fully supported by them until: 6th October 2023

This document is the copyright of and remains the intellectual property of Cristea Teodor-Cristinel.

Its use after the above date is unauthorised.

# Health and Safety Policy



## Contents

Amendment record page

### 1.0 Introduction

* 1. Health and Safety Policy Statement
  2. Environmental Statement

### 2.0 Organisation

* 1. Safety management structure
  2. Individual responsibilities
  3. Employers responsibilities
  4. Employees responsibilities
  5. Responsibilities and duties of sub-contractors/self-employed personnel
  6. Information for employees
  7. Joint consultation
  8. Working time regulations

### 3.0 Arrangements

* 1. Abrasive wheels
  2. Access and egress
  3. Accident reporting procedure
  4. Alcohol and drugs
  5. Asbestos
  6. Confined spaces
  7. Control of substances hazardous to health (COSHH) assessments
  8. Disciplinary rules
  9. Display screen equipment
  10. Dust and fumes
  11. Electricity
  12. Fire precautions (on site, vehicles and fixed premises)
  13. First Aid
  14. Hazard detection procedures
  15. Head protection
  16. Health surveillance
  17. Housekeeping
  18. HSE powers of inspectors
  19. Information, instruction and training
  20. Ladders and stepladders
  21. Lighting
  22. Lone working
  23. Manual handling
  24. Method statements
  25. Mobile telephones
  26. Monitoring, audit and review



* 1. Noise at work
  2. Personal protective equipment
  3. Petrol (storage of)
  4. Protection of the public
  5. Risk assessment
  6. Safe systems of work
  7. Safety sings
  8. Scaffolding
  9. Smoking in the workplace
  10. Stress in the workplace
  11. Training
  12. Vibrating tools and white finger
  13. Violence at work
  14. Visit from enforcement officers
  15. Waste disposal
  16. Welfare in fixed premises and on-site
  17. Work equipment and maintenance
  18. Working at height
  19. Young persons at work

### 4.0 The Construction (Design and Management) Regulations 2015

* 1. Construction project management
  2. Planning
  3. Estimating costs and sourcing materials
  4. Selection and control of subcontractors
  5. Setting out site
  6. projects
  7. Domestic projects



# Health and Safety Policy Amendment Record

|  |  |
| --- | --- |
| **Section number appendix name** | **Date of amendment** |
| Issue of new company policy and arrangements | 3 march 2023 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |



## Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, PRODIG UTILITIES LTD are effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company’s health and safety arrangements and organisational structure, is provided at the company premises, along with a copy of the company’s staff handbooks that must be read by all employees and any other interested person who may be affected by their work activities.

In order for PRODIG UTILITIES LTD to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Health and Safety Management System for PRODIG UTILITIES LTD is kept in the office and is available for inspection by any interested party upon any reasonable request.

PRODIG UTILITIES LTD agree that in order to ensure that the health and safety policy is sustained in an affective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of Mr Waqas Ali Hashmi, our Health and Safety Consultant and to ensure that suitable revisions are made that reflect changes which have taken place within the company. Waqas Ali Hashmi will advise on new and relevant legislation throughout the year and review all documentation on their annual audit. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

PRODIG UTILITIES LTD encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.



# Health and Safety Policy Statement

The following is a statement of the company’s general health and safety policy in accordance with section 2 of the Health and Safety at Work etc Act 1974.

it is the policy of PRODIG UTILITIES LTD to ensure so far as is reasonably practicable the health, safety and welfare of all of the employees working for the company or other persons who may be affected by our undertakings.

PRODIG UTILITIES LTD acknowledges that the key to successful health & safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that health and safety standards are adequate.

The Managing Director will implement the company’s health and safety policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management. The company recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.

The management of PRODIG UTILITIES LTD looks upon the promotion of health and safety measures as a mutual objective for themselves and their employees at all levels. It is, therefore, the policy of the management to do all that is reasonably practicable to prevent personal injuries and damage to property. Also, the company aims to protect everyone, including all visitors and members of the public, insofar as they come into contact with the company or its activities, from any foreseeable hazard of danger.

All employees have duties under the Health and Safety at Work etc Act 1974, and they are informed of their personal responsibilities to take do care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

The company will ensure continued consultation with the workforce to unable all viewpoints and recommendations to be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

The company provide , so far as is reasonably practicable, safe places and systems of work , safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The company regards all health and safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising health and safety.

A close-up of a signature

Description automatically generated with medium confidence

Name: Mr Theodor Cristean

e Signature: Position: Managing Director

Date: 03 March2023 Review date: 03 march 2024





# Environmental Statement

PRODIG UTILITIES LTD recognises the need for sustainable development and continually aims to improve the environmental affect of its activities. To achieve this we will:

-

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company’s

operations. Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

A close-up of a signature

Description automatically generated with medium confidence

Name: Mr Cristea Teodor-Cristinel Signature: Position: Managing Director

Date: 03 March 2023 Review date: 03 march 2023

# Health and Safety Policy October 2022

## Organisation

**2.01 Safety Management Structure**

**A diagram of a company

Description automatically generated with low confidence**

### 2.02. Individual responsibilities

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The Managing Director will ensure that: -

* He has a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974.
* All levels of management within the company fully understand the arrangements for the implementation of the health and safety policy.
* Sufficient funds are made available for the requirements of health, safety and welfare provisions.
* All Managers and staff fully understand safe system of work, rules and procedures and that suitable records are kept.
* The organisational structure is appropriate in order to manage health and safety.
* The same management standards are applied to health and Safety as to other management functions.
* Liaise directly with the Health and Safety Advisors to ensure total compliance with current legislation and good practice.
* Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe system of work and training required to perform their duties and work -related tasks.
* Understand and apply the Safety Policy of the Company generally and particular to ensure the co-ordination of and co-ordination between the Company and others concerned.
* Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

The Supervisor will ensure that : -

* He Liaises with the appointed health and safety advisors on all matters regarding health and safety.
* He has a good understanding of the main requirements of the health and Safety at Work etc. Act 1974
* Regular health and safety audits and inspections are carried out in accordance with

company’s health and safety monitoring procedures.

* Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance or recording all accidents /incidents in the accident book.
* All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
* Arrangements for fire safety are implemented and that all relevant checks are carried out.
* Joint consultation between management and employees take place as described in the policy.
* Regular health and safety meetings are held to ensure effective health and safety consultation.
* All health and safety issues by employees are recorded and investigated.
* Any fault work equipment identified is immediately taken out of service until repaired or replaced.
* Records are complied for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.
* A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.
* Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
* All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
* Safe access and egress are provided and maintained in all areas within the company.
* Relevant statutory signs and notices are provided and displayed in prominent positions.
* All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
* Determine during preliminary procedures and in advance of any work proceeding, so far as is reasonably practicable, safe methods of working, access, lighting, known hazards, fire precautions, allocation of responsibilities including sub-contractors and others.
* Arrange (as required) for instruction, training, information and the provision of supervision so as to ensure that employees at all levels are competent.

The Site Forman- It is the duty of the Site Foreman to:

* Understand and apply the Safety Policy of the Company generally and in particular to ensure the co-ordination of and co-operation between the Company and other concerned.
* Ensure the requirements of the health and Safety at Work Act 1974 and other regulations relevant to the safe operation and activities of the Company are observed by all persons under their control.
* Ensure that facilities for welfare sanitation are considered and provided for. Adequate plant and equipment will be available for operations to proceed in a safe manner; this includes all short-term sites and operations where facilities may not be easily accessible.
* Ensure that working methods and safety procedures are carried out in a competent and planned manner, and operations are supervised by competent personnel. Arrange as may be required for the revision of working methods and safety procedures.
* Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the Company are not exposed to risks to their health and safety.
* Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
* Ensure correct channels of communication when working on client’s sites or in private dwellings.
* Ensure risk assessments have been carried out and control measures implemented.
* Ensure all persons in their charge are aware of the hazards and the means of reducing them.
* Ensure safe system of work are followed too.
* Ensure cooperation between company employees and those persons likely to be affected by

the company’s activities.

* Ensure the correct supervision of all employees and especially of any young persons within their employ.
* Ensure high standards of housekeeping at all times.
* Ensure the promotion of, safe and healthy working practices.
* Ensure all defective equipment is removed out of service and documented.
* Report and investigate all accidents and report those findings to their allocated Line Manager.
* Ensure good standards of discipline at all times.
* Report all unsafe acts and take the necessary action to prevent a reoccurrence.
* Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

Duties of the Health and Safety Management Consultants: -

* To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive health & Safety Management culture throughout the organisation.
* To inform the Managing Directors of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the organisation.
* To carry out, on request, site inspections, the monitoring of all active sites and report their findings, in the form of a written report to the Managing Director responsible for health, safety and welfare.
* To highlight any employee/subcontractor training requirements and, where appropriate, provide such training with regard to Health and Safety, in the form of on-site modular training (“Toolbox Talks”) or off-site tuition relating to legal compliance or the avoidance of specific risk.
* To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

## Employers responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration must be given to our neighbours and the general public.

Management will ensure they: -

* Assess all risks to worker’s health and safety and bring the significant findings to the attention of employees.
* Provide safe plant and equipment that is suitable maintained.
* Provide a safe place of work with adequate facilities and safe access and egress.
* Provide adequate training and information to all employees regardless of their position within the company.
* Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
* Provide health surveillance to employees where it is deemed necessary.
* Appoint competent persons to help comply with health and safety law.

## Employees responsibilities

The Health and Safety at Work etc Act 1974 details two main sections which employees are required to comply with. There are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, lifesaving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

Always follow safety rules, avoid improvisation and comply with the health and safety policy.

* Only perform work that they are qualified to undertake.
* Always store materials and equipment in a safe manner.
* Never block emergency escape routes.
* Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
* Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
* Inform the manager and/or First Aid of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

* + - Utilise all items that are provided for safety.
    - Comply with all safety instructions.
    - Report to management anything that they may consider to be any danger.
    - Advise management of any areas where protection arrangements require reviewing.

## Responsibilities and duties of Sub-Contractors/Self-employed personnel

* + - Will be made aware of the company’s health and safety policy and safety rules.
    - Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation.
    - Will comply with all instruction given by the management of the company.
    - Will co-operate with the company in ensuring a high standard stipulated by the company are higher that basic requirements, then they shall comply with the higher standard.
    - Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.
    - Will ensure that all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.

## Information for employees

Information regarding health and safety law is provided by a number of methods as follows: -

* + - Employees are provided with a copy of the company’s employee safety handbook.
    - The approved poster “Health and Safety Law – What You Should Know” will be displayed in the office container. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
    - Management has access to a 24-hour helpline that will connect them to a Waqas Ali Hashmi health and safety consultant who will advise on all aspects of health and safety.
    - Management and employees have access to the company health and safety general policy that contains all relevant information with regard to recording and monitoring.
  1. Joint Consultation

The health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety representatives and Safety Committees Regulations).

The company recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the managing Directors to ensure that consultation takes place in good time

on matters relating to employee’s health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business, then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purposes of such consultation.

Waqas Ali Hashmi along with other professional bodies will inform senior management of any relevant changes to health and safety. This information will be disseminated to the Managing Director who in turn will inform the appropriate members of staff.

If any visitors/clients raise any concerns with regard to health and safety, the Managing Director will investigate the issue and either deal with it him/herself or with guidance from Waqas Ali Hashmi.

If required, senior management will request that Waqas Ali Hashmi the company’s external safety consultant will liaise with the local enforcing authority on the company’s behalf.

## The working time regulations

Working time is any period during which a worker is working, at the employer’s disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17 -week rolling reference period but this can be successive 17- week periods if this is specified in a relevant agreement.

The average is calculated using the formula

(A) +(B)

1. where: -
   1. The total number of hours worked during the reference period,
   2. The total number of hours worked immediately after the reference period to

compensate for any ‘excluded days’ and

* 1. The number of weeks in the reference period.

‘Excluded days’ are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week, their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but of required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it

can be terminated with seven days’ notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week, and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not keep any records in relation to the hours worked.

## Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different period are agreed in a collective or workforce agreement.

For young workers (16 to 18- year olds) the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24 -hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the company’s and theory this would give a maximum continuous work period of 24 days in two 14-day period (2 off,12 on, 12 on, 2 off ).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

## 3.0 Arrangements

* 1. **Abrasive wheels**

The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. The types of injuries that can be sustained vary from fairly minor types to major injuries or in the worst -case fatal injuries.

Where such equipment is being used by employees all reasonable steps will be taken by the company to ensure, so far as is reasonably possible, the health and safety of employees and other persons who could be affected by their use.

The company acknowledges that safety hazards may arise when using this type of equipment and will ensure that the guidance note below are followed before using any such equipment.

The company will: -

* + - Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
    - So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment.
    - Ensure that all equipment used for grinding / disc-cutting operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when any employee’s raises a query relating to health and safety of abrasive wheels or disc-

cutting equipment it is the company’s policy to: -

* + - Take all necessary steps to investigate the circumstances
    - Take corrective measures as appropriate
    - Advise the employees of the actions taken

Where a problem arises in the use of abrasive wheels or disc-cutting equipment employees are instructed to: -

* + - Inform the Managing Director or other responsible person immediately.
    - In the case of an accident or emergency take all necessary action, in accordance with company accident procedures.

Information and Training

The company will provide sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels or disc-cutting equipment. Employees authorised to fit or

dress abrasive wheels or cutting discs will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels and disc-cutting equipment will cover aspects of health and safety legislation in general and PUWER 98 in particular.

The main types of injury relating to the use of abrasive wheels are those that result from flying particles that occur when the wheel or disc bursts and those that are caused by the wheel and the operative’s hand coming into contact.

It is the company’s policy to adapt the following safety precautions in order to reduce the risk of the accident and injury: -

* + - Ensure that all persons who use abrasive wheels or disc-cutting equipment are adequately trained.
    - Ensure that all grinding, cutting machines and abrasive wheels are maintained and in good working order.
    - Ensure that the correct types of abrasive wheel or disc for the job are selected.
    - Ensure that grinding wheels or disc cutters are not operated at excessive speed. Both spindles and the abrasive wheels/discs will be marked with their maximum operating speed.
    - Ensure that trained and competent persons mount all abrasive wheels/discs as failure to mount the wheel/discs correctly can cause them to burst or shatter. All damaged wheels/discs will be disposed of safety.
    - Ensure that guards are securely attached to the body of the grinding/disc-cutting machines and are strong enough to withstand the impact of flying fragments should a wheel/disc burst or shatter.
    - That operators are issued with the appropriate PPE where defined by Risk Assessment and that the Managing Director will check to ensure that the operator is using/wearing the PPE in accordance with company policy and the manufacturers recommendations.

Employees are reminded that if they find any defects in the equipment they must report them immediately to the Managing Director and the equipment must not be used until the problem has been safely rectified. Any equipment that is involved in an accident must be withdrawn from service and tagged and stored at company head office pending the outcome of any investigations and may not be used under any circumstances until the equipment has been cleared.

* 1. Access and egress

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of premises and on-site areas where work is being undertaken.

To achieve this the company will ensure, so far as is reasonably possible, that: -

* + - Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
    - Any access restriction is adhered to, so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed.
    - Safe system of work is implemented in all areas where there is significant risk.
    - Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
    - Access equipment is regularly inspected to ensure that it is maintained in a safe condition.
    - All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

The company that the maintenance of safe access and egress is especially important whilst carrying

out work on site away from the company’s premises.

To ensure that safe access and egress are maintained in such areas the Managing Director will ensure that regular site inspections are undertaken.

### Accident reporting procedures

The company defines an accident as: -

An unplanned or unforeseen event, which causes injury to persons, damage to property or a combination of both. i.e. a fall from height resulting in a facture; incorrect operation of machinery leading to breakdown or damage.

The company defines a near miss as: -

An unplanned or unforeseen event that does not cause injury or damage but could have done so. i.e. items falling near to personnel; short-circuits on electrical equipment.

The company defines a dangerous occurrence as: -

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. A list of dangerous occurrences that must be reported are shown in the RIDDOR Guide below.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the main contractor will dial 999 call and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual’s opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) it is imperative that all specified injuries are reported to the enforcing authority. It is the responsibility of the Managing Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Managing Director will contact Waqas Ali Hashmi for further guidance.

All accident information that is entered into the accident book will be kept for a minimum of three years.

Accidents that occur on site must be reported to the main/principal contractor for the project as well as being reported to head Office.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments and method statements may require revision following a near miss incident.

Further Medical Treatment Required

Notify the Manager as soon as possible

Accident Occurs

Yes

NO

YES

YES

NO

Undertake thorough accident investigation to ascertain why the accident has occurred

Fill in Accident Record Book and remove tear-off sheet and store

File copies of the F2508 form from the HSE along with copies of the accident investigation for future reference

File copies of the F2508 form from the HSE along with copies of the accident investigation for future reference

Complete Accident Investigation

Implement any necessary control measures to prevent the incident occurring again and respond to introduction by HSE

Complete accident investigation and report the accident to HSE using online form F2508. Go to www.hse.gov.uk/riddor/report.htm online and complete the appropriate online report form

Report accident to HSE:

A telephone service can be used to report fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923.

Go to www.hse.gov.uk/riddor/report.htm online and complete the appropriate online report form.

|  |  |
| --- | --- |
| Fill in Accident Record Book and remove tear-off sheet and store in a safe location | |
|  |  |
| Is the injured person incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days)  as a result of the injury sustained? | |

|  |  |
| --- | --- |
| Call paramedics and get medical assistance | |
|  |  |
| Inform the Manager that an accident has occurred | |

# RIDDOR GUIDELINES

### Reportable Accidents, Incidents, Near Misses & Diseases

The following events are reportable to the Health & Safety Enforcement Body:

### Types of reportable injury Deaths

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

### Specified injuries to workers

If there is an accident with work and your employee, or a self-employed person working on your premises suffers a “specified” injury (including as a result of physical violence);or a member of the public is killed or taken to hospital; you must notify the enforcing authority without delay (e.g. by telephone on 0845 300 9923).

They will ask for brief details about your business, the injured person and the accident; and within 10 days you must follow this up with a completed accident report form (F2508).

Reportable specified injuries are:

* a fracture, other than to fingers, thumbs and toes;
* amputation of an arm, hand, thumb, leg, foot or toe;
* permanent loss of sight or reduction of sight;
* crush injuries leading to internal organ damage;
* serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
* scalping (separation of akin from the head) which require hospital treatment;
* unconsciousness caused by head injury or asphyxia;
* any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### Over-seven-day injury

If there is an accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven day injury you must send a completed accident report form (F2508) to the enforcing authority within 15 days.

An over-seven-day injury is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### Injuries to non-workers

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent. If the accident occurred at a hospital, the report only needs to be made of the

injury is a ‘specified injury’ (see above).

### Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease you must send a completed disease report form (F2508A) to the enforcing authority reportable diseases include:

* carpal tunnel syndrome;
* severe cramp of the hand or forearm;
* occupational dermatitis;
* hand-arm vibration syndrome;
* occupational asthma;
* tendonitis or tenosynovitis of the hand or forearm;
* any occupational cancer;
* any disease attributed to an occupational exposure to a biological agent; Further guidance on occupational diseases is available.

Specific guidance is also available for:

* occupational cancer
* diseases associated with biological agents

### Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported to the enforcing authority without delay by sending a completed dangerous occurrence report form ( F2508).

Reportable dangerous occurrences are:

* the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment other than an accessory for lifting;
* The failure of any closed vessel or of any associated pipe work (other than a pipeline) forming part of a pressure system;
* plant or equipment coming into contact with overhead power lines close proximity with such an electric line, such that it causes an electrical discharge;
* Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
  + result in the stoppage of the plant involved for more than 24 hours; or
  + causes a significant risk of death
* any unintentional fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration;
* any accident or incident which result or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;
* the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or equipment used in fixed or mobile industrial radiography or gamma irradiation;
* the malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user;
* malfunction of breathing apparatus while in use or during testing immediately before use;
* failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
* collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
* the collision of a train with any other train or vehicle;
* dangerous occurrence at a well (other than a water well);
* dangerous occurrence at a pipeline;
* the unintentional collapse of any structure, which involves a fall of more than 5 tonnes of material any floor or wall of any place of work;
* structural collapse arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground;
* the unintentional collapse or partial collapse of any false work
* any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours;
* sudden, uncontrolled release in a building of:
  + 100 kg or more of a flammable liquid;
  + 10 kg or more of a flammable liquid above its boiling point; or
  + 10 kg or more of a flammable gas; or
  + 500 kg of these substances if the release is in the open air;
* the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquid or gases.

Further guidance on these dangerous occurrence is available.

### Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form (F2508G2E).

Registered gas engineers (under the Gas Safe Register), must provide details of any gas appliances or fittings that they consider to be dangerous, to such an extent that people could die, lose consciousness or require hospital treatment. The danger could be due to the design, construction, installation, modification or servicing of that appliance or fitting, which could cause:

* an accidental leakage of gas;
* incomplete combustion of gas or;
* inadequate removal of products of the combustion of gas;

Unsafe gas appliances and fittings should be reported using the online form (F2508G1E).

## Alcohol and Drugs

The company realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The company has a general duty under The Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, the company will also be breaking the law if they knowingly allowed drug related activities on their premises and they failed to act.

### Responsibility

The Managing Director is responsible for carrying out the company’s policy; however, it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

### Signs of misuse

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in carious ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

* Unexplained and increased absenteeism
* Instances of unauthorised absence or leaving work early
* Poor time keeping i.e. lateness, especially on returning after lunch
* Unusually high level of sickness/absence for colds/flu/stomach upset
* Impaired job performance
* Dishonesty/theft
* Unusual irritability, aggression and mood changes
* Tendency to be confused and fluctuations in concentration & energy
* Accidents

### Company procedure on drugs and alcohol

* Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
* Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross

misconduct and will thus render themselves subject to the company’s disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

* If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Managing Director or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.
* a Manger who feels an employee’s unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safety and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

### Safeguards when dealing with drugs and alcohol problems

It should be made clear that the company is aware that a person suffering from these problems will be dealt with fairly.

The company realise that: -

* Absence for treatment and rehabilitation will be regarded as normal sickness
* Relapses may occur
* The policy will be monitored with consultation with employees and safety representatives

### Drug misuse awareness

All Managers and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available. All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

## Asbestos

### Office

The Control of Asbestos Regulations “012 requires employers to prevent employees and other persons from being exposed to asbestos.

Therefore, PRODIG UTILITIES LTD will undertake a desktop study in order to identify any likely locations where asbestos may be found. When this gas been completed, a competent person will conduct a detailed survey of the premises and will compile a comprehensive register.

The asbestos register will be kept in the office and will be made available to all contractors undertaking structural work on the building.

If asbestos is located within the building, its stability will be taken into consideration and where necessary it will be either removed or encapsulated. As there is no risk to health through asbestos that is good condition, it will be left in situ and will be suitably marked and monitored on a regular basis to guarantee that it has not become damaged.

Where there is any doubt about the nature of the material it will be treated as asbestos.

### Site

The Control of Asbestos regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos , therefore PRODIG UTILITIES LTD does not undertake any work involving asbestos and will request that the client produces a register or informs PRODIG UTILITIES LTD of any likely locations where asbestos may be found before starting work. Any employees whom maybe exposed to asbestos material during their activities on behalf of the company shall have attended an asbestos awareness course first.

If asbestos is located or is likely to be disturbed within the work area, work will be suspended until it has been removed by a specialist contractor. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work would stop until investigation has deemed is safe to continue.

**Site Health and Safety Procedures Asbestos**

Emergency Asbestos Procedures

1. If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will stop until investigation has deemed is safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
4. Upon notification of the discovery of suspected asbestos material, the designated responsible Manager/Supervisor should inform head office immediately (01753482490) head office will then contact an Asbestos Consultant so that samples can be taken.
5. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
6. If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendation as to the appropriate action required.
7. In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damages asbestos, the following procedure will apply:
   * Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment.
   * Contact your site manager/supervisor for further advice.
8. PRODIG UTILITIES LTD will carry out any necessary investigations in association with the Asbestos Consultant.

### In every case of suspected release of uncontrolled asbestos, the head Office must be contacted as soon as possible, and an incident report form completed as soon as practical.

1. If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee’s personnel record. A copy of this record should be given to the employee with instructions that it should be

retained indefinitely. A copy should also be placed on the individual’s personnel/medical

records. This will be kept for a minimum 40 years.

### Confined spaces

In order that PRODIG UTILITIES LTD complies with the Confined Space regulations, the company will undertake suitable and sufficient assessments for the work activities being undertaken. If possible mechanical means will be used to avoid entering confined spaces, however, due to the nature of the work undertaken by the company, this may be unavoidable and a well- defined safe system of work will be implemented.

Where relevant, employees will be trained by an approved training body to enable them to undertake: -

* + - Safe access and egress.
    - Breathing apparatus.
    - Gas monitoring.
    - Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a permit to work system where a competent person inspects the working area to ensure that the necessary safety precaution are in place.

### Control of substances hazardous to health (COSHH) assessments

It is intention of the company to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The company acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the company to comply with the control of substances hazardous to health regulations (COSHH) the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises. This includes all samples obtained from salespersons.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the process they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

The Managing Director is responsible for ensuring that their COSHH lists are kept up-to-date and that any changes are notified to the appointed person as soon as possible by submitting an amended listing.

A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are viewed, individuals are to be reminded by the Managing Director of their responsibilities under the regulations. Where, in the opinion of company, management contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

The company’s approach to the regulation is to: -

* Familiarise itself with the legal requirements.
* Identify and list what substances are used within the company.
* Assess the risk to health from working with the substance.
* Introduce all the necessary control measures to safeguard all employees and other persons

who may be affected by the company’s undertakings.

* Decide what additional precautions may be required.
* Implement the precautions that have been decided.
* Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulation to: -

* Take part in training programmes.
* Read container labels.
* Practice safe working.
* Report any hazard or defect to the Manager.
* Use personal protective equipment provided.
* Store equipment and tools properly.
* Return all substances to their secure location after use.
* Use control measures properly.

## COSHH assessment flow chart

Start

Inventory of Substances

Obtain Hazard Data Sheets from Manufacturer

Undertake COSHH Assessment

Low Risk

High/Medium Risk

Ensure the employees are trained in the use of the substances and follow the Assessment and Data Sheets in relation to storage, disposal and use of the correct Personal Protective Equipment

Undertake in-depth Assessment

Ensure the employees are trained in the use of the substance and follow the Assessment and Data sheets in relation to storage, disposal and use of the correct Personal protective Equipment

Identify if personal or environmental monitoring required

Identify if specialist PPE or RPE is required

Identify if health surveillance required

Identify if specialist equipment required

i.e. extraction system

Provide if specialist and sufficient training for staff required to use equipment

Obtain advice from Waqas Ali Hashmi

**Labelling of containers**

**Hazard to Environment Explosive Serious Health Hazard Corrosive**



**Health Hazard Flammable Oxidising Acute Toxicity Compressed Gases**



The company recognises the need to ensure that all chemical labelling on containers that are used by the company are clear and concise to ensure that risk to staff are reduced to the minimum.

It is the policy of the company to mark containers used to hold a temporary preparation with a suitable marker pen advising of the contents.

It is legal requirement of the Classification, Labelling and Packaging of Substances and Mixtures (CLP) regulations to ensure that all chemical substances that are supplied be correctly labelled. Therefore, any chemical substances that are delivered to the company without appropriate documentation will be rejected and returned to the supplier. Guidance on what labelling is required will be obtained from the hazard data sheet supplied with the substance.

### Disciplinary rules

The company believes that health and safety is critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been drawn up and have been issued to members of staff.

Failure to comply with these rules may result in employees being subject to disciplinary action. Employees may be disciplined for gross misconduct if after investigation the company believes that they have acted in any of the following ways: -

* + - Deliberately breaking any written safety rules.
    - Removal or misuse any piece of equipment, label, sign or warning device that has been provided by the company (or its agents) for the protection and safety of its employees.
    - Use of a naked flame in a no smoking area.
    - Failing to follow laid down procedures for the use of flammable or hazardous substances, toxic materials, items of lifting equipment
    - Behaving in any manner that could lead to accidents, including horseplay, practical jokes etc.
    - Undertaking any action that may interfere an accident investigation.

Prior to undertaking any disciplinary action the Managing Director will contact Waqas Ali Hashmi for appropriate guidance.

### Display screen equipment

The company recognises that the incorrect use of display screen equipment may result in some users suffering from upper limb disorders.

The organisation will endeavour to eliminate these issues through good workplace and job design, information and training.

Employees will be encouraged to follow any system developed by the company for display screen equipment.

The display screen assessments will be made available to all employees and will be readily available for inspection. Employees who are required to use display screen equipment will be provided with all relevant information, Instruction and training resulting from the risk assessment.

The assessments will be reviewed and updated annually or when significant changes take place.

If the DSE user requests an eye test the company will meet the cost. If the test highlights the need for corrective lenses for VDU (visual display unit) use the company will meet the cost for the basic corrective lenses required.

Display screen assessments will be carried out by the Managing Director.

The result of the display screen assessments will be communicated to relevant employees by the Managing Director.

The Managing Director will ensure that employees are following the system laid down for their safety.

Office based employees will report any display screen equipment issues to their respective Manager.

### Dust and fumes

If any employees are required to work in any environment where there are fumes or dust present, suitable personal protective equipment and respiratory protective equipment will be provided where the hazard cannot be eliminated at source.

The type of respiratory protection issued will depend on the type of fumes or dust present.

If required operatives will be given suitable information, instruction and training with regard to the type of RPE supplied.

All PPE and RPE issued by the company will be CE marked and will be maintained and if required replaced as and when it becomes necessary.

### Electricity

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock, from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from height.

All electrical equipment used by the company will be selected carefully to ensure it is suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer’s instructions. Any equipment brought onto site by other companies or employees will be logged and also be subjected to portable appliance inspection, testing and maintenance.

Any defective equipment will be removed from use immediately until such time as it can be repaired, with remedial action being recorded. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

### Portable appliance testing

The company defines portable appliances as equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand-held or hand operated while connected to the supply or is intended to be moved while connected to the supply.

The Managing Director is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals, depending on the use and application of the particular item. Any equipment brought onto site by employees or contractors will also be logged and subjected to portable appliance inspection, testing and maintenance. The results of completed inspections will be recorded in the Portable Appliance Register, which forms a part of the health and Safety file, which is held on individual sites.

In addition, all employees who are required to use electrical equipment will be trained in accordance

with manufacturer’s instructions.

Portable electrical appliances will only be used for the task for which they are intended and the lead will be suitably positioned to prevent damage, entanglement or trip hazards.

Experience of operating the maintenance system over a period of time, together with information on faults found, will be used to review the frequency of inspection and whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired, and these repairs will be recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and therefore the company will take steps to reduce the risks so far as possible. The

implementation of this policy requires the co-operate of everyone on site either directly employed by the company or by another contacted company.

The Managing Director is responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks. The company will also: -

* Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring regulations as amended, and a certificate of inspection obtained for retention for record purposes.
* Maintain the fixed installation in a safe condition by carrying routine safety testing.
* Identify and mark all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
* Inspect and test portable and transportable equipment as frequently as required.
* Promote and implement a safe system of work for maintenance, inspection and testing.
* Ensure that employees who carry out electrical work are trained and competent to do so.
* Exchange safety information with contractors, ensuring that they are fully aware of (and

prepared to abide by) the company’s health and safety arrangements.

* Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
* Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

All operatives must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from the appointed person. Where written permission is granted it will be on condition that all such equipment may be tested in conjunction with the company’s electrical safety policy.

## Portable appliances in office premises

The company will introduce testing for Portable Electrical Appliances in office premises in accordance with the following health and safety executive guidance for offices and low risk environments: -

Suggested initial intervals

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment / Environment** | **User Checks** | **Formal Visual Inspection** | **Combined Inspection & Testing** |
| Battery operated (less than 20 volts). | No | No | No |
| Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk  lights | No | No | No |
| Information technology e.g. desktop computers, VDU  screens | No | Yes, 2-4 years | No if double insulated- otherwise up to 5 years |
| Photocopiers, fax machines: not handheld. Rarely moved | No | Yes, 2-4 years | No if double insulated- otherwise up to 5 years |
| Double insulated equipment. Not handheld. Moved occasionally e.g. fans, table  lamps, slide projectors | No | Yes, 2-4 years | No |
| Double insulated equipment: handheld e.g. some floor  cleaners | Yes | Yes, 6 months-1 year | No |
| Earthed equipment (class 1)  e.g. electric kettles, some floor cleaners | Yes | Yes, 6 months-1 year | Yes, 1-2 years |
| Cable (leads) and plugs connected to the above | Yes | Yes, 6 months-4 years  depending on the type of equipment it is connected to | Yes, 1-5 years depending on  the type of equipment it is connected to |

### Fire precaution (on site, vehicles and fixed premises) On site fire precautions

The company recognises that any outbreak of fire threatens the health and safety of those on site and will be costly in terms of damage and delay. It is therefore company policy to ensure the careful planning and control of the work activities to avoid fires.

The Managing Director will ensure that:

* + - All employees receive comprehensive site induction before commencing work, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure on the site.
    - All fire fighting equipment is tested on a regular basis as per manufacturer’s guidelines and records kept
    - A fire risk assessment is undertaken on the site
    - All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for the information/inspection by the Main/Principle Contractor.
    - Fire extinguishers are not to be moved except in cases of emergency
    - Fire signs are not to be removed or obstructed
    - Designated fire doors are not obstructed, removed, locked or propped open
    - Flammable liquids are kept and carried in suitable closed containers
    - Having an extinguisher to hand when doing hot work such as welding, brazing or using a disc cutter that produces sparks
    - The working area is kept tidy and rubbish is not allowed to accumulate
    - The lighting of fires for rubbish disposal is STRICTLY FORBIDDEN

### Fire precaution at the offices

The Managing Director will ensure That: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

All fire-fighting equipment is tested on a regular basis as per the manufacturer’s guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

A fire risk assessment is undertaken with the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

A regular check is made to ensure routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

A regular check should be made to ensure that the fire escape routes do not become obstructed or altered in any way as a result of the progress of works on site. If this does become the case, then a new route must be chosen, with new signs posted and all operatives advised of the changes.

Relevant fire plans must also be altered to reflect any changes made.

In the event of a fire, the safety of a life shall override all other considerations, such as saving properly and extinguishing the fire.

The company does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection from can be used for this function.

### Record keeping

The following records will be kept: -

* + - Details of maintenance checks of fire-fighting apparatus and warning and detection equipment
    - Records of fire alarm tests and practice evacuations
    - A copy of the safety evacuation plan
    - Records of all information, instruction and training provided

### Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

### Fire action (on site)

Employees must raise the alarm on site immediately if: -

* + - Fire is discovered
    - Flammable/toxic gas build up is suspected
    - Major accident/incident occurs
    - If the fire representative for the site is not present, telephone the emergency services by dialling 999.
    - Ask for the fire brigade and give them the site telephone number.
    - Upon connection with the fire service sate slowly and distinctively: -

This is PRODIG UTILITIES LTD we are presently working at and

a fire has broken out.

* + - State the location of where you are working clearly.
    - Do not replace the receiver until the operator has confirmed your information.
    - Inform a site representative that you have notified the fire brigade.

### On hearing the alarm

* + - All employees are to evacuate the site immediately and congregate at the designated fire assembly point.
    - Under no circumstances are rescue attempts to be made.
    - Do not re-enter the site area until senior Fire Officer has given the all clear.

A nominated employee is to take the roll call and ensure that everyone is accounted for.

### Fire action - vehicles

Upon discovery of a fire on board your vehicle: -

* + - Halt your vehicle in the safest possible place. If possible, away from the main highway.
    - Telephone the emergency services on your mobile phone or by the nearest available phone.
    - When the operator answers, ask for the fire brigade and give the telephone number of your mobile or public phone.
    - When connected, state slowly and distinctly: -

“This is PRODIG UTILITIES LTD I have a fire on my vehicle.” State the location of

the vehicle.

* + - Do not replace the receiver until this information has been correctly acknowledged.
    - Stand in a safe location clear of the vehicle and await the fire brigade.
    - Do not touch any area or item of the vehicle that may have been burnt.

### Fire action (offices)

**If you discover a fire: -**

Immediately notify the senior person present.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks. The senior person present will contact the fire brigade immediately by telephone by: -

* + - Lifting the receiver, select a line and dial 999
    - Give the operator the company’s telephone number and ask for the fire brigade.
    - When the fire brigade replies give the response distinctly:

“WE have a fire at PRODIG UTILITIES LTD” and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address. Call the fire brigade immediately to every fire or on suspicion of a fire.

### On hearing the alarm for a fire or notification of a fire: -

* + - Evacuate the building by the nearest available SAFE exit and proceed to the assembly point by the yard gate.
    - The senior person present will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available SAFE exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior Fire Officer

### First Aid Fixed premises

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stoked. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After all accidents, details must be recorded in the accident book. To ensure compliance with data protection legislation the completed accident book forms will be removed and filed in the main offices.

If employees or their representatives wish to inspect individual records, they can contact the Managing Director who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First Aiders will be provided with re- training at regular intervals in order to ensure that their skills are maintained.

The Managing Director is responsible for determining the level of first-aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

ALL accidents, no matter how small, mast be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedures is followed: -

Seek medical attention from the company’s First Aider or Appointed Person.

The name of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the company.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace: -

∙

* + - First aid personnel must inform the Managing Director when their training certification period is nearing expiry, (3 months prior to expiry) or they wish to be taken off the approved First Aiders list.
    - Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
    - Management must ensure that easy access to first aid equipment is available at all times.
    - Professional medical assistance must be summoned where necessary.
    - Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the health and safety department as soon as possible.

### First aid on site

The company recognises it is a statutory duty to provide equipment and facilities which are adequate and appropriate in the circumstances, for employees if they are injured or become ill at work. It therefore is company policy to assess the risks in their operations and then provide adequate trained persons and facilities on all their contract work sites.

First aid kits provided will have enough equipment to cope with the number of employees on site and only contain items that the First Aider has been trained to use. First aid kits will only contain specified first aid materials and nothing else (e.g. aspirin, creams or sprays).

Notices will be prominently displayed on all work sites giving the location of the First Aid Equipment. All company vehicles will carry travelling first aid kits.

In the event that company is not the main/principal contractor for the project that organisation will be responsible for maintaining suitable first aid facilities. Whoever is controlling the site must ensure that all first aid arrangements are advised to all site operatives as part of their site induction process.

The person administering first aid treatment will record all accidents. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

All accidents, no matter how small, must be reported in accordance with the company’s accident reporting procedure.

### Hazard detection procedures

To encourage health and safety awareness in the workplace, a formal written hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard or any shortcomings in our health and safety arrangements has been identified

employees are required to bring it to the attention of management. It is the management’s duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

The workforce is encouraged to use this procedure, which will improve the attitude of the workplace towards safety and will aid the company in consulting with employees.

If a hazard is detected that could cause injury or ill health, employees will: -

* + - Complete part one of the hazard report form.
    - Liaise with the Managing Director who will carry out the necessary remedial action.

### Near miss (Please read in conjunction with advice given at 3.04 – accidents)

Near misses are accidents that nearly happened, e.g. potholes, trailing cables or faulty equipment. These need to be report when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately. A near miss can be recorded in the following way: -

* + - The Managing Director will be contacted and the incident explained along with the location and type of problem. The Managing Director will then ensure then the correct remedial action is undertaken.

### Head protection

Where there is a foreseeable risk of head injury the company will issue those operatives exposed to the risk with suitable and adequate head protection, which will conform to BS EN 397.

If stipulated by site rules or where an operative employed by the company is exposed to risk of head injury, those operatives exposed must wear the required head protection.

All employees must take reasonable care of any head protection issued to them by the company and also report any loss or defects immediately.

All operatives should regularly inspect their head protection for any damage or defects. The company will issue new helmets as and when required.

### Health surveillance

The company takes health and welfare seriously. It is the company’s aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

The company aim to achieve this with the help, involvement, contribution and commitment of all members of staff.

The company recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is company policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of the company’s activities will identify if and where surveillance is appropriate.

The company is aware that some activities may require the introduction of health surveillance, special consideration will therefore be taken at the risk assessment stage for activities involving the following potential health risks: -

Activities, which may involve or result in: -

* Excessive noise
* Hand-arm vibration
* Solvents fumes, biological agents or other hazardous substances
* Asbestos, lead or work compressed air
* Ionising radiation

The company also recognises that although specific legal requirements do not exist the following operation may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

* Work related upper limb disorders
* Whole body vibration
* Manual handling
* Night Working

Further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service wherever necessary.

If employees are aware of any practices, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Managing Director.

The company employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the company.

If any employee has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, than the company will send the employee to a designated company Doctor for the appropriate medical examination.

### Housekeeping

It is company policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

A tidy site leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the site is kept in a clean and orderly condition at all times.

Operatives on site are responsible for maintaining an orderly and tidy site and must insist on sub- contractors fulfilling their obligations in this respect. In particular, the Managing Director will ensure as far as is reasonably practical that the following actions are taken wherever practicable: -

* + - Floors, walkways stairways and work areas must be kept clear of tripping hazards
    - Nails must be removed from lose timbers to prevent foot and other injuries.
    - All combustible rubbish will be cleared away on a regular basis and disposed of in the authorized waste skips.
      * Rubble and waste building materials must not be left on working platforms and waste material on the site is to be cleared as work proceeds.
      * Steel and nylon bands used to contain bundles of materials are to be disposed of safely. These can cause serious cuts or abrasions to the ankles if not properly controlled.
      * Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorised contractors.

As the arrangements will vary from site to site due to the nature and size of the project being undertaken, an assessment will be completed at the beginning of the project to ascertain what housekeeping control measures are required.

Employees are required to report any housekeeping problems to the Managing Director.

### HSE Powers of Inspectors

The company is aware and appreciates the powers, duties and responsibilities of Enforcing Officers and we will at all times co-operate with them in all aspects of their duties.

An Inspector may visit any construction site, dept, workshop or office (offices covered by EHO officers) ta any reasonable time for the purpose of ensuring that the provisions of any Acts or Regulations are being complied with. Alternatively, an Inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence or to give advice on a matter.

If an Inspector discovers a contravention of a specific piece of legislation during their inspection, they can either: -

* + - Issue a Prohibition Notice.
    - Issue an Improvement Notice.
    - Advise that they intend to prosecute.
    - Give instructions and confirm them in writing.

When visiting the company’s sites a member of the company should accompany all Inspectors during their inspection and they should make a note of any irregularities mentioned by the Inspector during the inspection.

It is the company’s policy that any visiting Inspectors should be treated with courtesy and given every co-operation during the course of their inspections.

It must be stressed that any visiting Inspectors have the right to free access to the whole of the operation, to inspect any records or documents which are legally required to be kept, to interview any persons and to take a statement of fact, take samples, photographs and make recordings.

Avery Inspector is appointed in writing and carries a warrant card, which they must produce upon request. This right should be exercised by any member of the company of they feel they have reason to doubt that the person is not an Inspector.

### Information, instruction and training

It is the company’s policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the company complies with statutory legislation but also to secure a safe and health working environment for all employees and visitors who may be affected by the company’s undertakings.

Training is provided for all employees: -

* + - On recruitment into the company.
    - When moved to another task or when promoted.
    - When the process, equipment or system of work is changed.
    - All health and safety training will be undertaken during working hours wherever possible. It is the company’s policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employees personal file for future reference by the Managing Director.

The Managing Director will ensure that the company procedure for information, instruction and training is adhered to.

Employees will report any problems to the Managing Director.

### Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders, the use of ladders within the organisation will only be authorised if there is no suitable alternative e.g. mobile tower.

The practically of using access equipment such as mobile towers, scaffolding and elevating working platforms etc will be considered by risk assessment.

The company accepts that it is necessary for some operations to use a ladder or stepladder. Ladder users must be trained and instructed in their use.

Ladders must be: -

* + - In sound condition and checked by the user for freedom from defects.
    - Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
    - Erected on a firm and level base at and supported by the stiles only.
    - Set at the correct angle – 4 metres of vertical rise for every 1 metre of horizontal displacement.
    - Either firmly secured near the top or footed at the bottom by a second person or ‘ladder stopper’ device.

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 ladder may be used within the company.

Site-specific risk assessments on the use of ladders will be carried out prior to activity by and the results communicated to relevant employees.

## Ladder Checklist

|  |  |
| --- | --- |
| **General** | YES/NO |
| Are there any loose or missing steps or rungs? | YES/NO |
| Are there any cracked, split, worn or broken stiles, braces, steps or rungs? | YES/NO |
| Are stiles twisted or distorted? | YES/NO |
| Is each ladder clearly identifiable? | YES/NO |
| **Stepladders** |  |
| Are there any loose or being hinge spreaders? | YES/NO |
| Are stop on hinge spreaders broken? | YES/NO |
| Are there any broken, split or worn steps? | YES/NO |
| Are there any loose hinges? | YES/NO |
| **Extension Ladders** |  |
| Are there any loose, broken or missing extension locks? | YES/NO |
| Are there any defective locks that do not seat properly when the ladder is extended? | YES/NO |
| **Positioning and use of ladders** |  |
| Are ladders positioned on a firm level surface? | YES/NO |
| Are ladders firmly secured at the top or if not possible, at the bottom? If neither is possible, is the ladder ‘footed’? | YES/NO |
| Are ladders set at the correct angle? | YES/NO |
| Are ladders inspected for defects before and after use? | YES/NO |
| Are defects reported immediately and then taken out of service until repaired or replaced with records kept? | YES/NO |

### Lighting

The company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the well-being of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the workplace.

In order to ensure that is does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

* + - Report failures of lighting or any defects observed to a reasonable person.
    - Request additional lighting if existing lighting is not sufficient for the task.
    - Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
    - keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

### Lone Working

The company recognises that with few exceptions it is not illegal to lone work.

However, within construction activities lone working in a cofferdam or over water is prohibited.

The company accepts some company employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

The decision to lone work will be based on risk assessment.

Result of assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and update when changes take place or if a reportable injury is sustained.

Lone working risk assessments will be carried out by the Managing Director.

The result of the lone working risk assessments will be communicated to relevant employees by the Managing Director.

The Managing Director will ensure that employees are following the system laid down for their safety.

### Manual Handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The company accepts that some manual handling activities may be necessary during their operations.

The organisation will avoid the need for employees to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

Employees will be encouraged to follow any system developed by the company for safe manual handling operations.

Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Manual handling risk assessments will be carried out by the Managing Director.

The results of the manual handling risk assessments will be communicated to relevant employees by the Managing Director.

The Managing Director will ensure that employees are following the systems laid down for their safety.

Employees will report hazardous handling activities to the Managing Director.

### Method Statements

The company will provide method statements for all high-risk activities.

The method statements produced will include the method that are to be adopted to complete the operations, identify any hazardous materials or equipment, the location of the works and any special training requirements.

All method statements produced by the company will be brought to the attention of the principal contractor and the operatives involved in the operations by the way of method statement briefings. Completed method statement briefing forms must be returned to the company head office for filing.

### Mobile Telephones

Using a phone whilst driving

The use of a hand-held phone or similar hand-held device whilst driving has been prohibited since December 2003.

Regulation 104 of the Road Vehicles (construction and Use) Regulations makes it an offence for a person to drive a motor vehicle if they cannot have proper control of the vehicle.

Since 2003 it has been a specific offence to operate a hand-held mobile phone while driving – the penalty for doing so is 6 points on your licence and a minimum fine of £200. If your case goes to court, you may face disqualification from driving and a fine of up to £1,000. Drivers of buses or goods vehicles can be fined up to £2,500.

In order to ensure the safety of staff, hands-free kits will be provided for employees who are required to use mobile telephones whilst working away from the company premises.

Under no circumstances are members of staff permitted to use hand-held telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot whilst driving. A hand-held device is something that “is or must be held at some point during the course of making or receiving a call or performing any other interactive communication function”.

The prohibition also applies whilst stopped at traffic lights or during other hold-ups that may occur during which a vehicle can be expected to move off after a short while.

Provided that a phone can be operated without holding it, then the law does not prohibit hands-free equipment. However, the Government advises that drivers should NOT use a mobile phone in the car at any time and drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

### General use of mobile phones

* During meetings, users should be considerate of other people and avoid causing a distraction.
* Mobile phone users may be more at risk from slips and trips if walking around whilst using them so extra care should be taken.
* Radio signals can cause interference with sensitive electronic equipment such as that found in hospitals or airports. Always observe warning signs and switch off the phone where required/requested to do so.
* Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.
* When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak as the person you are communicating with may be driving at the time.
* Do not leave mobile phones on display in a vehicle nor use them in areas where you feel at risk of robbery. If challenged give the equipment up immediately.
  1. Monitor, audit and review

This Health and Safety Policy will be formally reviewed every 12 months by the Company Managing Director in conjunction with the Safety Advisor of the Company and any alterations ratified as necessary. It will also be reviewed to take into account where new legislation or European Directives are amended and/or are introduced, following the introduction of new technology and or working practices or changes in Company activities or circumstances.

The Managing Director on the recommendation of the Safety Advisers will consider alterations and amendments, which become essential between review dates.

Simply, this Policy is a live document, which will be reviewed by the Managing Director for Safety:

* + - Annually
    - When new legislation or European Directives are amended and/or are introduced.
    - The introduction of new technology and or working practices
    - Change in Company activities or circumstances.

The issue of the Health and Safety Policy and any amendments thereof shall be made solely by the Company with the assistance of its Safety Advisors.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identity problem areas.

These include safety inspection reports completed by the Site Supervisors plus Senior Managers carrying out their own formal, independent inspection on a three-monthly basis.

Independent monitoring and auditing by the Safety Consultants supplement these arrangements. The Managing Director will review these reports and all subsequent corrective actions.

The company are committed to good Health and Safety Management and with the assistance of the Safety Consultants will review the health and safety policy annually and/or when new legislation or directives, Approved Codes of Practice and guidance are introduced or when changes in company activities are introduced as industry best practice.

### Noise at work

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loos of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However, the Control of Noise at work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

The regulations require that the risk of damage to hearing is reduced, therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

This will be achieved by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible, using effective control measures, and where necessary provide adequate training and instruction to all employees who may be exposed to high noise levels.

Hearing protection must be made available where exposure to noise reaches or exceeds the Lower Exposure Action Values of 80 dB(A) and 112 Pa.

It is company policy to ensure that all employees, and contractors, wear hearing protection where noise exposure reaches the Upper Exposure Action Values of 80 dB(A) and 140 Pa.

Due to the nature of the business PRODIG UTILITIES LTD will not normally be required to undertaken regular noise exposure assessments, however when any activity is likely to pose a significant noise hazard, the necessary precautions and monitoring procedures will be implemented.

### Personal protective equipment (PPE)

The company will compile full risk assessments for all tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees. All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.

The company will provide all appropriate PPE at the company’s expense and will replace any items when it becomes damaged or unserviceable. All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how correctly use the equipment, along with the procedures for having any damaged or defective equipment replaced.

PRODIG UTILITIES LTD will compile detailed records for all equipment that is issued along with details of any training that has been given.

All employees should: -

* + - Use all PPE that is supplied to them correctly.
    - Inspect PPE before use to ensure that it is suitable, clean and undamaged.
    - Report defective PPE to their immediate superior.
    - Report any discomfort or ill health when wearing the equipment.
    - Not undertake any work unless the correct equipment is being worn.
    - Store PPE correctly at all times.

### Petrol (storage of)

When petrol is required to be stored, it will be stored in either of one of the following manners: -

Up to 3 gallons of petrol may be stored without a licence in separate metal containers, each containing nor more than 1 pint. Each container must have a secure stopper.

Storage of petrol may take place without a licence, in plastic containers each having nominal capacity of 5 litres or less. Containers must be marked or labelled with the following information: -

* + - Manufacturer’s name.
    - Month and year of manufacture.
    - Capacity of the container.
    - Wording “petrol highly flammable”.
    - Hazard warning sign.
    - Precautions to be taken.

Not more than 2 plastic containers of petrol will be kept in any of the company vehicles.

### Protection of the public

The Health and Safety at Work etc Act 1974 requires all employers to conduct his / her undertakings in a way that other persons, including the general public are not exposed to risks to their health or safety.

The company accepts that many hazardous situations may be encountered on an uncontrolled construction site. Injuries can occur from collision with moving vehicles, falls into unprotected excavations, falling materials and equipment from fixed scaffolding and many more.

Precautions should be taken to ensure the safety of visitors to the construction site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The company will carry out the following precautions: -

* + - All visitors to a construction site will be required to sign an attendance register indicating the time of arrival and departure.
    - Site hoarding or fencing 2m high with appropriate warning and information signs prominently displayed at reasonable intervals will be put into place to effectively enclose the construction site work and will have additional supports to prevent it overturning where necessary.
    - All highways and footpaths will be kept clean and will be checked at the end of every working day.
    - Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
    - All electrical equipment will either be securely locked away or effectively locked off.
    - All plant and machinery will be immobilised and energy source positively locked off.
    - Petroleum spirit, compressed gas, explosives and chemicals will be locked away when not in use.
    - Materials should not be staked too high and should be stable.
    - Barriers with appropriate warning signs prominently displayed will be maintained around all excavations.
    - Where it is deemed necessary letters will be posted to all residents in the close proximity, warning them of the dangers of the construction site.
    - Lighting will be used where required to ensure the safety of security officers or other visitors during darkness.

### Risk assessments

The company accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore, in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company.

The aim the risk assessment process is to: -

* + - Identify hazards associated with the company’s undertaking and any hazards associated with the premises.
    - Identify any person who may be affected or injured by the hazards.
    - Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessment for all work activities undertaken by the company and will strive that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

* + - Identify all hazards associated with the company’s activities.
    - Identify when genetic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
    - Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
    - Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

* + - The inexperience and lack of awareness of risks along with the immaturity of the young person.
    - The layout of the working environment and the workstation where the young people is required to work.
    - The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
    - The type and use of work equipment that is required to be operated along with the way that it is handled.
    - The extent of the health and safety trainings which is provided, along with details of any additional training that is required to be undertaken.

## Procedures Management Follow when Completing Risk Assessments

Step 1

* + - Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
    - List any hazards in column 1 of the assessment form. Step 2
    - Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
    - List the people who may be harmed in column 2 of the assessment from. Step 3
    - Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
    - Ask the question, “Can I eliminate the Hazard?” If not, “How can I control it?”
    - List all the controls that are in place in column 3. Step 4
    - In column 4, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

* + - List the further action needed to adequately control the risk. Step 6
    - review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

## Risk assessment guidance sheet.

### Column 1. Significant Hazards. (Examples)

Slipping – Tripping Hazards Dust

Fire Fumes

Chemicals Manual Handling

Moving Parts of Machinery Pressure Systems

Ejection of Materials Poor Lighting

Noise High/Low Temperatures

Electricity Violence to staff (Robbery etc.)

Storage of Goods and Materials



### Column 2. Who Might be Harmed. (Examples)

Office staff Machine operators

Maintenance staff Cleaners

Contractors Members of the public (customers)

Visitors Security staff



### Column 3. How is The Risk Controlled? (Examples of Control measures)

Information, Instruction, Training Guarding

Safe Working Procedures Provision of Personal Protective Equipment Supervision

Statutory Inspection (Portable Electrical Routine Inspections & Checks Equipment, Lifting Equipment, Air Receivers etc)



### Column 4 Risk Factor.

*See Chart in the Waqas Ali Hashmi Stationery Pack.*



### What Further Action is Necessary to Control the Risk?

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

*All actions noted in this column should be given a realistic timescale based on the following criteria: -*

Magnitude of the Risk. (Life Threatening etc) Availability of Parts and Equipment Down Time Financial Constraints



### Completion and Review Date

6 or 12 months hence or if there is any significant change within the working process.



### Safe System of work Introduction

it has been estimated that at least a quarter of all fatal accidents at work involve failures in system of work – the way things are done. A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. **Where the risk assessment indicates this is the case, a safe system of work will be required.**

Some examples where safe systems will be required as part of the controls are:

* + - Cleaning and maintenance operations
    - Changes to normal procedures, including layout, materials and methods
    - Working alone or away from the workplace and its facilities
    - Breakdowns and emergencies
    - Control of the activities of contractors in the workplace
    - Vehicle loading, unloading and movements

### Developing safe systems

Some safe systems can be verbal only – where instructions are given on the hazards and the means of overcoming them, for short duration tasks.

These instructions must be given by the Managing Director – leaving workers to devise their own method of work is not a safe system of work.

The law requires a suitable and sufficient risk assessment to be made of all the risks to which employees and others who may be affected by them are exposed. Although some of the assessments can be carried out using a relatively unstructured approach, a more formal analysis can be used to develop a safe system of work. Sometimes these may be carried out as a matter of policy, with the task broken down into stages and the precautions associated with each written into the final document. This can be used for training new workers in the required method of work. The technique is known as job safety analysis.

For all safe systems, there are five basic steps necessary in producing them:

* + - Assessment of the task
    - Hazard identification and risk assessment
    - Identification of safe methods
    - Implementing the system
    - Monitoring the system



### Task assessment

All aspects of the task must be examined and should be put in writing to ensure nothing is overlooked. This should be done by supervision in conjunction with workers involved, to ensure that assumptions of supervisors about methods of work are not confounded by reality.

Account must be taken of what is used – the plant and substances, potential failures of machinery, substances used, electrical needs of the task; source of errors – possible human failures, short cuts, emergency work; where the task is carried out – the working environment and its demands for protection of the task, training needs.

### Hazard identification and risk assessment

**Against a list of the elements of the task, associated hazards can be clearly identified, and a risk assessment can be made.**

Where hazards cannot be eliminated and risks reduces, procedures to ensure a safe method of work should be devised.

### Definition of safe methods

The chosen method can be explained orally as already mentioned.

Simple method statements can be established, or a more formal method known as permit-to-work system.

All of these involve setting up the task and any authorisation necessary; planning of job sequences; specification of the approved safe working methods including the means of getting to and from the task area if appropriate; conditions which must be verified before work starts – atmospheric tests, machinery lockout; and dismantling/disposal of equipment or waste at the end of the task.

### Implementing the system

There must be adequate communication is the safe system of work is to be successful. The details should be fully understood by everyone who has to work with it, and it must be carried out on each occasion.

It is important that everyone appreciates the need for the system and its place in the accident prevention programme.

Supervisors must know that their duties include devising and maintaining safe systems of work, and making sure they are put into operation, and revised where necessary to take account of changed conditions or accident experience.

Training is required for all concerned, to include the necessary skills, awareness of the system and hazards which it is aimed to eliminate by the use of safe procedures.

Part of every safe system should be the requirement to stop work when a problem appears which is not covered by the system, and not to resume until a safe solution has been found.

### Monitoring the system

* + - Effective monitoring requires that regular checks are made to make sure that the system is still appropriate for the needs of the task, and that is being fully complied with.



* + - Checking only after accidents is not acceptable form of monitoring.
    - Simple questions are required – do workers continue to find the system workable?
    - Are procedures laid down being carried out?
    - Are the procedures still effective?
    - Have there been any changes which require a revision of the system?
    - A system devised as above which is not followed is not a safe system of work – the reasons must be found and rectified.
    - Safe systems of work are associates of, not substitutes for, the stronger protection techniques of design, guarding and other methods which aim to eliminate the possibility of human failure.

### Permit to work systems

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

These systems will often be found where the activities of groups of workers or multiple employers have to be co-ordinated to ensure safety.

permit to work systems normally use pre-printed forms, listing specific checks and /or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Most permits are only designed to cover work lasting up to 24 hours and require an authorisation signature for any time extension.

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for themselves to do work.

A permit will include details of the work to be done and is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will usually require written acknowledgement by the person who will do the work, or is in charge and will also allow for signed confirmation that the workplace or the equipment has been restored to safety , for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

There are many different types of permit. Some common examples are:

* + - Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
    - Hot work permits
    - Permits to enter premises or confined spaces
    - Permits to work on pressurised systems



* + - Permits to excavate – in contaminated ground, or where there are congested or buried services

### Method statements

The key feature of method statements is that they provide a sequence for carrying out an identified task; some work activities must be done in sequence to ensure safety. In such cases, it is necessary not only to know that the control measures are but also to carry out the work in a particular order.

Examples of activities where Health and Safety Executive expect method statements to be provided include demolition work, asbestos removal and structural steel erection.

Method statements usually contain more detail than risk assessments, and normally include the following information:

* + - Originator and date.
    - Identification of individual(s) who will be responsible for the whole operation and for compliance with the method statement. Key personnel responsible for particular operations may also be named.
    - Training Requirements for personnel carrying out the tasks, which have a competency requirement. (Examples are crane and forklift drivers, testing and commissioning staff.)
    - Details of access equipment, which will be used, safe access routes and maintenance of emergency routes.
    - Equipment required to carry out the work, including its size, weight, power rating and necessary certification.
    - Locations and means of fixing the stability of any lifting equipment to be used.
    - Material storage, transportation, handling and security details.
    - Detailed work sequence including hazard identification and risk control measures, including co-operation between trades which may be required, limitations for part-completion of works and any temporary supports or supplies required.
    - Details of all personal protective equipment and other measures such as barriers, signs, local exhaust ventilation, rescue equipment, fire extinguishers, and gas detection equipment.
    - Any environmental limitations, which may be applicable, such as, wind speed, rain and temperature.
    - Details of measures to protect third parties who may be affected.
    - The means by which any variations to the method statement will be authorised.

### Legal requirements

Section 2(2) (A) of the Health and Safety at Work etc. Act1974 requires the provision and maintenance of safe systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Under the employer’s general duty of care at common law, a failure to do so gives rise to a claim

based on the allegation of the employer’s negligence.

Specific legislation may require the use of formal permits-to-work, either directly or by implication as a means of compliance.

Further Requirements for safe systems of work following upon risk assessments are contained in the Management of Health and Safety at Work Regulations 1999, which also place duties on employees to follow the systems and procedures set up for their protection following risk assessments.

### Safety Signs

The company recognises that it is important that all staff take notice of warning signs at work, as they are in place to safeguard people’s health and safety. It is therefore the company’s policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs will be colour coded in accordance with the following guidelines: -

* + - White circle with red edging and a diagonal line indicate **PROHIBITED** for example no smoking.
    - Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
    - A triangular sign with black edging and yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.
    - Green signs identify or locate safety equipment as well as marking emergency escape routes.

The company acknowledge that signs must comply with the regulations, however where necessary the company will design the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means signs will be displayed for example where: -

* + - There is a risk of exposure to excessive noise.
    - There is low headroom.
    - Speed needs to be restricted.

It is company policy to ensure that any signs which are provided for safety reasons are: -

* + - Maintained in a good condition.
    - Positioned in the correct location.
    - Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

### Scaffolding

The company recognises that scaffolding equipment (mobile or fixed) can be a contributing factor for many accidents within the construction industry.

Many injuries are caused by falls of persons or equipment from scaffold and mobile tower platforms.

Accidents involving scaffolding, particularly cases of scaffolding collapsing, are primarily due to poor anchoring systems that fail to take into account the anchoring substrate.

The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse water conditions, overhead cables and other obstructions.

All scaffolders erecting scaffolds on behalf of the company must hold a current CISRS record card.

All operatives who handle scaffolding materials must not use defective materials. Any defective materials must be segregated and returned to the yard for quarantine.

All scaffolding materials must be handled in a controlled manner (e.g. hand to hand) and never throw or allowed to drop – Any scaffolder found bombing material will be referred for disciplinary action.

### Materials

**Tubes and Fittings**

Steel scaffold tubes and fittings shall comply with BS EN 39:2001

### Boards

Boards shall conform to BS 2482 and shall be 225mm wide x 38 mm thick and free from: -

* Splits
* Warping
* Notches
* Paint
* Nails
* Excessive knots
  + Face knots shall not exceed 150mm when summed across the width of both faces, the width of a single knot exceeding 75mm.
  + Edge knots generally should not exceed 28mm.
  + Where an edge knot also appears on the face then it is summed in with the total of the face knots.
  + Generally, there should be a clear distance between knots or knot groups of at least 150mm.
  + The twist in a 3.9m board should not exceed 12mm over the full width.

### Ladders

Timber and aluminium ladders shall be Class1 and conform to BS1129

Timber ladders must not be painted as the paint hides defects. Ladders shall be coated with a preservative or clear varnish only.

All ladders shall be inspected frequently and the following points should be checked: -

* timber ladders for splits or cracks, splintering, warping or bruising. Metal ladders for mechanical damage,
* rungs for signs of undue wear or movement. No rungs should be missing,
* wedges and tie rods for tightness. Metal reinforcement to stiles for correct position, feet for splitting and fraying.
* Timber or plastic inserts to metal ladders for wear and correct position. If a ladder cannot be properly repaired, it must be scrapped.

All ladders shall be thoroughly inspected prior to delivery to site and recorded in the ladder inspection register.



### Staking and Storing of Materials

All materials not being immediately used must be neatly placed in stillages / fitting bins and returned to the compound area or removed from site. Equipment must not be stacked loose or placed on non-working lifts.

### Erection Procedure

Prior to commencing work a site-specific Risk Assessment and Method Statement shall be produced and all personnel informed of their contents and control measures required.

All scaffolds shall be erected in accordance with The Work at Height Regulations 2005 & NASC SG4:15 Preventing Falls in Scaffolding Operations.

The scaffolding of a structure is not to commence until a firm and level area, at least 2m wide from the structure suitable for the purpose has been provided by the Client / Main Contractor.

Any unsuitable founding must be reported to the Client / Main Contractor before the scaffold is erected. All baseboards must span two standards (inside and outside) with the exception of corner standards, where single baseboards of adequate dimensions are permitted.

Loading bay baseboards must span all three standards from inside to out. Scaffold boards shall be secured to prevent them from becoming dislodged.

Guard rails and toe boards shall comply with Schedule 2 of the Work at Height regulations 2005. A double guard rail is to be incorporated into the design on all working lifts and stop-ends.

On completion of the scaffolding and prior to use a handover certificate shall be issued to the client / Main contractor and a Scaff tag placed at each access point.

Before you start work Erecting:

1. Isolate the working area with temporary barriers, where possible
2. Erect warning signs /Scaffolding incomplete signs
3. Erect first lift and fix warning signs to scaffolding
4. Fix guardrails and stop ends as you go
5. Board out working from the lift below,
6. Secure ladders to access above – Do NOT CLIMB THE SCAFFOLDING
7. Use ladder to access the lift above and clip onto the inside ledger to erect guardrail
8. At all times when working without a guardrail YOU MUST be clipped on.
9. Raise scaffolding materials safely DO NOT throw anything up or down Before you start dismantling or adapting:
   1. Isolate the working area with temporary barriers, where possible
   2. Erect warning signs /Scaffolding incomplete signs
   3. Remove Scaff tag
   4. Ensure that the ladder is blocked off
   5. Fix guardrails or stop ends to prevent access
   6. Dismantle ladders as you come down
   7. Stack all materials neatly in stillages and fitting bins where possible
   8. Always lower materials in a proper manner NEVER BOMB the bombing of materials in an act of gross misconduct that could warrant dismissal.



Before you go to breakfast or dinner:

1. Remove Scaff tag
2. Block off or remove ladder to prevent unauthorised access
3. Make sure that guardrails and stop ends remain in place
4. All lose tubes fittings and boards are staked in a safe manner
5. Ensure there is no other access onto the scaffolding
6. Make sure warning signs remain place Before you go home:
   1. Give yourself ten minutes before you go home to check the scaffolding
   2. Make sure that the scaffolding is safe before you leave it
   3. That all boards are tied down (if necessary)
   4. That all guardrails and stop ends are in place
   5. That all toe boards are fixed twice and toe board clips are tightened up
   6. All materials are tidy and safe.

### Ladder access

All ladders must be on suitable length and placed at an inclination of 75o. No support must present a foot fault in the ladder and any protruding tube work must be moved to allow safe movement up and down the ladder. A short tube fixed on the top guardrail with a 90o coupler shall act as the ladders final support and tie point.

The ladder shall be tied on its stiles using proprietary ladder clamps. Access onto the working platform shall be made by way of an opening in the guardrails of dimensions no mere than 600mm and no less that 500mm and shall be protected by a self-closing gate.

### Scaffold Inspection, Commissioning & Handover

Complete or partially completed scaffold structures must be inspected and commissioned by a nominated competent person (usually the Supervisor or other nominated competent person), to ensure that it has been erected to the required standards and is safe to use , prior to handover. If the structure is a designed scaffold then the inspector must ensure that the structure has been erected as per the drawings, without significant deviation.

The handover certificate shall be used to formally handover the structure or part structure and should be signed by the client’s representative. If this is not possible then it should be taxed or posted registered mail with the transmittal sheet or receipt retained on the contact file.

Where Colossus Scaffolding UK Ltd is contractually required to undertake statutory inspections of a scaffold structure or part thereof, in pursuit of regulation 12 of the Work at height regulations 2005 and schedule 7 on behalf of a client, then such inspections shall include and be limited to the following:

* + 1. Before being taken into use for the first time; and
    2. After any substantial addition, dismantling or other alteration; and
    3. At regular intervals not exceeding 7 days since the last inspection.

However, in addition to a), b) and c) above, should a client require Colossus Scaffolding UK Ltd to inspect a scaffold structure or part thereof after any event likely to have affected its strength or stability, then the client shall give reasonable notice to Colossus Scaffolding UK Ltd to carry out an inspection after such an event. such an inspection would be considered extra and a variation to the contract requiring a specific written instruction.



### Personal Protective Equipment

The company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

Where risk to Health and Safety are identified, which require Personal Protective Equipment as a means of minimising the risk, the Company will undertake to provide free of change the necessary equipment.

Personal Protective Equipment shall be suitably stored, maintained, cleaned and replaced where necessary Employees must set a good personal example by wearing/ using Personal Protective Equipment when necessary. Training and information will be provided, where necessary, on the care, use and maintenance of all Personal Protective Equipment supplied to employees.

All Personal Protective Equipment will conform to the required British or EU Standard. The minimum PPE to be worn on all sites is:

* Hard Hat
* High Visibility Clothing
* Safety boots with steel toe caps and sole inserts
* Gloves

### Fall Arrest Harnesses (Pre-Use Checks)

This level of inspection should be carried out for both harnesses and lanyards at the beginning of each shift and are a means of checking the there are no visible or surface defects with the equipment. Pre-use checks should be tactile and visual. The whole lanyard and harness should be subject to the check, by passing it slowly through the hands (e.g. to detect softening or hardening of fibres, ingress of contaminants). This visual check should be undertaken in good light.

Any defects or concerns identified during the pre-use check should be raised with the appointed competent person before the equipment is used. The appointed competent person must carry out a thorough examination and either satisfy themselves that the equipment is safe to use or destroy the equipment depending upon the defect and concern raised.

### Thorough Examinations

A thorough examination shall be carried out by a trained and competent person at intervals not exceeding 3 months.

A thorough examination of equipment shall also be carried out:

* If there is no evidence that a harness or lanyard has been inspected by a competent person within the last three months;
* For a new harness before it is issued to the user
* If identification is not evident;
* If harness and lanyard is exposed to a particularly arduous environment e.g. After work in damp or hot conditions.

If any defects or concerns are identified during a thorough examination the equipment must be withdrawn from service and destroyed.



The result of every Thorough Examination shall be recorded on the Harness Inspection Register. All harnesses shall be stored in such a manner so as they are not contaminated or exposed to high levels of sunlight.

### Mobile & free-standing tower scaffolding

The company accepts that during the course of its business activities mobile or freestanding tower scaffold may be used. Where this the case company employees will adhere to the following requirements: -

* The height of the working platform on the above on the scaffolds will not be more that three times the minimum base width when used outside and three and a half times when used inside (including outriggers if fitted).
* The working platform will be correctly boarded.
* Guardrails and toe boards are necessary on all four sides with possibly a small break at one side by the stepping-off point from the ladder access.
* Mobile scaffolds will only be used on ground that is firm and level. Moving the scaffold must be by pilling or pushing at the base only. The working platform will always be clear of men and materials when the scaffold is moved and the path unobstructed. The wheels will be turned outward to provide maximum base dimensions and wheel brakes will be on and locked when the scaffolding is being used.
* A competent person will inspect all scaffolding before being put into use.

### Smoking in the workplace

Smoking in the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also affects non-smokers through passive smoking i.e. where non-smokers inhale smoke from other people’s cigarettes.

Under Section 2 of the Health and Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore, it is the aim of PRODIG UTILITIES LTD to implement a suitable policy to control smoking within areas under their control.

PRODIG UTILITIES LTD have implemented a strict no smoking policy which is enforced through disciplinary action.

Breaches of the above will be dealt with through education and counselling. As a last resort if counselling and negotiation fail, staff who refuse to observe the policies will be subject to normal disciplinary procedures.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to instruct them of the company requirements as necessary.

### Stress in the workplace

It is the company policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental well- being of all persons employed by the company. The company recognises that personnel are the



company’s most valuable assets and that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, the company will continue to identify hazards and assess all metal and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and /or with the desired outcome. But there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors

* Noise.
* Temperature.
* Overcrowding.
* Humidity.

Possible work-related stressors

* Deadlines.
* Overworked.
* Under challenged, leading to possible boredom.
* Change.
* Promotion prospects.
* Racial or sexist remarks.
* Personal relationships with superiors and other members of staff.
* Travelling.
* Job satisfaction.
* Harassment.
* Confrontation.
* Likes and dislikes.

Stress counselling can often have a stigma that it is only for the ‘weak’ or ‘mentally ill’. However, the reverse is actually true.

It may be difficult to talk to the direct line Manager about the problem face to face , as it might be that this relationship is the cause, the company have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and a Manager will try and assist individuals suffering from stress to deal with the problem.

### Training

The company is aware of the duties placed on employer with regard of employees and are fully committed to training employees to the highest within the construction industry.

It is the responsibility of management within the company to identify any training needs and to ensure that these needs are fulfilled.

All aspects of health and safety training within the company will be reviewed on an annual basis. Current training records are held in the company head office.

Training covered includes but is not limited to: -

* + - Excavators
    - Dumpers
    - Rollers
    - Abrasive wheels
    - Safety awareness
    - Road and street works
    - Confined spaces

### Vibrating tools and white finger

Vibration White Finger (VWF) is the most common symptom of Hand – Arm Vibration Syndrome (HAVS), and is frequently associated with road drills, compactors, power hammers and chain saws. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold, and the first sign is frequently an occasional attack when the fingertips become white, or numb.

The company are committed to reducing this aspect of risk exposure and will conduct a suitable tool risk /health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS.

Typical risk reduction measures will include: -

* + - The provision of suitable warm clothing, i.e. gloves and coats for prolonged exposure within a cold climate.
    - Assessing the suitability of the tool at the purchase stage, as to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job, which should condense the vibration magnitude, and avoid the need to grip tools more tightly.
    - Encouraging breaks for prolonged work using plant and equipment that produces high vibration.
    - Ensuring that all tools are maintained through a planned maintenance scheduling system, and any patent defects should be reported to the Forman.
    - Promoting active health and safety awareness training, and vibration hazard consciousness for staff.
    - Removing defective tools from service, until they have either been repaired or replaced.
    - Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
    - Taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges, wherever possible mount vibration jackets for road tools, and the provision of, anti - vibration gloves for use by all staff potentially exposed.

People who regularly use hand-held power tools are most at risk. The signs to look out for with regard to VWF include: -

* + - Tingling and numbness in the fingers.
    - In the cold and wet, fingers go white, then blue, then red and are very painful.
    - Loss of manual dexterity.
    - Loss of strength in the affected parts. Control techniques include: -
    - Use of low vibration equipment.
    - Ensure that steels are kept sharp.
    - Avoid over gripping the tool.
    - Keep fingers and hands warm.
    - Reduce the amount of time spent using vibrating equipment.

### Violence at work

Violence is defined by the HSE as ‘any incident in which a person is abused, threatened or assaulted in circumstances relating to their work’. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

### Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence. Most at risk are those engaged in : -

* + - Giving a service
    - Caring
    - Education
    - Cash transactions
    - Delivery/collection



* + - Controlling
    - Representing authority

It is possible that violence could occur in one or other of these categories within your organisation.

### Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments, for employees, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also

damage employees’ health through anxiety or stress.

There are five main pieces of health and safety law that are relevant to violence at work. These are: -

* + - **The Health and Safety at Work etc. Act 1974 (HSW Act)** – Employers have a legal duty under this Act to ensure, so far as is reasonably practicable, the health, safety and welfare at work of their employees.
    - **The Management of Health and Safety at Work Regulations 1999** – Employers must assess the risk to employees and make arrangements for their health and safety by effective planning, organisation, control and monitoring and review. The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.
    - **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).** - Employers must notify the enforcing authority in the event of any act of non- consensual physical violence done to a person at work.
    - **Safety representatives and Safety Committees Regulations 1977 and The Health and Safety (Consultation with Employee) Regulations 1996** – Employers must inform, and consult with, employees in good time on matters relating to their health and safety, which includes violent behaviour instances.

**Effective Management of Violence: -**

**Stage 1 – Finding out of there is a problem. Stage 2 – Deciding what action to take.**

**Stage 3 – Take action.**

**Stage 4- Check what has been done.**

**Stage 1:** You may think violence is not a problem at your workplace or that incidents are rare. However, your employees may be somewhat different.

**Ask your staff:** do this informally through Managers, Supervisors and safety representatives or use a short questionnaire to find out whether your employees ever feel threatened. Tell them the results of your survey so they realise that you recognise the problem.

**Keep detailed records:** it is a good idea to record incidents, including verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim (s),

the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

Some employees may be reluctant to report incidents of aggressive behaviour that make them feel threatened or worried.

### Visits from enforcement officers

The Health and Safety at Work etc Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers.

Once statutory documentation has been produced employees of the company will provide all necessary assistance and co-operation with the inspector whilst visiting company premises or a transient work site. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this health and safety policy, relevant risk assessments and emergency plans etc.

Where necessary Waqas Ali Hashmi will help liaise with the enforcing authority on behalf of the company to ensure that health and safety issues and concerns are dealt with promptly and correctly.

### Waste disposal

To ensure that the company complies with environmental legislation it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.

All chemical substances that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from the company premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

### Welfare at fixed premises and on-site Fixed premises

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

The company will aim to comply with these regulations by: -

* + - Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
    - Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
    - Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
    - Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to male them apparent.
    - Provide adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closed by women, suitable means will be provided for disposal of sanitary dressings.
    - Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
    - providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

### On site welfare

The Construction, Design & Management (CDM) Regulations requires every company to address the welfare of employees whilst at work on a construction site.

To ensure that the company comply with these regulations the company will ensure that there are reasonable welfare facilities available at readily accessible places. These will be adequate provisions, which will include a mess room, toilet and washing facilities, clothes storage areas and changing facilities. These facilities will be determined by the length of the project and the number of employees who will be working on the construction site. on small projects where it is not possible to supply the above facilities prior agreement will be made with the principle contractor or the client to use the welfare facilities that are already supplied on the work site.

It is the responsibility of the Managing Director to ensure that suitable and sufficient welfare facilities are available at all times.

To ensure that on-site welfare provisions remain in a suitable condition they will be regularly inspected and assessed on behalf of the company by the managing Director.

Where necessary suitable and sufficient emergency lighting will be provided and maintained in any workplace where there is a risk of employees being exposed to danger in the event of a failure of artificial lighting.

### Work equipment and maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately-owned equipment when used at work.

It is the company’s policy to ensure that all equipment used complies with the regulations.

Wherever there is any significant risk to health and safety due to the work equipment the company will : -

* + - Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
    - Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee’s personnel file.



* + - Ensure that all necessary safety controls are in place such as guards, isolation switches etc.

Ensure that all work equipment is maintained and inspected as required by the manufacturer’s

instructions. Records of all inspections will be held on file for future information. In order to comply with the regulations relating to maintenance the company will: -

* + - Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.
    - Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.
    - Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.
    - All persons who maintain, supervise or manage maintenance work are competent to do so.
    - provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company ‘s aim so far as reasonably practicable, to take all practical steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

The company, after consultation with relevant members of staff will:

* + - Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying any maintenance work.
    - Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. Working on the roof of the premises etc.).
    - Undertake suitable and sufficient risk assessments, of all hazards presented if and when guards are removed from any machinery.
    - Implemented the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health and safety.
    - Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.
    - Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

The company will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the maintenance activities.

It is the responsibility of the Managing Director to ensure that suitably qualified persons undertake all maintenance activities and the tasks are adequately supervised.



### Working at height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the company shall conduct a Risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The company will do all that is reasonably practicable to prevent anyone falling. The hierarchy below will be used for managing and selecting suitable ways for work at height:

1. Use work equipment or other measures to PREVENT falls where we cannot avoid the task.
2. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

PRODIG UTILITIES LTD have a duty as an employer to ensure that the risk of injury is removed or minimized. The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its’ complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment: -

* Competence of people, including those involved in the planning of the task
* Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
* Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)
* Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
* Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
* If personal fall arrest system is to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user’s body.

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

All reasonable steps shall be taken by the company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall co-operate in the implementation of this policy.

The responsibility for the implementation of this policy lies with The Managing Director. Only trained and competent persons shall be allowed to erect, dismantle or alter any scaffolding.



The company will, in consultation with employees and their representatives:

* carry out an assessment of the risk involved in work at height and take steps to eliminate or control them
* provide all the necessary equipment to allow safe access to and egress from the place of work
* provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary, at the workplace
* when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
* when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
* arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
* appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

The company will prepare a method statement, incorporating the result of any risk assessments made, for work at height, to be followed by all involved in such work.

Where it is not possible to follow the method statement: no further work should be undertaken and a responsible person should be informed alternative procedures will be outlined and workers will be advised of this following appropriate consultation.

The company shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

The company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

### Preventing Falls

All Scaffolding Operatives shall be equipped with the suitable and approved fall arrest equipment for the task, before commencing work at height.

All fall arrest equipment provided must conform to the relevant British and European Standards. each Scaffolding Operative shall be issued with the following fall arrest equipment, as a minimum and records of issue kept: -

* Full body harness complete with rear dorsal ring to BS EN 361.
* 1.75m fixed length lanyard complete with shock absorbing device to BS EN 355. (Including double lanyards if required)
* Scaffold hook with 55mm opening to BS EN 362.

All scaffolding operations shall be carried out in compliance with the National Access and Scaffolding Confederation (NASC) Guidance Note SG4:15 Preventing Falls in Scaffolding Operations, as a

minimum safe system of work including the “Scaffold Step Up System”.



In addition, other measures may be specified for fall prevention and protection within the risk assessment and /or method statement. Where a client has established local rules that exceed the requirements of this procedure they must be adhered to and adopted and enforced as a local policy. Each member of the operational line-management with supervisory responsibility for scaffolding operations and all scaffolding operatives must receive a copy of the NASC Guidance Note SG4:15 current edition.

All Scaffolding operatives involved in the erection, alteration and dismantling of scaffolding, shall receive appropriate training in the established control measures to prevent and protect against falls from height in line with SG4:15 training package.

### Young people at work

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the company’s premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age 13 years of age are prohibited from any form of employment, however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the company offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees the company will complete specific risk assessments, these will include: -

* + - The fitting out and layout of the workplace and the location of where the individual will work.
    - The type of work equipment that will be used and how it is be handled.
    - How various work and processes being undertaken are organised.
    - The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the company will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of any injury occurring.

All young people who start work with the company will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. The company view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

* + - Specific risk assessment records for the tasks that young people within the company are required to undertake.
    - Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
    - Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.

### 4.0 The Construction (Design and Management) Regulations 2015

* 1. **Construction project management**

As potential Contractors under the Construction (Design and Management) Regulations 2015, the company is aware of its responsibilities. The CDM Regulations require all construction projects to have a construction phase plan (CPP), the company will ensure this in place before any works commence.

The company will produce a construction phase plan describing how we will manage the various safety aspects of the works. The Managing Director in conjunction with the Supervisor shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The site Supervisor shall co-ordinate the activities of all operatives to ensure they comply with the construction phase plan including contract Health and Safety requirements and legislation, plus check on the provisions of information and training of all employees, where appropriate, as well as subcontractor’s health and safety, when appointed.

When / if acting as Principal Contractor the following protocol will be adopted:

* + - Develop and maintain a Construction Phase Plan as required by The Construction (Design and Management) regulations 2015
    - Through on-site management ensure that every contractor complies with the rules set out in the health and safety plan.
    - Ensure co-operation between all contractors.
    - Taken steps to ensure that only authorised persons are allowed onto the construction site area.
    - Ensure that the particulars of the F10 Notification are displayed in a prominent location on the site where they can be read by any person working on the project.
    - Keep the up-to-date with any information required to go into health and safety file;
    - Oversee and ensure compliance with Management of Health and Safety at Work Regulations 1999 and The Provision and Use of Work Equipment Regulations 1998 (PUWER).
    - Monitor and ensure all work is carried out in accordance with approved /agreed Risk Assessments and Method Statements and ensure that staff and sub-contractors are appropriately qualified / certified to carry out the work;
    - Undertake regular site inspection and feed forward to regular toolbox talks with contract staff and sub-contractors.
    - Manage the interface between the construction and the site operations to ensure minimum disruption to operations.

As an employee of this Company you will be working on site to the requirements of a Construction Phase Plan and you will be informed through the management structure of the sections of the Plan that impinge on your work activities. You have a duty to comply with the requirements as well as identify to your Supervisor hazards and high-risk activities which arise in the course of your work. Wherever possible such hazards should be identified by systematic local planning of your work ensuring that appropriate control measures can be implemented before work is started.

A Construction Phase Plan will be produced for all works including small works, the emphasis is that it:

* + - is relevant to the project;
    - has sufficient detail to clearly set out the arrangements, site rules and special measures needed to manage the construction phase; but
    - is still proportionate to the scale and complexity of the project and risks involved.

It is important that you understand the requirements of the Construction Phase Plan as it affects your work activities and that you comply with the arrangements made to protect your health and safety including your competence to undertake the work assigned safely.

Remember that the objective of the Construction (Design and Management) Regulations 2015 and other related legislation is to help prevent accidents and ill-health and everyone involved has their part to play in achieving that objective.

### Planning

Before the commencement of any construction work the company will gather health and safety information relating to the proposed project.

Information will be sought (initially at tender stage) from the following sources wherever possible.

* + - The client.
    - Principal Designer.
    - Designers.
    - Contract documents.
    - Other contractors.
    - Specialist contractors and consultants.
    - Trade and contractor organisations.
    - Equipment and material suppliers.
    - HSE guidance.
    - British standards.

The company will seek Information relating to the history of the worksite its surroundings with particular attention paid to: -

* + - Any previous applicable health and safety file.
    - Unusual features which may affect the work.
    - The presence of contaminants such as asbestos.
    - Overhead and underground services.
    - Unusual ground conditions.
    - Public rights of way.
    - Nearby schools, footpaths or railways.

Before commencement of the project relevant duty holders will examine the pre-construction, information supplied by the principal designer.

### Estimating costs and sourcing materials

When estimating project costs the company will consider and make suitable financial allowances for any particular health and safety hazards associated with the intended project.

The company accept that essential health and safety information should be supplied with many items purchased or hired the Managing Director will ensure that this information is acknowledged, and any necessary action taken.

Before any work commences the Managing Director will decide what will be plant will be required and ensure its suitability.

The Managing Director will ensure any additional training necessary relating to the safe operation of the equipment is undertaken.

### Selection and control of sub-contractors

The company accepts that in any client / contractor relationship, both parties will have duties under health and safety law.

The company will clearly identify all aspects of work that they want the sub-contractor to do. This process should consider the health and safety implications of the proposed work and should follow the stages described below.

### Selecting a suitable sub-contractor

In order to ensure that competent subcontractors are appointed, the company will scrutinise all sub- contract companies who undertake minor work by issuing questionnaires which are required to be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed the subcontractors will be placed on an approved list for consideration.

### Risk assessment of sub-contractor’s activities

The company recognises the importance of coordinating activities of subcontractors and their own employees. To reduce the risks from each activity all parties will exchange /refer to all relevant risk and COSHH assessments, method statements and safe systems of work.

### Information, instruction and training.

All duty holders the Principal Contractor, contractors and workers will ensure that all parties share relevant information through induction, site meetings and where necessary additional specific training.

As Principal Contractor, employing or controlling carrying out work behalf of the company, the company will ensure that:

* They have necessary skills, knowledge, training and experience to do the job safely and

without putting their own or other’s health and safety at risk

* They are supervised and given clear instructions
* They have the right tools, equipment, plant, materials and protective clothing
* We talk with them (or their representatives) about health and safety issues
* We make arrangements for employees’ health surveillance where required.

### Co-operation, co-ordination and consultation

The company will ensure that appropriate liaison arrangements are implemented between all relevant parties.

The company accepts the legal requirements relating to consultation with employees. To enable adequate consultation to be carried out by all parties the company will actively promote consultation with all employees on matters, which may affect their health and safety.

### Management and supervision

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis. health and safety standards are monitored and performance reviewed. In cases where individual subcontractors are considered to be working in a non-appropriate manner they may be removed from site.

After a contractor has undertaken work, the Managing Director will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All portable appliances brought onto site must be appropriately marked and have a valid test certificate, equipment should be tested quarterly by a competent person.

All contractors must comply with all site documentation and reasonable directions from duty holders regarding safe systems of work including the requirement to wear appropriate personal protective equipment.

### Monitoring risk throughout the project

As principal Contractor the company will monitor site health and safety standards and control measures throughout the project to ensure that safety standards and control measures remain effective. The company will monitor and ensure all work is carried out in accordance with approved

/agreed Construction Phase Plan, Risk Assessments and Method Statements.



### Setting out the site

The positioning of temporary buildings will be planned in advance to ensure that the structures are placed on stable ground and suitable utility services are available such as water, drainage, electricity etc.

Suitable fire appliances will be provided prior to the commencement of work. Notice boards will be erected in prominent positions upon which will be displayed all relevant statutory notices and forms prior to any work commencing. Notices will also be displayed explaining all emergency procedures.

First-aid facilities will be determined by a risk assessment and will be provided as required. Toilets, welfare and hygiene facilities will be provided and maintained as necessary.

Safe access and egress will be provided and maintained at all times. deliveries will be coordinated in accordance with site rules.

### Notifiable CDM projects

PRODIG UTILITIES LTD may be appointed as the Principal Contractor for construction projects, Notification to the HSE is required for any project exceeding 30 construction days with 20 or more workers, or if the project exceeds 500 person days. We will produce, update and maintain a documented Construction Phase Plan and give all reasonable directions to other personnel on the work site including sub-contractors etc.

Pre-Construction Information provided will be used to develop the Construction Phase Plan. The Plan will detail how the project will be managed in terms of health and safety.

The Plan will apply the direct principles of prevention and protection, it will also deal with: -

* + - The arrangements for the Management of Health and Safety of the construction works.
    - The monitoring of the safety plan to ensure that it is being followed.
    - Any major risks that may develop during the construction work.
    - Any materials and processes that have been specified.

Works will not commence until the Client has acknowledged the Plan.

During the course of the project the Principal Contractor will liaise with all duty holders. PRODIG UTILITIES LTD will co-operate with the Principal Designer and assist in providing agreed information for the Health and Safety File.

### Domestic projects

**Domestic projects involving only PRODIG UTILITIES LTD**

On these projects, the client duties are transferred to PRODIG UTILITIES LTD, who must carry out the

client’s duties as well as their own. In practice, this will involve PRODIG UTILITIES LTD doing no more than they have done in the past to comply with health and safety legislation. Compliance with their own duties as a contractor will be taken as compliance with the relevant client duties to the extent necessary given the risks involved in the project. As a result of PRODIG UTILITIES LTD taking on the client duties, any designers involved in the project will work with PRODIG UTILITIES LTD in their role as the

“client”.



### Domestic projects involving more than one contractor (PRODIG UTILITIES LTD)

For projects involving more than one contractor that the Principal Contractor will normally assume the Client duties. The domestic Client can choose to appoint the Principal Designer for the project. If, however, they do not make this appointment, the first Designer appointed during the preconstruction phase is the Principal Designer for the project. If so, the Principal Designer will be answerable to the Principal Contractor in their role as @Clent@ for the project and will be responsible for liaising with them.

### Refer to the following flow diagram for further details of CDM domestic projects.

**Health and Safety Policy October 2022**



**CDM 2015 Applies to Domestic Clients**

Does the project involve construction work on a client’s home or the home of their relative(s), which is not being carried out in connection with a business?

Yes

The client is a commercial client and client duties under CDM 2015 apply in full.

No

Will the work be carried out by someone on the client’s behalf?

Yes

The work is classed as DIY and CDM 2015 does not apply.

The client is a domestic client.

No

Will the work involve more than one contractor?

The contractor will take on the client duties as well as their own as the contractor.

Yes

No

Yes

The contractor in control of the construction work will be the principal contractor and will also take on the client duties and

Has the domestic client appointed a principal designer and principal contractor under CDM 2015?

No

The designer in control of the design work (e.g. the architect) will be the principal designer.

Does the domestic client want the principal contractor to manage their project?

Yes

The domestic client should agree in writing with the principal designer that the principal designer will take on the client duties as well as their own.

81 | P a g e

The principal contractor will take on the client duties as well as their own.