

HEALTH & SAFETY MANAGEMENT MANUAL

Greenberg Glass and Glazing, Unit 4, Kea Park Close, Hellaby Industrial Estate, Rotherham, S66 8LB

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Copy Number	Name	Position
Copy No 1:	Mr. J Askew	Director
Copy No 2:	Mr B Askew	Director
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Policy for Health, Safety and Welfare

A message from the Directors of Greenberg Ltd

As Directors we have overall responsibility for health and safety.

We recognise the importance of creating a safe working environment for all our employees, and am committed to establishing, maintaining and improving standards of performance within our businesses.

By implementing the Health and Safety Management Systems described in this Manual we will protect the health and safety of our contractors, customers and the public in general who come into contact with our activities.

This document sets out our health and safety policy and philosophy and explains the arrangements for their implementation within the workplace.

Everyone has a part to play in achieving the targets and objectives of the Company. We can only achieve our goals by exercising personal responsibility. I encourage everyone to adopt the principles set out in this document – even when not at work!

The following is the formal Policy statement of Greenberg Ltd which confirms the importance to which the Company attaches to the safety of its employees, sub-contractors, and to the general public according to the nature of the operations carried out.

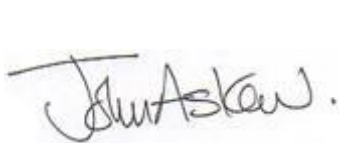
The Company recognises that it is one of its prime responsibilities, as far as is reasonably practicable, to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons on site, will be conducive to their health and safety.

It is the Company's intention, as far as is reasonably practicable, to maintain and operate all plant facilities and to control the use of materials in such a manner as to prevent harm to their employees, sub-contractors, the general public and the environment.

As Directors we have responsibility for implementing this Policy and we will ensure that health and safety considerations are always given priority in planning and day-to-day supervision at work.

All employees and sub-contractors are expected to co-operate with the company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

Signed



J Askew
Director



B Askew
Director

Greenberg Glass and Glazing, Unit 4, Kea Park Close, Hellaby Industrial Estate, Rotherham, S66 8LB

Date 27th February 2009

Health and Safety Policy Statement

Introduction

The Health and Safety at Work Act 1974 imposes statutory requirements on employers to ensure, in so far as is reasonably practicable, the health and safety of their employees and of others who may be affected, whilst at work.

All employees are required to take due account of their own health and safety and that of their fellow workers

Policy Aims

The aims of this Health and Safety Policy are to ensure that our activities, wherever we operate, are carried out safely, and in a manner which protects the health of our employees, contractors, customers and the public in general. This will be achieved by applying the principles of risk management and loss control.

We are committed to a process of continual improvement whereby levels of hazard and risk may be systematically and progressively reduced. We feel that this should form part of the values of our organisation and be an integral part of the way that we manage our business.

Whilst this Policy applies in the first instance to all our employees, we will work with our suppliers and sub-contractors to encourage them to adopt similar principles.

Our Principles

Our Health and Safety Policy is based on the following principles: -

- We establish and maintain standards which incorporate good practice;
- We provide safe workplace systems and practices for all our employees;
- We require our employees to exercise personal responsibility for the health and safety of themselves and others;
- We communicate with and involve our employees on issues affecting their health and safety;
- We review standards regularly to encourage a continuously improving health and safety performance;
- We protect all those who come into contact with our operations against risk to their health and safety;
- We operate in international markets with due regard to the social, cultural and regulatory conditions prevailing;

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- We require our contractors and suppliers to adopt standards, which are equal to or better than our own.

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Implementing our Policy

The Directors have overall responsibility for planning and integrating health and safety into the way that the business is managed. The key elements include: -

- developing health and safety policies and management systems;
- making sure that health and safety management systems are effectively implemented ensuring that health and safety issues are considered during all business planning, management and decision making activities;
- defining roles and responsibilities and holding individuals accountable;
- ensuring the co-operation, communication and training of employees, contractors and others who work with the Company;
- identifying hazards and assessing the risks associated with work activities;
- ensuring that appropriate employee selection and health surveillance is undertaken relative to those risks that are identified;
- defining contractor selection criteria which include health and safety policy requirements, competencies and performance and implementing appropriate contractor controls;
- monitoring, auditing and reviewing H&S performance on an ongoing basis.

For practical purposes any of the above roles may be delegated by the Directors to other members of the line management team.

The effective management of health and safety ensures continuous improvement and the long-term success of the company.

It is our intention to ensure that, at all levels within our organisational structure, responsibilities for health and safety matters are assigned, adopted and maintained.

The Company will ensure, so far as is reasonably practicable, that:-

- a. Information and training will be provided for managers, supervisors, operatives and subcontractors to make them aware of legal and other regulations affecting health and safety at work.
- b. All plant and machinery is safe and without risk to health.
- c. Safe places and systems of work are provided and adhered to.
- d. The general public is protected from injury or inconvenience arising from the Company's operations.
- e. Accesses and temporary works will be maintained and supervised to eliminate any potential hazard.
- f. Potential hazards are identified and eliminated where possible at planning stage or protected against where not.

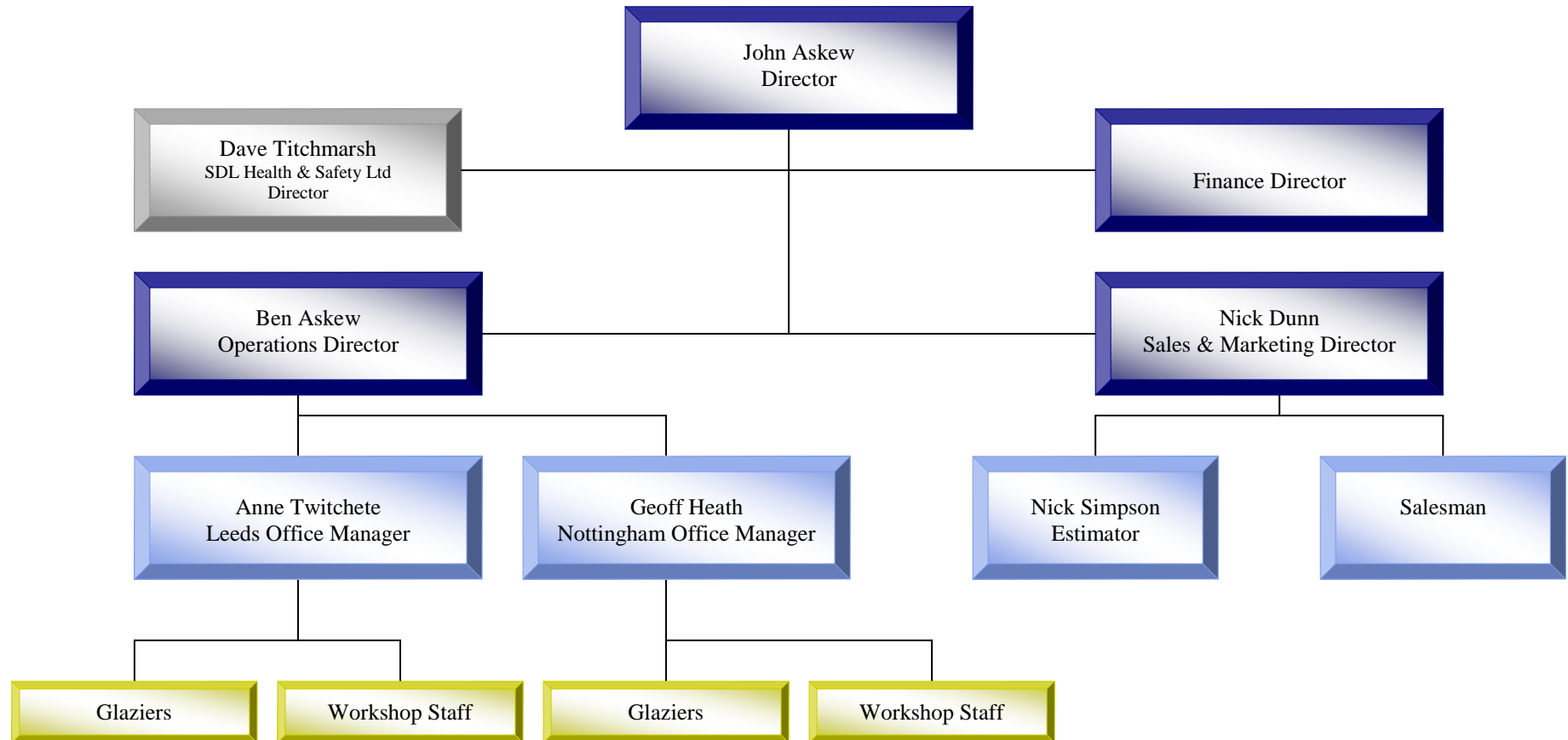
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- g. Suitable medical and welfare facilities are provided in all work places.
- h. All procedures and practices are regularly maintained to ensure that the Company's policy is effectively implemented at all levels.
- i. Effective reporting procedures are established and that all accidents and dangerous occurrences are investigated and corrective action taken.

It is the duty of all employees at work and others who may be affected:-

- a. Not to misuse, in the interest of Health and Safety, any plant and machinery provided for their use.
- b. To take due account of their own Health and Safety and to co-operate with the Company in ensuring our statutory duties are met.

Greenberg Ltd HEALTH & SAFETY RESPONSIBILITIES



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Company Objectives

The prevention of accidents and ill health is one of the most important functions of Management because:

We do not want any employee or other person to suffer as a result of our work.

We intend to comply with all health and safety legislation.

We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This Manual has therefore been prepared to define the way that the Company intends to manage health and safety and to meet the requirements of Section 2 (3) of The Health and Safety at Work etc Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees, others not in his employment but for whom he is responsible, and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of The Health and Safety at Work etc Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees and others not in his employment but for whom he is responsible for by providing:

- a safe system of work;
- safe plant and equipment;
- safe means of handling and transporting articles and substances;
- adequate training, instruction, information and supervision;
- a safe place of work with safe access and egress from the place of work;
- a safe and healthy environment;

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the employer to assist in meeting the statutory requirement.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for health and safety can lead to prohibition or improvement notices which will interfere with the progress of work and/or prosecution of the Company, individual Directors, Supervisors or Employees with substantial fines and for certain offences, imprisonment.

Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work.

ORGANISATION FOR HEALTH AND SAFETY

In order to minimise confusion in respect of the responsibilities of individuals or groups with regard to the Health and Safety Policy it is necessary to clearly identify those individuals and clarify their specific responsibilities:

PERSONS RESPONSIBLE FOR HEALTH AND SAFETY

The Directors are responsible for:-

1. Preparing and keeping up to date a Statement of the Company's Policy for Health and Safety and ensuring that it is brought to the attention of employees.
2. Ensuring that all foreseeable hazards and risks are identified and appropriate and commensurate precautionary measures are implemented
3. Ensuring that appropriate training is given to employees in order that they are able to carry out the tasks given in a safe and proper manner.
4. Ensuring that sound working practices are observed as laid down by Codes of Practice and the work is planned and carried out in accordance with statutory provisions.
5. Ensuring that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.
6. Ensuring that there is liaison on health and safety matters with any other Contractors on sites being worked.
7. Reprimanding any employee failing to discharge satisfactorily their responsibilities for health and safety.
8. Ensuring that adequate financial provisions are made with due regard to Health and Safety requirements both on site and in the Company's premises.
9. Liaison with Safety Consultants on all matters appertaining to health and safety.
10. Ensuring that no member of the public or any third party is exposed unduly to hazard or risk resulting from Company activities.
11. Ensuring that operations present no nuisance to the public, such as excessive noise, dust or fumes.
12. Setting an example and maintaining enthusiasm by his own behaviour in health and safety matters.

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The Director Responsible for Health and Safety

1. Will review the Company Policy on Health and Safety on a regular basis and make amendments as necessary.
2. Will ensure that the Health and Safety performance of the Company is effectively monitored and will take all measures necessary to improve it.
3. Ensuring that all foreseeable hazards and risks are identified and appropriate and commensurate precautionary measures are implemented and/or personal protective equipment is issued before any work activity commences
4. Will ensure that all employees are fully aware of their responsibilities with regard to health and safety.
5. Will ensure that the employees of Company receive adequate and appropriate health and safety training.

Will be pro-active in seeking initiatives from employees, sub-contractors and the like and for responding in a positive manner.

The Director Responsible for Tendering

Will ensure in so far as is reasonably practicable, that detailed consideration is given for the provision within Tenders for ensuring safe systems of work and adequate welfare facilities.

The Director Responsible for Buying

Will ensure that suppliers to the company of the articles and substances have their attention brought to their duties in order to ensure that:

1. Adequate information about articles and substances is supplied to the company.
2. Articles and substances are safe and without risks to health.

General Management Responsibilities

Directors, Line Managers and Site Supervisors are, at all times, responsible for implementation of Company H&S Policy, throughout all areas and matters under their control. Every person with Management responsibilities shall:

1. Ensure that Company activities are carried out so as to meet all legislative requirements
2. Actively promote a positive H&S culture throughout their areas of responsibility
3. Understand the Company Policy for H&S
4. Be familiar with their own areas of responsibility

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5. Take action to ensure that the Policy is implemented and that any delegated duties are properly undertaken.
6. Ensure that employees are provided with appropriate induction and ongoing H&S training and that they are aware of their responsibilities
7. Ensure that all of the hazards and risks associated with those contracts under their control are identified and suitable and sufficient preventative and protective measures are implemented in order to reduce the risk presented to as low as is reasonably practicable.
8. Establish and implement systems to ensure that communication, coordination and cooperation occurs between employees, sub-contractors and others, with respect to the management of H&S both on site and within the workplace
9. Set a personal example.
10. Take appropriate action where employees, sub-contractors or others fail to meet satisfactory H&S standards
11. Ensure that regular H&S inspection of all areas under their control is carried out and that workplace H&S is actively managed and controlled on an on-going basis
12. Ensure that all accidents, dangerous occurrences and near miss incidents are investigated and reported as soon as possible, in accordance with Company procedure

It is fundamental to the H&S Policy that Managers/Supervisors are, at all times, directly responsible for ensuring that safe methods of working and safe working conditions exist in each area for which they have responsibility.

No person with supervisory authority shall allow any unsafe practice to occur. Such persons are responsible for the safety of the individual and the occurrence of any incident will be regarded as being the direct responsibility of the Manager/Supervisor concerned, so far as this relates to the matters within his control.

The Company Health, Safety and Environmental Consultants are available to advise upon, and recommend improvements, in safe working methods but this does not detract from the Manager's/Supervisor's personal responsibility for H&S.

Where action on safety matters has been agreed, it is the Manager's/Supervisor's responsibility to ensure that the proposed action is implemented as soon as practicable.

In an emergency, any member of Management or a Supervisor is authorised to stop any activity, work method or circumstance which is considered so unsafe as to constitute an immediate danger to any individuals and, where appropriate, to evacuate the area. The circumstances shall be reported immediately to, and fully investigated by, the Company's Health, Safety and Environmental Consultants. Work shall not be resumed until the appropriate recommended remedial action is implemented

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In addition to the foregoing Supervisors are Responsible for:-

1. Ensuring that this Policy is brought to the notice of all employees under your control and all work is carried out in accordance with its requirements.
2. Ensuring that all foreseeable hazards and risks are identified and appropriate and commensurate precautionary measures are implemented and/or personal protective equipment is issued and worn before any work activity commences.
3. Not allowing employees to take unnecessary risks.
4. Ensuring that "horseplay" or practical jokes do not take place and reprimanding those who consistently fail to consider their own safety or that of others around them.
5. Ensure that any plant/equipment and operators, where applicable, have relevant certificates for inspection/maintenance and use. Reporting immediately any defects of plant or equipment.
6. Ensuring any accident and/or dangerous occurrence is reported to the Management.
7. Ensuring all employees under your control are adequately trained and instructed to perform all the tasks required of them and are aware of all known hazards which may exist within the operation of those tasks.
8. Ensuring all employees under your control are instructed concerning relevant safe systems of work and that personal protective equipment is used whenever necessary.
9. Ensuring others, including the general public, are protected from hazards arising from work activities.
10. Setting a personal example to all employees by carrying out your own work in a safe and proper manner.

Employees are Responsible for:-

1. Ensuring you read and understand the Health and Safety Management Manual and you carry out your work in accordance with its requirements.
2. Using the correct tools and equipment for the job.
3. Wearing all personal protective equipment provided by the company.
4. Ensuring any defect or damage to plant or equipment is reported to your Supervisor.
5. Working in a safe manner at all times and not taking unnecessary risks which could endanger yourself or others.
6. Ensuring you do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.
7. Reporting any injury to yourself which results from an accident at work, even if the injury does not stop you working.
8. Ensuring dangerous or practical jokes or "horseplay" does not take place.
9. Suggesting safer methods of working.

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HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and Safety Co-ordination

The Directors are responsible for overseeing, monitoring and co-ordinating the operation of the health and safety management system on an on-going basis. In this respect he is responsible for reviewing and ensuring, on an annual basis, that:

- the company maintains records of the risk assessments.
- a register of health and safety requirements relevant to the operations of the company is maintained.
- the company maintains records of any accidents that occur.
- the company carries out an internal audit of the safety management systems.
- an overall audit of the safety management system is carried out.
- the company minutes safety management reviews.
- any accidents, which occur, are investigated and any recommendations for changes to procedures as a result of the investigation are implemented.
- ensuring that internal audits are undertaken on at least an annual basis.
- all risk assessments are reviewed on an annual basis and updated where necessary.

Health and Safety Planning

Hazard Identification, Risk Assessment and Control

All staff are responsible for identifying the significant hazards and risks associated with the jobs under their control, assessing the risks and for implementing suitable and sufficient control measures to remove, reduce or otherwise minimise or control the risks that have been identified. All risk assessments are to be documented.

Risk assessment and control activities shall form an integral part of the Company's on-going activities to improve business performance. As such it is important that they are reviewed and updated whenever any significant change in the way that activities are undertaken occurs.

Legal and Other Requirements

The Directors maintain a list of health and safety legal and regulatory requirements, relevant to the operations of the Company and the jurisdiction(s) in which it operates.

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Company Health and Safety Objectives

The company's objective is to continually improve how it manages and controls the health and safety aspects associated with its activities.

This objective has been set having considered the relevant legal and other requirements, the significant health and safety risks, the technological options, financial, operational and business requirements, and the views of interested parties.

The Contracts and H&S Coordinator maintains records of progress against this objective.

Health and Safety Management Programme

Where staff are given individual objectives or targets they will produce a programme of action for achieving them. The programme will include the steps, resources necessary and timescale for reaching the objective or target.

Implementation and Operation

Training, Awareness and Competence

It is the responsibility of the Directors to ensure that all staff are aware of the Health and Safety Policy, Objectives and Action Plan.

The Directors will be pro-active in motivating high standards of Health and Safety Training and in this respect will ensure that all Managers and Employees have, or alternatively receive, suitable and sufficient training in health and safety management to enable them to minimise the risks of injury and loss within the areas under their control.

Any personnel required to undertake specific or assigned tasks will be appointed by the Directors who are responsible for ensuring that the individual is competent by virtue of their education, training and experience to undertake the task.

Records of all training given shall be maintained by line managers and a copy forwarded to a central file which shall be maintained by the Director

Communication

It is the responsibility of all employees to report any health and safety related incident to the Directors.

It is the responsibility of the Directors to ensure the reporting of any incidents, which fall within the scope of the Reporting of Injuries or Dangerous Occurrences Regulations to the relevant enforcing authority.

Consultation

Arrangements for on-going consultation within the company take the form of daily meetings with employees to present information generated through the above processes to enable discussion of H&S issues and receive feedback from employees

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Health and Safety Documentation

The documentation of the health and safety management system is in this manual, which describes the core elements of the management system and its interaction with other systems.

Document Control

This manual is a controlled document.

An historical record of withdrawn documents is maintained by the Director

Operational Control

It is the responsibility of all Managers, Supervisors and Employees to ensure that safe working practices are adopted in the area under their control on a day-to-day basis.

Emergency Preparedness

It is the responsibility of the Operations Director to review the standard emergency procedures against the conditions prevailing in each workplace as and when any on-site work commences. It is also the responsibility of the Site Supervisors to amend the emergency procedure taking account of any local conditions and to confirm the revised emergency procedures to any person working with them on that particular job.

Checking and Corrective Action

Monitoring and Measurement

Monitoring of the performance of the Company against its objectives is achieved through a variety of means:

Feedback Against Objectives

Employees and Site Supervisors feed back health and safety information to the Director on an on-going basis. Site Supervisors and where necessary the Operations Director, will arrange for remedial action to be taken, wherever this is deemed necessary, in order to maintain or improve health and safety standards.

Auditing

The Company has a responsibility to periodically undertake Health and Safety Audits of its activities. The Site Supervisors will audit the systems, procedures and areas under their control at the start of each job and report the results back to the Managing Director.

The Directors will ensure that an audit of the company's health and safety management systems and performance is undertaken on an annual basis. The Directors will also ensure that monthly safety audits are carried out, both on site and at the Company's offices in conjunction with employees' representative in order to maintain the highest possible standards of Health and Safety.

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Accidents, Ill Health and Untoward Incidents

Data on Accidents, Ill Health and Untoward Incidents will be collected by the Site Supervisors and fed back to the Director who will collate this information and take any corrective action that is necessary.

Accidents, Ill-Health, Untoward Incidents, Non-Conformances and Corrective and Preventive Action

Site Supervisors will investigate immediately any accident or untoward incident that occurs either on site or in relation to their work activities in order to determine the root causes of the accident. Details of the incident together with any root causes will be documented along with the action taken to prevent a recurrence.

Records and Records Management

Records will be made, including audit records. All records must be legible, identifiable and traceable to the activity, product or service involved. Records shall be stored by the H&S Coordinator and maintained in such a way that they are readily retrievable and protected against damage, deterioration or loss. All records will be maintained for a minimum of six years.

Health and Safety Management System Audit

The Directors will arrange for the establishment and implementation of an audit programme against this manual. The frequency of the audit will not exceed every 12 months. The results of the audit will be reviewed as soon as possible after the audit report has been submitted.

Management Review

The Company will, at intervals not exceeding every 14 months, a meeting will take place between our Health and Safety Consultants and the Directors of the Company in order to review the safety management system, to ensure its continuing suitability, adequacy and effectiveness.

Employee representatives will be invited to attend and be involved in these meetings

Irrespective of other items the review will include the following agenda items:

- The Health and Safety Policy and any amendments that may be necessary
- Progress against Company objectives and targets
- Audit results

The Directors will ensure that the management review is minuted

All employees will be informed immediately of any changes that result from these meetings.

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ARRANGEMENTS FOR HEALTH AND SAFETY

The following arrangements apply in general to all Company activities but may be supported by more specific written Safe Systems of Work if it is found necessary following risk assessment or other techniques employed to highlight unsafe acts or conditions.

Monitoring and Review of Company Safety Policy

1. All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy on Health, Safety and Welfare appears to be inadequate.
2. Mr B Askew regularly visits sites and undertakes detailed Health and Safety inspections and takes action upon his findings.
3. At 12 monthly intervals, or other intervals as arranged, a meeting will be arranged between Safety Consultants and the Directors of the Company to discuss the performance of the Company accident prevention, compliance with its Policy, to establish areas where improvements in Company procedures, training etc. could be made and to review, and where necessary, revise the Company Safety Policy.

Incident and accident reporting

1. The senior person on site at the time of the incident/accident will be responsible for recording adequate details and for investigating the immediate and root causes of all accidents that occur. Please use forms supplied in Appendix 1.
2. In the event of a fatal or major injury to any person or dangerous occurrence as defined by the RIDDOR Regulations 1995 the local office of the HSE must be notified by telephone immediately.
3. Mr B Askew will check that the HSE have been informed of the relevant facts and commence an investigation as soon as possible.
4. In the case of an employee of another Company being killed or injured, this duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the senior site person will notify the HSE as for all other accidents.
5. Mr B Askew has responsibility for confirming details of the accident/incident in writing to the local office of the HSE within 10 days on Form 2508.
6. Where an injury to a person (other than those reported as in paragraph 2 above) results in the injured person being off work for more than 3 days the senior site person will send Form 2508 to the HSE within 7 days of the incident.

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“Out Of Hours” Emergency Procedure

What to do should an incident occur on one of our sites when the site is unmanned

This is site specific and all clients are provided with emergency contact details relating to their specific site.

The Emergency services i.e. Fire Brigade are informed of any dangerous substances on site should there be a situation which would necessitate their attending.

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PRELIMINARY PROCEDURES

Tendering and Planning

At tendering, negotiating and planning stages, the requirements of the Company Policy along with those of The Construction (Design & Management) Regulations 2007 will be taken into account.

Meetings will be held with Safety Consultants if particular health and safety matters require discussion.

Sub-Contractors and Consultants

The Directors shall be responsible for overseeing the selection and appointment of competent sub-contractors and consultants. This process shall take into account their Safety Policy, accident record and previous performance with respect to health and safety management, accident and ill health prevention and their ability to carry out their work in compliance with The Health and Safety at Work etc Act 1974 and The Construction (Design & Management) Regulations 2007 will be taken into account.

Initial assessment will be by potential contractor pre-qualification questionnaire on health and safety followed by more in-depth assessment where it is found necessary. (A specimen questionnaire form is attached in Appendix 2 of this Policy document). On selection they will be required to co-operate with the Company in meeting all the Statutory obligations imposed on it and provide relevant information on the health and safety risks created by their work and how they will be controlled.

All sub-contractors and consultants will receive a copy of the Company Policy statement and a list of responsibilities with every order placed.

Suppliers

In accordance with Section 6 of the Health and Safety at Work etc 1974 all materials or substances to be supplied must be accompanied with details of any tests or examinations carried out and full instructions for the safe use of the article or substance.

Method Statement

Will be provided detailing the sequence of work and identify the relevant precautions required to ensure the activity is conducted safely.

HEALTH SAFETY AND WELFARE

Documentation

The senior site person will ensure that a complete copy of the Company Health and Safety Management Manual is available for reference at each operational site along with all necessary statutory notices and registers.

Welfare

Welfare amenities will be provided or shared in compliance with statutory sanitary and washing requirements.

Mess huts or suitable places for eating and drinking away from work areas will be provided or designated and will have a supply of fresh clean water and means of heating water.

Drying areas will be provided for wet clothing.

All storage and welfare areas will be kept tidy at all times and waste disposed of in accordance with site rules.

First Aid

All operating sites have an Appointed Person on site at all times and three employees have received formal training in first aid to the First Aid at Work standard. All Company vehicles are provided with a First Aid Box to the standards recommended in the Approved Code of Practice.

One first aider has been appointed to cover the Company's offices and stores location.

To cover in the event of any shortfall in the levels of cover due to excessive levels of absence or illness Appointed Persons have been nominated to take charge in the event of any emergency situation.

Training

The Company will ensure all employees are provided with adequate training on health and safety matters:-

- (a) On recruitment.
- (b) On being exposed to new or increased risks because of:-
 - (i) their being transferred or given a change of responsibility.
 - (ii) the introduction of new work equipment or work procedure.
 - (iii) the introduction of new technology.



Rev 01

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It is every Line Manager's responsibility to ensure that adequate training is provided to all employees within the areas under their control.

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Induction procedure

The following procedure will be carried out by the relevant Supervisor on the new employees first day at work:-

1. Explain to new employee what they will be required to do and to whom they are responsible.
2. Show the employee where the Company Safety Policy is kept, explain its purpose and ensure they are made aware of their responsibilities under the policy.
3. Warn the employee of any potential dangerous areas of operation in the work area.
4. Ascertain if there are any specific training requirements needed and arrange for it to be carried out.
5. Issue to employee any protective equipment necessary and explain the procedures for replacement of damaged or lost items, where and how the PPE should be stored, how the PPE should be maintained.
6. Show employee location of first aid box and explain the procedure to be followed in the event of an accident, in particular, the necessity to record all accidents, however trivial they appear at the time.
7. Show employee location of fire fighting equipment, fire alarm points, evacuation route and muster point.
8. Ask employee whether or not they have any points they want to raise regarding health and safety arrangements.

Specific Training

No employee will carry out tasks for which they have not received adequate training in particular, vehicle, plant or equipment operation, the mounting of abrasive wheels, the operation of prescribed dangerous machinery and the mechanical or electrical maintenance of equipment or machinery. Line Managers will provide this training.

Provision and Use of Work Equipment

It shall be ensured by the Director responsible for purchasing that all equipment purchased, hired or otherwise procured for use within the company meets the requirements of the Provision and Use of Work Equipment Regulations 1998 together with the latest version or issue of any other specific regulations, standards or training that may apply to that type of equipment.

Upon first receipt of any equipment on to Company Sites or premises this equipment shall be inspected and approved as fit for purpose and meeting the above legislative requirements by a competent person before being accepted for use at work.

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The Supervisor shall ensure that all work equipment is regularly inspected, tested and maintained at suitable intervals in order to ensure that the work equipment remains fit for purpose.

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Asbestos

A copy of the client's register of asbestos-containing materials will be requested prior to the commencement of any on-site works. Employees are briefed accordingly. Where the Company suspects that there may be asbestos-containing materials (ACMs) present in any particular workplace then a specialist will be called in to survey, sample and verify whether these materials do indeed contain asbestos

Should any employee encounter what they believe to be asbestos this must be reported immediately to the workplace supervisor.

The Control of Substances Hazardous to Health

The company will comply fully with the Control of Substances Hazardous to Health Regulations 2002. In particular The Company will:-

- collect and collate relevant hazard data sheets from manufacturers or suppliers of substances hazardous to health used by the Company to which employees may be exposed.
- ascertain from site management of any hazardous substances present to which employees may be exposed.
- conduct suitable and sufficient assessments on the use of substances hazardous to health, relevant to their operations.
- introduce and implement adequate control measures identified as a result of the foregoing assessments.
- review, maintain, examine and where appropriate, test control measures.
- provide adequate information, instruction and training to employees whose health may be exposed to risk from hazardous substances.

Upon first receipt of any substance on to Company sites or premises the substance(s) shall be inspected by a competent person to ensure that they are as ordered. All such substances shall then be assessed as required by the COSHH Regulations before being accepted for use at work.

Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992

Until recently, what is now called display screen equipment (DSE), was known as visual display units (VDUs). Possible hazards associated with the use of DSE are mainly those leading to musculoskeletal problems, visual fatigue and stress. The likelihood of experiencing any of these problems is remote and usually related to duration and intensity of the use of DSE, combined with the ergonomic factors of the workstation and the environment in which it is situated. Widely held fears that ionising and non-ionising electromagnetic radiations from DSE are damaging to the health of pregnant mothers and the unborn foetus have been shown by extensive studies to be groundless.

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Definitions

Display screen equipment is defined as any alphanumeric or graphic display screen and cover both conventional (cathode ray tube) screens and other display processes such as liquid crystal displays and microfiche. Window typewriters and calculators are not covered by the Regulations.

An *Operator* is defined as a self-employed person who habitually uses display screen equipment as a significant part of their normal work

A *User* is defined as an employee who habitually uses display screen equipment as a significant part of normal work, whether at their own employer's workstation, at another employer's workstation, or at a workstation at home, if that employee is a home-based worker.

A *workstation* is defined as the display screen, keyboard or other inputting device such as a mouse, optical accessories to the screen equipment, disk drive, telephone, modem, printer, document holder, work chair, work desk, work surface and the immediate work environment

Application of the Regulations

The Regulations and associated guidance set standards, which aim to control the health risks, associated with the use of display screen equipment.

The Regulations apply only to the protection of employees who are 'users' as defined by the regulations. Whether employees are users, depends on a number of factors, which will indicate whether they habitually uses display screen equipment as a significant part of normal work. In a construction setting, the user will normally be found as a personal secretary in a head or site office environment, in a secretarial pool, as a data input operator, or using computer aided design equipment in a design office. It is unlikely that process control screens on construction equipment will be subject to the regulations, as only in rare cases would a plant operator be defined as a 'user'.

There are a number of exclusions from what is deemed to be display screen equipment, the most important of which are equipment in drivers cabs, or control cabs for vehicles or machinery and equipment on board a means of transport.

DSE Risk Assessment

The Management of Health and Safety at Work Regulations 1999 (Regulation 3) require a risk assessment to be made of every work activity. Additionally, The Health and Safety (Display Screen Equipment) Regulations require a risk assessment of all workstations used by 'users' as defined, or by 'operators' who are essentially self-employed 'users'.

If this assessment identifies any risks to health, these must be reduced to the lowest extent reasonably practicable. If the workstation is modified or changed in any way, the risk assessment must be reviewed and again in all circumstances, any risk identified by a review must be reduced to the lowest extent reasonably practicable.

The Management of Health & Safety at Work Regulations 1999 requires the risk assessment to reflect the arrangements affecting new or expectant mothers. A detailed schedule to the regulations sets out the minimum requirements for workstations. It covers the essential characteristics of the workstation itself and environmental conditions

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including space, lighting, reflection, glare, noise, heat, radiation and humidity. It incorporates a number of principles on designing, selecting, commissioning and modifying software and in designing tasks using display screen equipment.

Risk assessments should draw on the experience of 'users' and an ergonomic checklist based on the schedule to the regulations can be useful for this purpose. In complex situations, task analyses may be required. In most cases in construction, health and safety personnel or line managers with sufficient training should be able to carry out the assessments. Training should be given by persons sufficiently qualified in ergonomic principles and practice.

All risk assessments and reviews should be recorded, as a basis for acting on the risks identified and for future reference. Such records provide valuable evidence in the event of upper limb disorders or any other health problems arising.

Line Managers have a responsibility for ensuring that DSE Risk Assessments are undertaken for every user of display screen equipment.

Information and training

Under the Regulations all necessary information, instruction, training and supervision must be given to users and operators. The purpose of training is to increase the user's competence to use workstation equipment safely, adding to the general health and safety training that they should have already received. Further training should be given if the workstation, software, environment or job are modified. The curriculum should include hazard recognition, nature of risk to the musculoskeletal system (in particular risks leading to fatigue and pain) and the essentials of remedial action. Users should understand how to adjust furniture and equipment and deploy workstation components so as to achieve correct posture and reduce stress. They should also understand the need to regularly clean and inspect equipment and the importance of making use of breaks and changes of activity. Specific information on hazards associated with display screen equipment must be given to users and operators in parallel with the requirements of the training curriculum. An emphasis should be placed on the application of ergonomic principles in design, selection and installation of display

Eye Tests and Prescription Spectacles

All 'users', as defined by the regulations, may request an annual eye test, which shall be paid for by the company. Where the focal range that requires correction (and only that range) is that distance between the user and the display screen equipment, (normally about 50cm) then the company shall be liable to pay for prescription spectacles. This obligation only extends to basic spectacle provision and not designer frames, bifocals, tints etc. and not where sight correction is also required at other focal lengths.

Electricity at Work

The Electricity at Work Regulations 1989

The Electricity at Work Regulations 1989 requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. Detailed advice on how to meet those requirements is given in the *Memorandum of guidance* (HSE booklet HS(R)25). The regulations also place duties on employers, employees and self-employed persons to comply with such of the requirements as are within their control.

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Persons holding such responsibilities are referred to in the Memorandum as “duty holders”. Employees have an additional duty to cooperate with their employers.

The Director Responsible for Health and Safety has day-to-day responsibility for ensuring that the provisions of these regulations are met with regard to all aspects of the company’s undertakings.

Line Managers and Supervisors have direct responsibility for ensuring that the requirements of the regulations are complied with throughout all of the areas under their control. In practical terms this means that they should ensure that all items of electrical equipment within those areas are identified, regularly thoroughly inspected and tested and are subject to formal visual inspection at appropriate intervals.

Line Managers and Supervisors are also responsible for keeping records of the portable appliance tests and formal visual inspections that have been carried out.

The Electrical Equipment (Safety) Regulations 1994

These regulations apply to electrical equipment for use between 50 and 1,000 volts alternating current, or 75 to 1,500 volts direct current. They require equipment to be safe and to meet certain conditions specified in Schedule 3 to the regulations. Equipment satisfying these regulations must have the “CE marking” affixed to it, or to its packaging, information sheet, etc. Equipment put on the market prior to 1st January 1997 is exempt from the above requirements, provided it complies with the 1989 regulations.

Standards and codes of practice

Temporary site supplies and permanent installations should be installed in accordance BS 7671 *Requirements for electrical installations (The IEE Wiring Regulations)*. Although non-statutory, this standard is a code of practice widely recognized and accepted in the U.K. and compliance with it is likely to achieve compliance with relevant aspects of the Electricity at Work Regulations. The guidance contained in this section is in line with BS 7671.

Assessment of requirements

Before work commences, an assessment of certain characteristics of the proposed installation is necessary. These characteristics are defined in BS 7671 and are summarised as:

- purpose, supplies and structure,
- external influences,
- compatibility of equipment,
- maintainability of equipment.

Supplies

The first matter to consider is the size and locations of electrical loads and the manner in which they vary with time during the project. As loads are likely to vary throughout the duration of the project in practice, a diversity factor can be applied. To arrive at the appropriate diversity factor, lighting, heating and other continuously working items should remain at their full rated value; other loads could be reduced by up to 50%.

Ample allowance should be made in respect of welfare facilities from the very beginning. It is found in practice that hut heaters, drying room heaters, water heaters and canteen cooking equipment, tend to be in continuous use. The use of thermostats, time or light sensitive switches should be considered.

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Regulatory Reform (Fire Safety) Order 2005 - Fire Risk Assessments

From the 1st of October 2006 the majority of the current fire legislation in place within the UK will be replaced by a single piece of new legislation entitled the Regulatory Reform (Fire Safety) Order 2005. This legislation consolidates the controls previously imposed by such legislation as the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

Where do the Regulations Apply?

The new changes apply where five or more people are employed, work premises are currently licensed or are they are currently subject to an alterations notice . In effect the RRFSO requires the “Responsible Person” for each establishment to undertake a far more detailed assessment of the fire risks present within the premises under their control and to make sure that all of the fire precautionary measures present within those premises are up to the standards defined in the guides which accompany the new legislation. The significant findings of these assessments should be recorded.

What does the Company need to do?

First of all the Company needs to appoint a “Responsible Person” to oversee and control fire safety issues and to ensure that the requirements of the legislation are put into place. The Responsible person should then:-

- appoint one or more competent persons
- arrange for the competent person(s) to undertake a far more detailed fire risk assessment which should take into account all of the elements covered in the applicable Fire Safety Risk Assessment guides that have been published by the office of the deputy prime minister
- inform employees as to the risks identified by the fire safety risk assessment and the measures that have taken to prevent fires, and how these will protect them if a firebreaks out.
- consult employees about the particular roles and proposals for improving fire safety precautions
- before employing any child at work, advise a parent regarding any risks identified by the risk assessment and the preventative/protective measures that have been put in place to protect them
- inform all non-employees of any relevant risks to them, and provide them with all appropriate information
- co-operate and co-ordinate with other responsible persons where appropriate to ensure fire safety
- provide the employer of any person from an outside organisation with clear and relevant information on the risks to those employees that may be associated with the work that they intend to undertake with regard to this company and the preventive and protective measures that they will need to observe
- provide all employees with appropriate instructions and relevant information about fire risks that they may face
- consider the presence of any dangerous substances and the fire risks that they may present
- establish means of contacting the emergency services and providing them with any relevant information about any dangerous substances that may be present within the workplace concerned.
- provide appropriate information, instruction and training to employees, during their normal working hours, about the fire precautions that have been made within the

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workplace, when they start working for you, and from time to time throughout their employment.

What is a 'fire safety risk assessment'?

It is an organised look at what, in your work activities and workplaces could cause harm to you and your staff and premises. This will allow you to weigh up whether you have taken enough precautions or should do more to avoid harm. A 'fire safety risk assessment' will help you to determine the chances of a fire occurring and the dangers from fire that your work activities and workplaces pose to your staff and premises. A 'fire risk assessment' is not a theoretical exercise. However, much of the work can be done on paper by using the checklist provided and the use of your own knowledge of your business. It is important to stress that the 'fire safety risk assessment' is essentially a matter of applying informed common sense.

How do you do a 'fire risk assessment'?

A full inspection of the workplace will need to be carried out in a practical and systematic way. It must take in all of the workplace including any outside locations and areas that are rarely used. To carry out a 'fire risk assessment' there are five steps that need to be taken:- (please see overleaf)

Step 1 Identify fire hazards Sources of ignition, Sources of fuel, Work activities

Step 2 Identify the location People and places at significant risk in the event of fire

Step 3 Evaluate the risk Are the existing fire control measures adequate?

Check existing controls ie:-

- | | |
|---|---|
| * Control of ignition sources/sources of fuel | * Signage |
| * Fire detection/warning systems | * Maintenance and testing of fire precautions |
| * Means of escape | * Information & instruction |
| * Means of fighting fire | * Training of employees |
| * Lighting | |

Step 4 Record findings Carry out any improvements

Step 5 Monitor and review Carry out weekly checks, review assessment if premises change and also annually

Fire Risk Assessment Checklist

A Fire Safety Risk Assessment checklist is appended to this document. This will be completed as part of the assessment of the workplace by the Company's nominated competent person(s).

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Noise and Vibration at Work - Introduction

The legislative controls relating to noise and vibration at work have changed since the previous edition of this manual. On the 6th July 2005 The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) came into force and on the 6th April 2006 the The Control of Noise at Work Regulations 2005 came into force.

The Control of Noise at Work Regulations 2005

Exposure Values

The Control Of Noise at Work Regulations 2005 specify a number of Exposure Limit Values and Action Values as described below:

Lower Exposure Values:- a daily or weekly personal exposure of 80 dB(A) $L_{EP,d/w}$; and a peak sound pressure of 135dB(C)

Upper Exposure Values:- a daily or weekly personal exposure of 85 dB(A) $L_{EP,d/w}$; and a peak sound pressure of 137dB(C)

The Exposure Limit Values:- a daily or weekly personal exposure of 87 dB(A) $L_{EP,d/w}$; and a peak sound pressure of 140dB(C)

Assessment of Exposure

The assessment of exposure is performed as a daily personal noise exposure designated $L_{EP,d}$ and equates to an 8 hour time weighted exposure. In calculating the exposure level as $L_{EP,d}$ no account is taken of any hearing protection being used.

Responsibilities of Employer under the above Regulations

Every employer who carries out work which is liable to expose any employees to noise at or above a lower exposure action value must:

- make a suitable and sufficient assessment of the risk to the health of employees from the noise and identify the control measures that need to be taken
- regularly review these risk assessments, take account of any changes
- consult with their employees on these risk assessments.
- record the significant findings of the risk assessments and the measures taken to eliminate or control exposure to noise
- ensure that their exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low as is reasonably practicable.
- make personal hearing protectors available to any employee exposed to noise
- designate hearing protection zones where noise is likely to be at or above an upper exposure action value
- maintain and repair hearing protection such that it is in a good state and efficient working order

Responsibilities of Employees under the above Regulations

Employees must

- make full and proper use of personal hearing protectors provided to them

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- report any defect discovered in any personal hearing protectors to her/his employer as soon as is reasonably practicable.

Elimination / Control of Exposure to Noise

The actions that should be taken in order to reduce employee exposure to below the exposure limits are as follows:

Elimination – Wherever possible excessive sources of noise should be eliminated.

Quieter Equipment – Where the above is not possible, attention must be given to attenuating as much of the noise, liberated by all of the items of equipment producing noise, as is reasonably practicable. This could include a mixture of plant maintenance, installation of noise reduction mountings, use of acoustic absorption materials and reflection/deflection and absorption techniques which may all yield some noise reduction in the area of concern. Longer term, replacement of the facilities or equipment liberating noise should be considered wherever possible employing low noise equipment.

Work Places – Where the above cannot be achieved then consideration should be given to employing acoustic / noise attenuating techniques within the workplace so as to reduce noise below the Lower Action Level

Work Practices – should be studied to ensure so far as is reasonably practicable that they do not contribute to the noise levels and also to examine how they may be changed so as to reduce the level and duration of exposure to high noise levels.

Rest Facilities – It should be ensured that rest facilities which are, as far as is reasonably practicable free from excessive noise, are available for use by any operatives that have to work within high noise environments. More importantly it should be ensured that these facilities are actually used.

Information, Instruction and Training – All operatives working within high noise areas should be provided with information instruction and training with regard to: -

- to the nature of the risks presented by the plant and equipment that they are using
- the control measures that have been put in place to prevent over exposed to noise
- the meaning of the exposure limit and upper and lower exposure action values
- the significant findings of the noise risk assessments that have been carried out, the results of any measurements taken and a practical explanation as to what these findings and measurements mean
- the availability, suitability and usage of hearing protectors
- why and how to detect and report signs of hearing damage
- their entitlement to health surveillance and its purpose
- the safe working practices that need to be followed to minimise exposure to noise
- the collective results of any health surveillance programmes

Maintenance Programmes – The maintenance and replacement programmes for the work equipment measured during any such noise survey and also in respect of any hearing protection that has been defined for use should in relation to this work should be reviewed following any such survey and thereafter at regular intervals to ensure that they continue to be fit for purpose

Limitation of Duration and/or Intensity – Wherever possible action should be taken to limit the duration and intensity of exposure to any noise sources above the Lower Exposure Value

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Hearing Protection – Only as a last resort should hearing protection be resorted to. Wherever possible noise should either be eliminated, controlled at source or along its transmission path. However where all actions taken still do not enable the control of noise to below the Lower Exposure Value then hearing protection must be provided. The provision of hearing protection should not be seen as a final solution but as a stop-gap until better levels of noise control can be found and implemented.

Noise levels generated by Company plant and equipment will be kept as low as reasonably practicable in compliance with The Construction Plant and Equipment (Harmonisation of Noise) Regulations 1985.

Suitable and sufficient hearing protection will be provided to all employees where necessary along with adequate instruction and training on the use and maintenance of such equipment.

Where "Hearing Protection Zones" have been clearly identified on site following assessment, employees will be required to wear hearing protection in any such zone.

The Control of Vibration at Work Regulations 2005

The regulations introduce action and limit values for hand-arm and whole-body vibration. With regard to Hand-arm Vibration, the regulations introduce an:

- Exposure action value of 2.5m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 5.0m/s^2 A(8) which should not be exceeded.

The regulations also allow a transitional period from the exposure limit value for hand-arm vibration until 2010 to allow work activities, where the use of older tools and machinery cannot keep exposures below the exposure limit value, to continue in certain circumstances

The Company has undertaken hand-arm vibration risk assessments with regard to each of the items of equipment that are regularly used within its undertakings

The Management of Health and Safety at Work Regulations 1999

In accordance with the Statutory duties imposed by the Management of Health and Safety at Work Regulations 1999 the Company will undertake suitable and sufficient risk assessments in relation to the operations carried out. The results of risk assessments will detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.

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The Construction (Design and Management) Regulations 2007

General Management Duties Applying To All Construction Projects

Client Duties:- Where there is more than one client then the client(s) that wish(es) to take on the duties of Client, as detailed in the regulations, must elect to do so in writing.

Clients must ensure that:

- the arrangements for managing the project are suitable and sufficient to meet the requirements of CDM 2007 and can be maintained.
- pre-construction information is promptly provided to every person designing the structure and every contractor appointed by him.
- pre-construction information covers:-
 - any information about or affecting the site or the construction work
 - any information about the proposed use of the structure as a workplace
 - the minimum amount of time before the construction phase
 - any information in any existing health and safety file

Designers Duties - Designers shall:

- not commence work on a project unless the Client for the project is aware of his duties under CDM 2007
- perform their duties taking account of relevant design considerations
- in preparing or modifying a design, avoid foreseeable risks to the health and safety of any person
 - carrying out construction work
 - liable to be affected by the construction work
 - cleaning any window or transparent/translucent wall ceiling or roof
 - maintaining the permanent fixtures or fittings of the structure
 - using a structure designed as a workplace
- in undertaking the above, eliminate any hazards that may give rise to risks and reduce the risks from any remaining hazards.
- Provide sufficient information about the design of the structure, its construction and maintenance that will adequately assist clients, other designers and contractors to discharge their duties under CDM2007.

Designs Prepared or Modified Outside Great Britain

Where a design is prepared or modified outside Great Britain then the person: who commissions it (if he is established within Great Britain) or any Client for the project must ensure that the design meets the above criteria (Reg11)

Contractor Duties - Every Contractor shall:

- not carry out construction work on a project unless the Client for the project is aware of his duties under CDM 2007
- plan, manage and monitor construction work carried on by him or under his control to ensure that it is carried out without risks to health and safety

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- ensure that every contractor he appoints or engages in connection with the project is informed of the minimum amount of time that will be allowed for planning and preparation before he begins construction work.
- provide every worker carrying out construction work under his control with any information and training he needs to carry out the work safely and without risk to health including:-
 - suitable site induction
 - information on the risks to health and safety identified by risk assessment (as required by Reg. 3 MHSWR 1999) or
 - arising out of the conduct of another contractor and of which he ought to be aware
 - the measures identified through risk assessment that need to be taken to comply with the requirements or prohibitions imposed by legislation
 - any site rules
 - the procedures to be followed in the event of serious or imminent danger
 - the identities of those persons nominated to implement those procedures
- provide his employees with any health and safety training that he is required to provide to them in respect of construction work as required by Reg. 13(2)(b) of MHSWR 1999
- not commence work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons.
- ensure that welfare facilities are provided for any person under his control, during the construction phase of the project, in accordance with the requirements of Schedule 2 to CDM 2007.

Additional Duties Where a Construction Project Is Notifiable

Notifiable Projects:

A project is notifiable where the construction phase is likely to involve more than 30 days or 500 person days.

Appointments to be made by the Client:

Whenever a project falls within the above category and hence is notifiable the Client has a duty to :

- appoint a competent CDM Coordinator to undertake those duties defined in the section entitled "Duties of CDM Coordinator" below
- appoint a competent Principal Contractor to undertake those duties defined in the section entitled "Duties of Principal Contractor" below
- review change or renew appointments as necessary to ensure that there is at all times until the end of the construction phase a CDM Coordinator and Principal Contractor
- make each of the above appointments in writing. Where he does not make these appointments the client, for the purposes of CDM 2007, shall be deemed to have been appointed to these roles.

Additional Duties of Clients:

Whenever a project falls within the above category and hence is notifiable the client shall ensure that:

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- the CDM Coordinator is promptly provided with all pre-construction information detailed in the client's general management duties profiled above plus any further information in the client's possession or which he may reasonably obtain and which is relevant to the CDM Coordinator. This should include the minimum amount of time before the construction phase that will be allowed to the principal contractor for planning and preparation for the construction work
- the Construction phase does not start until:
 - the principal contractor has prepared a construction phase plan which meets the standards described in the "Construction Phase Plan" section below and
 - he is satisfied that adequate welfare facilities will be available throughout the construction phase of the project
- the CDM Coordinator is provided with all the health & safety information relating to the project that is in the clients possession such that it can be included in the Health and Safety File (including information specified in Reg. 4(9)(c) of the Control of Asbestos Regulations 2006).
- where a single Health and Safety File relates to more than one project, site or structure, or includes other related information, this information can be easily identified
- after the construction phase the information in the Health and Safety File is:-
 - kept available for inspection
 - revised as often as may be appropriate to incorporate any relevant new information
- the H&S File is delivered to whoever acquires the structure and ensures that that person is aware of the nature and purpose of the file

Additional Duties of Designers:

Whenever a project falls within the above category and hence is notifiable designers shall ensure that:

- no designer commences work (other than on initial design work) in relation to the project unless a CDM Coordinator has been appointed for that project.
- they take all reasonable steps to provide, with their designs, sufficient information about aspects of the design of the structure or its construction and maintenance as will adequately assist the CDM Coordinator to comply with his duties under CDM 2007, including his duties with regard to the Health and safety File

Additional Duties of Contractors:

Where a project is notifiable, no contractor shall carry out construction work in relation to the project unless:-

- he has been provided with the names of the CDM Coordinator and the Principal Contractor.
- he has been given access to the parts of the Construction Phase Plan that are relevant to the work that he will be undertaking and that they contain sufficient detail in relation to this work
- the project has been notified to the Health and Safety Executive or other such body

Every Contractor shall:-

- promptly provide the Principal contractor with any information, including any risk assessments that are in his possession, which:-

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- might affect the health and safety of any person carrying out the construction work or any other person who might be affected by it
- might justify a review of the Construction Phase Plan or
- has been identified for inclusion in the Health and Safety File by either the Contractor, the Principal Contractor or the CDM Coordinator.
- promptly identify any contractor whom he appoints or engages in connection with the project to the Principal Contractor
- comply with any directions from the Principal Contractor and also any site rules
- promptly provide the Principal Contractor with information relating to any death, injury, condition or dangerous occurrence that he is required to notify to the HSE.
- in planning, managing and monitoring the construction work being carried on by him or under his control and ensuring that it is carried out without risks to health and safety, make sure that the construction work is undertaken in accordance with the Construction Phase Plan
- take appropriate action to ensure health and safety where it is not possible to comply with the Construction Phase Plan in any particular case
- notify the Principal Contractor of any significant finding which requires the Construction Phase Plan to be altered or added to

Duties of the CDM Coordinator –

Once a CDM Co-ordinator has been appointed by the Client then he shall :

- ensure that the details of the project as specified in Schedule 1 to CDM2007 have been/are notified to the Health and Safety Executive and are available on site.
- ensure that any notice given to the Health and Safety Executive has been signed by or on behalf of the client to show that he has approved it
- give suitable and sufficient advice and assistance to the client on undertaking the measures that he need to take to comply with CDM 2007 (including Regs 9 and 16)
- ensure that suitable arrangements are made and implemented for the coordination of health and safety measures during the planning and preparation for the construction phase including facilitating:-
 - cooperation and coordination between persons concerned in the project
 - application of the general principles of prevention
- liaise with the principal contractor regarding.
 - the contents of the Health and Safety File
 - the information which the Principal Contractor needs to prepare with regard to the Construction Phase Health and Safety File
 - any design development which may affect planning and management of the construction work
- without prejudice to anything contained above_
 - take all steps to identify and collect the pre-construction information
 - promptly provide this in a convenient form to every person designing the structure and every contractor appointed by the client
 - take all reasonable steps to ensure designers comply with their duties under CDM 2007
 - take all reasonable steps to ensure cooperation between designers and the Principal Contractor during the construction phase in relation to any design or changes to a design
 - prepare, where none exists and otherwise review and update the Health and Safety File such that it contains information relating to the project which is likely

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- to be needed during any subsequent construction work to ensure the health and safety of any person
- at the end of the construction phase pass the Health and Safety File to the Client

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Duties of the Principal Contractor: The Principal Contractor for the project shall:

- plan, manage and monitor the construction phase of the project in a way that is carried out as far as is reasonably practicable without risks to health and safety including:-
 - facilitating cooperation and coordination between all persons concerned with the project
 - facilitating the application of the general principles of prevention
 - liaising with the CDM Coordinator in performing his duties during the construction phase in relation to any design or change to a design
 - ensuring that welfare facilities sufficient to meet the requirements of Schedule 2 to CDM 2007 are provided throughout the construction phase of the project
 - ensuring where necessary for health and safety, draw up rules which are appropriate to the construction site and the activities on it
 - giving reasonable directions to any to any contractor so far as is necessary to enable the principle contractor to comply with his duties under CDM 2007
 - ensuring that every contractor is informed of the minimum amount of time allowed to him for planning and preparation before construction work begins
 - consulting, where necessary, a contractor before finalising the part of the construction phase plan that is relevant to the work to be performed by him
 - ensuring that every contractor is given sufficient information well before he begins the construction work to enable him to prepare properly for that work so he can comply punctually with his duties as a contractor and carry out the work without incurring any undue risk to the health and safety of any person
 - identifying to each contractor the information relating to the contractor's activity which is likely to be required by the CDM Coordinator for inclusion in the Health and Safety File so as to ensure that this information is promptly provided to the CDM Coordinator
 - ensuring that t the particulars required to be in the notice to the Enforcing Authority are displayed in a readable condition in a position where they can be read by any worker engaged in the construction work
 - taking reasonable steps to prevent access by unauthorised persons to the construction site
 - taking reasonable steps to ensure that every worker carrying out construction work on the site is provided with:
 - suitable site induction
 - the information and training as required by Reg. 13 of CDM 2007 by the contractor responsible for providing that information and training
 - any further information and training which that worker needs in order to
 - undertake to be carried out without presenting undue risk to health or safety
- preparing, before the start of the construction phase, a Construction Phase Plan which pays due regard to the information provided by the designer and the pre-construction information and is sufficient to ensure that the construction phase is planned, managed and monitored in a way that will enable the construction work to start in a manner that is without undue risk to health and safety
- from time to time and as often as is appropriate throughout the project reviewing, revising, refining and updating the Construction Phase Plan to ensure that it continues to be sufficient to ensure that the construction work is planned, managed and monitored to ensure health and safety on site
- arranging for the Construction Phase Plan to be implemented in a way which will ensure the safety of all persons carrying out construction work and all persons who may be affected by construction work

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- taking reasonable steps to ensure that the Construction Phase Plan identifies all the risks arising out of the construction work and include suitable and sufficient measures to address such risks - including any site rules
- making and maintaining arrangements which will enable him and the workers engaged in construction work to cooperate effectively in promoting and developing measures to ensure the health, safety and welfare of workers and in checking the effectiveness of these measures
- consulting workers or their representatives in good time on matters connected to the project which may affect their health, safety or welfare
- ensuring that workers or their representatives can inspect and take copies of any information which the Principal Contractor has or that CDM 2007 require to be provided to them, which relates to the planning, management or monitoring of the project or may affect their health safety or welfare at the site. The following does not have to be disclosed if its disclosure would:
 - be against the interests of National Security
 - contravene a prohibition order
 - relate specifically to an individual unless he has consented to its disclosure
 - for reasons other than its effect on health and safety or welfare at work, cause substantial injury to his undertaking or where the information was supplied to him by some other person
 - be prejudicial to the bringing, prosecuting or defending any legal proceeding.

Working at Height Regulations 2005

The Work at Height Regulations 2005 came into force on the 6th April 2005 and apply to All work at height - with certain exceptions including the activities of instructors or leaders in recreational climbing and caving organisations and mounted police.

Organisation and Planning

All work at height must be properly planned (including planning for emergencies and rescue), appropriately supervised, carried out in a manner which is safe and only carried out when the weather conditions do not jeopardise the health or safety of persons involved in the work.

Competence

Any person engaged in any activity associated with working at height must be competent to undertake the work that they are expected to perform including any organisation, planning, use, or supervision of work involving the use of work equipment for working at height. Where an individual is not competent but is being trained, then (s)he must be supervised by a competent person.

Avoidance of risks

Before any work at height commences a risk assessment must be undertaken. Work must not be carried out at height where it is possible to carry out the work safely without being at height. Where work has to be carried out at height, measures to prevent any person falling a distance liable to cause personal injury must be in place. This includes ensuring that work is carried out from an existing place of work, using an existing means of access/egress which complies with Schedule 1 and which does not present ergonomic or other risks to those involved or other persons .

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Fall Prevention

Where there is any residual risk of fall then the following must be provided: work equipment for preventing a fall from occurring, work equipment to minimise the distance and consequences of any fall, or additional training and instruction / other additional suitable and sufficient measures, to prevent any person falling a distance liable to cause personal injury.

Selection of Work Equipment for Work at Height

When selecting work equipment for work at height, any equipment which gives collective protection must take priority over personal protection measures. Any measures of protection considered must take account of:

- working conditions and risks to persons where the work equipment is to be used
- in the case of access and egress equipment, the distance to be negotiated;
- the distance and consequences of a potential fall;
- the duration and frequency of use;
- the need for easy and timely evacuation and rescue in an emergency;
- any additional risk posed by the use, installation or removal of that work equipment or by evacuation and rescue from it; and any other provisions of the Regulations.

Work equipment, for work at height, must only be selected after having given due consideration to the characteristics including dimensions, which are appropriate to the nature of the work to be performed, the foreseeable loadings, which allow free and unobstructed passage without presenting risk and that they are the most suitable for those purposes specified

Schedules to the Regulations

There are a number of schedules to the Regulations which detail the specific requirements for such things as guard-rails, toe-boards, barriers working platforms, scaffolding, nets, airbags or other collective safeguard for arresting falls, personal fall protection systems, work positioning systems, rope access and positioning techniques, fall arrest systems, work restraint systems and ladders.

Fragile Surfaces

No person must pass across or near, or work on, from or near, a fragile surface where it is reasonably practicable to carry out work safely and under appropriate ergonomic conditions without doing so. Where it is not reasonably practicable to achieve the above employers must:

- ensure, that suitable and sufficient platforms, coverings, guard rails or similar means of support or protection are provided and used so that any foreseeable loading is supported or borne by the protective measures;
- where there is any residual risk of a person at work falling despite the measures taken above, take suitable and sufficient measures to minimise the distances and consequences of any fall.

The employer must also ensure that:

- prominent warning notices posted at the approach to where the fragile surface is situated; or,

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- where that is not reasonably practicable, persons are made aware of the hazard by other means.

The above does not apply where members of the police, fire, ambulance or other emergency services are acting in an emergency.

Falling Objects

To prevent injury employers must:-

- take suitable and sufficient steps to prevent the fall of any material or object.
- where this is not reasonably practicable, then steps to prevent any person being struck by falling material or object liable to cause personal injury
- ensure that no material or object is thrown or tipped from height in circumstances where it is liable to cause injury to any person
- ensure that materials and objects are stored in such a way as to prevent risk to any person arising from the collapse, overturning or unintended movement of such materials or objects.

Danger Areas

Employer must ensure that, where there is any area where there is a risk of any person at work falling a distance or being struck by a falling object liable to cause personal injury, the workplace is equipped with devices to prevent unauthorised persons entering the area and that the area is clearly indicated.

Inspection of Work Equipment

Where the safety of work equipment depends on how it is installed or assembled it must be ensured that it is not used after installation or assembly in any position unless it has been inspected in that position.

Any work equipment exposed to conditions likely to cause deterioration liable to result in dangerous situations must be inspected at suitable intervals and every time the exceptional circumstances, liable to jeopardise the safety of the work equipment occur.

To ensure that H&S conditions are maintained and that any deterioration can be detected and remedied in good time employers must also ensure that:

- all working platforms used for construction work where a person could fall 2 metres or more, must not be used unless it has been inspected
- In the case of a mobile working platform, inspected on the site, this must have been inspected within the previous 7 days.
- no work equipment, other than lifting equipment under 9(4) of LOLER, must leave an undertaking unless it is accompanied by physical evidence that the last inspection required under the Regulations had been carried out.
- results of inspections are recorded and records kept until the next inspection.

Any person carrying out an inspection of work equipment for use at height must

- before the end of the working period within which the inspection is completed, prepare a report containing the particulars set out in Schedule 7; and
- within 24 hours of completing the inspection, provide the report or a copy thereof to the person on whose behalf the inspection was carried out.

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An employer receiving the report or a copy of it must retain a copy of it at the site where the inspection was carried out until the construction work is completed and thereafter at an office of his for 3 months

Where a thorough examination has been made of lifting equipment under regulation 9 of LOLER and a report prepared - it shall, be treated as an inspection of the lifting equipment and the making under regulation 10 of LOLER

Inspection of Places of Work at Height

All surfaces parapets, permanent rails or other fall protection measures at every place where work at height is to be undertaken must be checked each time that that place is to be used, before it is used for any work at height.

Duties of Persons at Work

Every person working under the control of another person must report to that person any activity or defect relating to work at height which he knows is likely to endanger the safety of himself or another person.

Every person must use any work equipment or safety device provided for work at height by his employer, or by a person under whose control he works, in accordance with -

- any training in the use of the work equipment or device concerned which have been received by him; and
- the instructions respecting that use which have been provided to him by that employer or person in compliance with the requirements and prohibitions imposed upon that employer or person by or under the relevant statutory provisions.

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Protective Clothing and Equipment

Personal Protective equipment shall be issued by the workplace supervisor to each employee:-

- (a) upon commencement of employment with the company
- (b) prior to the commencement of any specific or particular activities that require additional levels of protection

Employees shall be responsible for ensuring that the PPE they are issued with is maintained in good condition and stored in accordance with the instructions that they were given during their induction training.

Any misuse of PPE shall be regarded as a disciplinary matter and will be dealt with accordingly.

Eye Protection

It is mandatory for all employees to wear suitable eye protection when carrying out the following processes:-

- (a) The use of a high speed metal cutting saw or an abrasive cutting-off wheel or disc, which in either case is power driven.
- (b) The use of compressed air tools where in the course of any such work there is a foreseeable risk of injury to the eyes of any person engaged in the work from particles of fragments thrown off.
- (c) The dry grinding of materials using an abrasive wheel.
- (d) Oxy-acetylene cutting.
- (e) Welding.

Safety Helmets

Safety helmets will be provided and must be worn by all employees and any visitors who may have to be on site in compliance with The Construction (Head Protection) Regulations 1989.

Protective Footwear

Every working day accidents occur on sites which result in both serious and minor foot injuries. Many of these accidents can be avoided by the wearing of boots, shoes or wellingtons having built in steel toe-caps and reinforced soles. It is therefore mandatory for all employees to wear protective footwear.

Gloves

Industrial gloves are available in a wide variety of materials which give protection against heat, oils/greases, abrasive materials etc.

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Unless impracticable gloves should be worn by employees on site at all times.

Protective Clothing

The Company will ensure that all employees are provided with and wear on site suitable protective clothing.

Powered Equipment and Hand Tools

As construction work becomes more and more mechanised there is an increasing risk of becoming injured when operating powered machinery or tools.

Always use such equipment with care and make sure you know how to use each piece properly and safely. This applies especially to compressed air tools, cartridge tools and abrasive wheels.

Before starting work employees must make sure the piece of equipment is in good working order. If you find a fault report it immediately and **DO NOT LET ANYONE ELSE USE IT.**

Check that all dangerous parts of machinery are guarded. You may think you can finish the job more quickly by removing cumbersome guards, but do not be tempted **-THEY ARE THERE FOR YOUR SAFETY!**

The danger with electrical appliances comes not so much from the tool itself but from the source of power it is connected to.

The following rules should be adhered to:-

- Never tamper with electrical appliances.
- Check for signs of damage to the equipment or cable.
- Make sure all connection to power points are by proper plugs and **NOT** by bare wires.
- Make sure all tools are correctly earthed and have the correct fuses.
- Don't leave tools lying around, put away after use.

Vibratory Tools.

The Company recognise that some people who use hand tools and machines producing high levels of vibration may suffer injury to their hands and arms.

Some of the equipment and processes that may create a problem are:-

- Concrete breakers.
- Percussive drills.
- Manual grinding work.
- Riveting tools.

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Rules governing the use of vibratory tools are as follows:-

- Assess the job to see if the job can be done without using a vibratory tool.
- Do not apply more pressure and grip on the tool than is required.
- Whenever possible use low-vibration tools.
- Rotate work spells whenever possible.
- In adverse weather conditions keep hands warm by wearing gloves.
- Maintain tools in a good condition.

Manual Handling

Wherever possible all manual handling activities shall be avoided. Wherever loads have to be moved mechanical means of handling them should be adopted.

Only where it is not feasible for loads to be mechanically handled should the manual handling of loads be considered.

Manual Handling Risk Assessment

Before any activity involving manual handling is undertaken then the supervisor of that workplace must ensure that a Manual Handling Risk Assessment is undertaken, using the company's Manual Handling Risk Assessment Form, and the precautionary and protective measures necessary to undertake that task are put in place.

Where manual handling activities have to be undertaken then the following procedure should be adopted:-

Only persons who have received manual handling training shall be allowed to undertake tasks requiring this.

Only one person can decide how much you are capable of lifting and that is **YOU**.

If you suspect that you cannot lift the load safely then get help. Before undertaking any manual handling operation:

Plan the task

- What has to be moved?
- Where to, where from and how?
- Is the route clear of obstructions?

Use your body correctly

- Bend your knees.
- Get a good grip.

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- Keep your back straight.
- Use your legs.
- Place the load down.

Housekeeping and Disposal of Waste

All employees must ensure that the work area, stores, and welfare facilities are kept tidy at all times and not allow excess materials, debris, rubble or other waste to accumulate or infringe safe access.

All waste will be disposed of in line with The Duty of Care requirements of The Environmental Protection Act 1990.

Safe Means of Access

The Company will ensure that safe means of access is maintained at all times during the construction phase.

Mobile plant operators must ensure that all traffic instructions and speed restrictions are complied with in full.

Public access will be clearly defined and signposted.

Overhead Power Lines

Where mobile plant, especially cranes, mobile elevated work platforms and hydraulic mechanical breakers are used, care must be taken to ensure no part of the machine comes into direct contact or in close proximity to overhead power lines.

Where such a possibility exists the local electricity authority must be informed in order that they may assess the degree of risk and offer advice accordingly.

Additional precautions are necessary where work must be carried out underneath overhead lines and in each case consultation with the local electricity is essential.

Underground Services

Many accidents occur when underground services are damaged during excavation and other work including ground penetration.

The main dangers which may arise from work near underground services are:-

- Electricity cables.
- Gas pipes.
- Telecommunication cables.
- Water pipes and sewers.

Prior to any work being carried out it will be the responsibility of the senior site person to ensure sufficient information is on hand, i.e. plans etc., to prevent contact with underground services during the work carried out.

If necessary hand digging techniques will be employed to ascertain exact location prior to the use of mechanical tools and equipment.

Fire Precautions

The following points are essential in the prevention of fires on construction sites and other places of work:-

- A well planned site layout, with buildings and material stacks spaced well away from each other.
- Good housekeeping.
- Adequate and strategically placed fire fighting systems and equipment of which employees are trained to use.
- Materials, both combustible and non-combustible, must be stored alternatively in properly designated areas so as to minimise fire risks.
- Flammable substances such as oils, greases, compressed gases, fuels etc., must be stored as laid down in the Regulations governing their use.
- Employees should make themselves fully conversant with fire precautions and fire fighting appliances applicable to local site conditions and also the means of raising the fire alarm and evacuation procedures.

Within the Head Office and Factory premises the Health and Safety Coordinator is responsible for ensuring that fire evacuation arrangements are described, tested and checked and that records are kept of such tests and checks.

On site the Contracts Manager is responsible for ensuring that fire evacuation arrangements are described, tested and checked and that records are kept of such tests and checks.

Excavations

All excavations will be carried out in accordance with the requirements of The Construction (Design and Management) Regulations 2007.

As previously mentioned prior to any excavation work being carried out it will be the responsibility of the senior site person to ensure sufficient information is on hand to ensure contact with underground services is avoided.

- (1) Excavations more than 1.2 metres in depth must be supported with trench sheets, telescopic props, safety boxes or hydraulic support systems or:-
- (2) Battered to the angle of repose.
- (3) Spoil heaps should be kept low, 1.5 metres away from the excavation, and battered to the angle of repose.

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- (4) Materials should not be stored or stacked near the edge of the excavation so as to endanger persons working in the trench.
- (5) Plant and equipment must not be placed or moved near to edge of the trench where it would be likely to cause a collapse of the side of the excavation and thereby endanger any person.
- (6) Trenches left for any length of time or where a person can fall more the 2 metres must be securely fenced or covered.
- (7) Excavations not refilled the same day must be inspected daily before work commences.
- (8) Care should be taken when excavating near to another structure to ensure the foundations of that structure are not affected.
- (9) If the excavation is near a river, canal or watercourse, consideration must be given to the possibility of flooding.

Gas Cylinders

The Company will ensure that all gas cylinders are regularly inspected, leak tested and adequately maintained.

Arrangements for storage will be in accordance with the requirements of the relevant Statutory provisions and HSE guidance.

Employees must ensure that cylinders are:-

- Handled with care.
- Not misused or abused.
- Properly shut off when not in use.
- Not left lying around.
- Stored and secured in a vertical position.

Site Security

Prior to vacating the site each day it will be the responsibility of the senior person on site to ensure all materials and equipment etc. are locked away, that excavations are left in a safe condition and site huts and compounds secure.

Plant and Equipment

All plant and equipment either owned or hired shall not be used unless both item of plant and equipment and operator have relevant certificates regarding inspection/maintenance and operation. It shall be the duty of the site supervisor to ensure this is carried out.

All plant and equipment used will be:-

- Of the appropriate type and standard having regard to the location and type of work to be undertaken.

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- In the charge of trained and competent operator authorised by the Company.
 - Maintained in good condition at all times.
- (1) Operators must ensure that prior to commencement of work plant and equipment is thoroughly checked and any defect identified reported to your Supervisor.
 - (2) Unless proper provision has been made to carry passengers on a vehicle or item of plant then the transportation of passengers is strictly forbidden.
 - (3) When not in use mobile plant should be parked on firm level ground with the engine switched off, ignition keys removed, brakes on and any load or attachment lowered to the ground.
 - (4) Site traffic controls should be adhered to at all times.
 - (5) Non-essential personnel should be excluded from the area mobile plant is operating in.
 - (6) All moving parts of plant or equipment must be securely guarded at all times. It is a serious breach of health and safety legislation to operate plant and equipment with guards out of place as is the unauthorised removal of any guard.
 - (7) The speed of machine operation should never exceed the safe capabilities of the machine or its operator, or the conditions of the work site.
 - (8) Operators must always mount and dismount a machine using the correct access point. **Never** jump from a machine.

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GENERAL HEALTH AND SAFETY RULES

These rules reiterate some to the points mentioned previously in this document and apply to all persons employed by the Company.

The responsibility to comply with them is as prescribed by The Health and Safety at Work etc. Act 1974.

Working Practices

You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.

You must make full and proper use of all machine guarding.

You must report to your Supervisor any fault, damage, defect or malfunction of any machinery, plant, equipment, tool or guard.

You must not leave any machinery or equipment in motion whilst unattended.

You must use all substances, chemicals, liquids, etc., in accordance with written or verbal instructions.

You must make full and proper use of all safety equipment and facilities provided to control working condition/environment.

You must dispose of waste chemicals or oils at the correct disposal point and with your Supervisor's instructions.

You must not pollute any watercourse, sewer or drain with chemicals, oils or other hazardous materials.

Housekeeping and Welfare Facilities

All stacking of materials and other equipment is to be executed in a manner which ensures stability. Extreme care is to be exercised to avoid creating trip hazards at ground level, and facial or eye injury at head level.

You must dispose of all rubbish and waste materials in accordance with your Supervisor's instructions.

Accumulation of dirt and refuse must be removed from site buildings on a daily basis.

Necessary precautions must be taken to prevent risks arising due to infestation by insects or vermin.

Protective Clothing and Equipment

You must use all items of protective clothing and equipment as instructed.

You must not misuse or wilfully damage any item of protective clothing or equipment.

You must report any damage, loss, fault or unsuitability of protective clothing or equipment to your Supervisor.

Fire Precautions

You must conform with all emergency procedures pertinent to your work activity.

You must inform any use of fire fighting equipment to your Supervisor.

Accidents

You must seek first aid treatment for injuries you sustain not matter how slight and ensure that appropriate records are entered in the accident book.

You must report all accidents or incidents to your Supervisor as soon as is practicable.

Health

You must report to the Company any medical condition which could affect the health and safety of yourself or others.

THIS DOCUMENT FORMS ONLY THE BASIC REQUIREMENTS OF THE COMPANY AND MAY BE ADDED TO TAKING INTO ACCOUNT CHANGED CIRCUMSTANCES.

IF YOU HAVE ANY DOUBTS REGARDING ANY WORK PROCEDURE ASK YOUR SUPERVISOR.



Appendix 1 – Accident Report

Please complete each Section of this Form – Do No Leave Blank

Branch:

Injured Person:

Name:

Address:

Occupation:

Accident / Incident:

Date:

Time:

Details of Injury/Accident:

Details of any Treatment given:

Witness:

Name:

Telephone Number:

Address:

Occupation:

Administration

Investigation:

Was the injured person an employee?

Yes

No

Was the person carrying out and authorised task?

Yes

No

Could the accident have been prevented ?

Yes

No

If yes, provide details of how the accident could have been prevented:

Time Lost:

Was the injured person accompanied by an employee?

Yes

No

If yes, How much time was lost?

How long was the injured person absent?

If the injured person is referred to hospital or is away for 3 days or more – ensure that this is reported immediately to the Director

Has the accident/incident been reported to the Health and Safety Executive?

Yes

No

If not, and it is reportable, ensure that a Form F2508 is submitted to the HSE within 7 days of the incident occurring

Report Completed by:

Date:

Appendix 2**POTENTIAL CONTRACTOR PRE-QUALIFICATION
QUESTIONNAIRE ON HEALTH AND SAFETY****CONTRACTOR**

We enclose questionnaire for your completion which forms part of the Management Contractor's preliminary screening.

It should be noted that Greenberg Ltd expects questions to be answered fully and additional information if relevant supplied as a rider.

NOTES TO POTENTIAL CONTRACTORS

- (a) The Construction (Design and Management) Regulations 2007 place responsibilities on Managing Contractors to ensure that Sub-Contractors engaged in construction/maintenance work perform their duties with regard to Health and Safety.
- (b) The awarding of Contracts is therefore, determined not only on grounds of price and technical ability, but also past safety record and present ability to carry out the work safely and without health risk. In order for us to complete our assessment in this connection, would you please supply the following information without delay.
-

1 DETAILS OF CONTRACTOR

Name of Company.....

Address.....Tel No.....

.....

.....

I certify that the details in this assessment are correct and accurate.

.....Signature

Name & Initials (Block Capitals).....

Title.....Tel No.....

Date.....

Appendix 2 Continued

2. NATURE OF BUSINESS

Please indicate the type of work services you provide and for which you wish to be considered.

.....
.....
.....
.....

3. HEALTH AND SAFETY AT WORK ACT POLICY STATEMENT (MORE THAN FIVE EMPLOYEES)

3.1 Please attach a copy of your latest policy organisation and arrangements under the Health and Safety at Work etc. Act 1974.

3.2 What is the name, initial and title of the individual in your company responsible for co-ordinating Health and Safety matters and reporting on these to your Board of Directors.

.....
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.....

4. SAFETY SURVEILLANCE AND ADVISE

Please give the name, initials, title, qualifications and career profile (CV) of your professional Safety Officer, Advisor or Consultant, together with your proposed site Safety Officer/Supervisor.

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.....

Appendix 2 Continued**5. HEALTH AND SAFETY TRAINING**

5.1 If you were successful in obtaining a Contract from us, what Health and Safety Training has been given, or would be given to the Management Contractors/Maintenance Managers, Safety Officers and Supervisors, and all First Line Foremen who will be involved in the Project? (Please give details with dates or indicate future training schedule).

.....
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.....

5.2 If you were successful in obtaining a Contract from us, what Health and Safety Training has been given/would be given, to the operatives involved? (Please give details with dates, or indicate proposed future training schedule and also identify any specialist operative training for plant or specialist equipment operative).

.....
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.....
.....

5.3 Provide a copy of your Standard Company Handbook issued to your site employees.

6. ACCIDENT INVESTIGATION AND RECORDS

6.1 Please attach latest company accident statistics and indicate their basis.

6.2 What is your procedure for investigating and reporting accidents, dangerous occurrences, or occupational illnesses.

.....
.....
.....

(Please attach example of company accident report, if available).

Appendix 2 continued**7. SAFETY PERFORMANCE AWARDS**

Please give details, with dates, of any awards received.

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8. MEMBERSHIP OF SAFETY GROUPS

Please detail membership of groups such as ROSPA, THE CONSTRUCTION HEALTH AND SAFETY GROUP, etc.

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9. PLANT, EQUIPMENT AND VEHICLE MAINTENANCE AND INSPECTION

How do you ensure that plant, equipment and vehicles for use on site are issued and kept in safe condition?

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10. SAFE SYSTEMS OF WORK

Please give brief details of any such systems you have developed (i.e. Permit to Works Systems, Laid Down Safety Procedures, etc.).

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.....

Appendix 2 Continued

11. SUB-CONTRACTORS.

How do you assess the Health and Safety Record and Competence of companies with whom you place contracts, and what actual steps do you take to ensure such sub-contractors comply with your own and their safety policies?

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12. State the frequency of meetings you hold with staff or safety representatives (if any), and their average duration.

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13. Indicate the disciplinary steps you would take in the field to enforce your safety policy and the manner in which you would control the site regulations.

.....

.....

.....

.....

14. OTHER RELEVANT INFORMATION

Is there any other information we should have to assist us in the assessment of your capabilities to work on Health and Safety?

.....

.....

Appendix 2 Continued

FOR Greenberg Ltd USE ONLY

RATING*
DATE AWARDED.
RE-ASSESS BY.

AWARD CONTRACT. YES/NO.....
DATE TO COMMENCE.
COMPLETION DATE.
NUMBER OF MEN ON SITE.
FOREMAN/SAFETY OFFICER.
CONTRACTORS RULES ISSUED.
COMPANY CONTACT.
TELEPHONE NUMBER.
GREENBERG LTD CONTACT.

***RATING.**

- A** = Management system in place, adequate instruction, supervision and training.
- B** = No Management system in place, but can show employees adequately trained and competent to carry out task under adequate supervision.
- C** = No arrangements for Health and Safety exist.
- D** = Should not be used as contractual labour. Under certain conditions (a limited number of employees) may be used for C rating, but only after work methods discussed thoroughly and written scheme provided.
- E** = Not to be used on any contractual work under any circumstances.

All rating reviewed periodically and not less than once in every 12 months.