PLF LIMITED

Health and Safety Policy

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Seguro
Health and Safety Consultants

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Health and Safety Policy

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Health and Safety Policy
Amendment Record

Section number appendix name	Date of amendment
Annual review: Section 3.05 – Asbestos amended Section 3.28 – Monitoring, audit and review added	4th August 2011
Annual review: Section 3.03 – Accident Reporting Procedure – Legislation update Section 3.05 – Asbestos - Legislation update	7th August 2012
Annual review: Section 3.30 – Personal protective equipment (PPE) – Update	01st August 2013
Annual review: Section 2.01 - Safety Management Structure 3.03 – Accident Reporting Procedure – Update	01st August 2014
3.48 - Health, Safety and Environmental Statutory Requirements amended 4.0 - The Construction (Design and Management) Regulations 2015 amended	7th April 2015
Annual review: 3.03 - Accident reporting procedure updated 3.07 - Control of substances hazardous to health (COSHH) updated	31st July 2015
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Annual review: 3.07- Control of substances hazardous to health (COSHH) assessments amended 3.26 - Mobile telephones amended	30th July 2017
2.01 - Safety management structure updated	3rd August 2017
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Annual review: 3.05 - Asbestos updated	28th July 2019
Annual review: 3.11 - Electricity updated	27th July 2020
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Annual review: No amendments	25th July 2022
Annual review: 3.48 - Health, Safety and Environmental Statutory Requirements updated	24th July 2023
2.01 Safety management structure updated	11th August 2023
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Annual review: Updated: 2.01 - Safety management structure Updated: 3.10 - Dust and fumes Updated: 3.30 - Personal protective equipment Included: 3.49 - Mental health and stress	21st July 2026

1.0 Introduction

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

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

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

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

PLF Limited agree that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of Mr Jed Jackson-Porteus, the Managing Director to liaise with Seguro Management Ltd, our Health and Safety Consultants and to ensure that suitable revisions are made that reflect changes which have taken place within the company. The Consultants employed by Seguro Management Ltd will advise on new and relevant legislation throughout the year and review all documentation on their annual audit. In addition, the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

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

Health and Safety Policy Statement

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

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

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

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

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

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

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

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

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

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

Name: Mr Jed Jackson-Porteus Signature: Position: Managing Director

Date: 21st July 2026 Review date: 20th July 2027

Environmental Statement

PLF Limited recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will: -

Establish sound environmental management by: -

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

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

Considering any environmental issues in the decision-making process.

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

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

Provide for the effective use of resources by: -

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

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

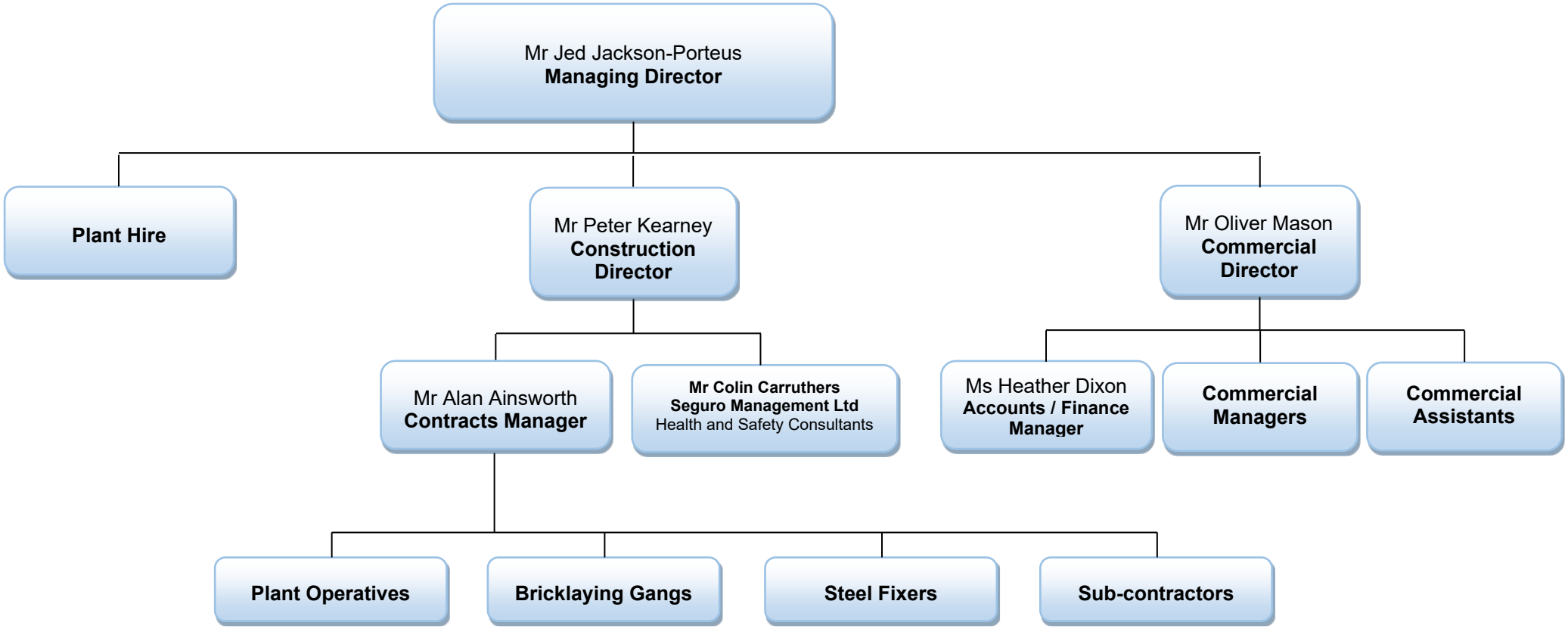
The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Name: Mr Jed Jackson-Porteus Signature: Position: Managing Director

Date: 21st July 2026 Review date: 20th July 2027

2.0 Organisation

2.01 Safety Management Structure



2.02 Individual responsibilities

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

The Managing Director will ensure that: -

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

The Construction Director will ensure that: -

- They liaise with the appointed health and safety advisors on all matters regarding health and safety. It is then the Construction Directors duty to report these matters and findings directly to the Managing Director.
- They have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Joint consultations between management and employees take place as described in the policy.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- All health and safety issues raised by employees are recorded and investigated.

- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Records are compiled for statutory inspections, testing or maintenance undertaken on all work equipment and services within the premises.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Determine during preliminary procedures and in advance of any work proceeding, so far as is reasonably practicable, safe methods of working, access, lighting, known hazards, fire precautions, allocation of responsibilities including sub-contractors and others.
- Ensure that facilities for welfare sanitation are considered and provided for. Adequate plant and equipment will be available for operations to proceed in a safe manner; this includes all short-term sites and operations where facilities may not be easily accessible.
- Ensure that working methods and safety procedures are carried out in a competent and planned manner, and operations are supervised by competent personnel. Arrange as may be required for the revision of working methods and safety procedures.
- Arrange (as required) for instruction, training, information and the provision of supervision so as to ensure that employees at all levels are competent.
- Ensure that all persons, including the general public, within the proximity of premises and operations under the control of the Company are not exposed to risks to their health and safety.
- Ensure that all persons authorised to be working on premises under the control of the Company, adhere to safe working procedures and comply with all regulations applicable to their work.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

The Contracts Manager will: -

- Ensure compliance with the Company's Health & Safety Policy and all relevant legal requirements.
- Ensure correct channels of communication when working on clients sites or in private dwellings.
- Ensure risk assessments have been carried out and the control measures implemented.
- Ensure all persons in their charge are aware of the hazards and the means of reducing them.
- Ensure safe systems of work are followed and worked too.
- Ensure cooperation between company employees and those persons likely to be affected by the company's activities.
- Ensure the correct supervision of all employees and especially of any young persons within their employ.
- Ensure high standards of housekeeping at all times.
- Ensure the promotion of safe and healthy working practices.
- Ensure all defective equipment is removed out of service and documented.
- Report and investigate all accidents and report those findings to their allocated Line Manager.
- Ensure good standards of discipline at all times.
- Report all unsafe acts and take the necessary action to prevent a reoccurrence.
- Set a personal example by the observing safety procedures, encourage employees and other persons to do the same.

Duties of the Health & Safety Management Consultants: -

- To assist in developing a proactive attitude to Health, Safety and Environmental matters by advising on and encouraging, a positive Health & Safety Management culture throughout the organisation.

- To inform the Managing Director, Contracts Manager; Supervisors and Managers of relevant new legislation, recommend working methods for compliance and assist with dissemination of this information throughout the organisation.

- To carry out, on request, site inspections, the monitoring of all active sites and report their findings, in the form of a written report to the Supervisor / Manager responsible for health, safety and welfare.

- To highlight any employee/sub-contractor training requirements and, where appropriate, provide such training with regard to Health & Safety, in the form of on-site modular training ("Tool Box Talks") or off-site tuition relating to legal compliance or the avoidance of specific risk.

- To feedback information, suggestions, problems, concerns etc., from the workforce to the manager and assist him to measure performance and to set objectives to effect improvement.

2.03 Employers responsibilities

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

Management will ensure they: -

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

2.04 Employees responsibilities

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

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

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

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

Employees are obliged to: -

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

- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Refuse to work on the grounds of health and safety, without penalisation.
- Inform the Manager and/or First Aider of all accidents that occur.

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

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

2.05 Responsibilities and duties of Sub-contractors/Self-employed personnel

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

2.06 Information for employees

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

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

2.07 Joint consultation

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

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

It is the responsibility of the Managing Director to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

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

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

If any visitors/clients raise any concerns with regard to health and safety, the Managing Director will investigate the issue and either deal with it him/herself or with guidance from Seguro Management Ltd's advice line.

If required, senior management will request that Seguro Management Ltd the company's external safety consultants will liaise with the local enforcing authority on the company's behalf.

2.08 The working time regulations

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

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

The average is calculated using the formula $\frac{(A) + (B)}{(C)}$ where: -

(A) The total number of hours worked during the reference period,

(B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and

(C) The number of weeks in the reference period.

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

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

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

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

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

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

Rests

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

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

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

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

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

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

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

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

3.0 Arrangements

3.01 Abrasive wheels

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

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

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

The company will: -

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

If and when any employee's raises a query relating to health and safety of abrasive wheels or disc-cutting equipment it is the company's policy to: -

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

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

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

Information and Training

The company will provide sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels or disc-cutting equipment. Employees authorised to fit or dress abrasive wheels or cutting discs will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels and disc-cutting equipment will cover aspects of health and safety legislation in general and PUWER 98 in particular.

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

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

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

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

3.02 Access and egress

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

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

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

The company recognises that the maintenance of safe access and egress is especially important whilst carrying out work on site away from the company's premises.

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

3.03 Accident reporting procedures

The company defines an accident as: -

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

The company defines a near miss as: -

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

The company defines a dangerous occurrence as: -

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

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

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

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

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

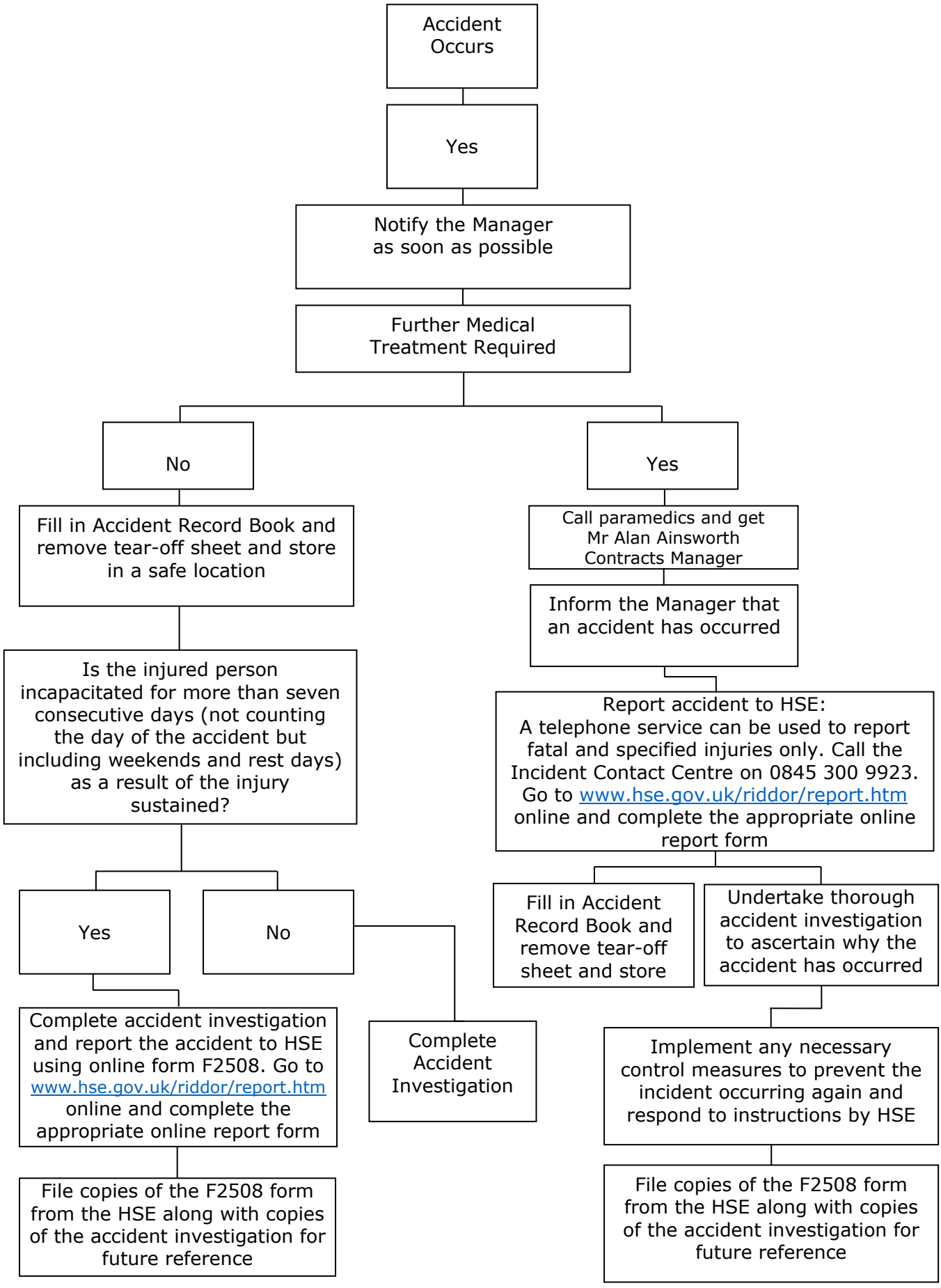
In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) it is imperative that all specified injuries are reported to the enforcing authority. It is the responsibility of the Managing Director to investigate the accident/dangerous occurrence and contact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

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

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

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

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


Accident Occurs
Yes
Notify the Manager as soon as possible
Further Medical Treatment Required
No
Yes
Fill in Accident Record Book and remove tear-off sheet and store in a safe location
Call paramedics and get Mr Alan Ainsworth Contracts Manager
Inform the Manager that an accident has occurred
Is the injured person incapacitated for more than seven consecutive days (not counting the day of the accident but including weekends and rest days) as a result of the injury sustained?
Report accident to HSE: A telephone service can be used to report fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923. Go to www.hse.gov.uk/riddor/report.htm online and complete the appropriate online report form
Yes
No
Fill in Accident Record Book and remove tear-off sheet and store
Undertake thorough accident investigation to ascertain why the accident has occurred
Complete accident investigation and report the accident to HSE using online form F2508. Go to www.hse.gov.uk/riddor/report.htm online and complete the appropriate online report form
Complete Accident Investigation
Implement any necessary control measures to prevent the incident occurring again and respond to instructions by HSE
File copies of the F2508 form from the HSE along with copies of the accident investigation for future reference
File copies of the F2508 form from the HSE along with copies of the accident investigation for future reference

RIDDOR GUIDELINES

Reportable Accidents, Incidents, Near Misses & Diseases

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

Types of reportable injury

Deaths

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

Specified injuries to workers

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

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

Reportable specified injuries are:

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

Over-seven-day injury

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

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

Injuries to non-workers

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

Disease

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

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent;

Further guidance on occupational diseases is available.

Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

Dangerous Occurrence

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

Reportable dangerous occurrences are:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment other than an accessory for lifting;
- the failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system;
- plant or equipment coming into contact with overhead power lines close proximity with such an electric line, such that it causes an electrical discharge;
- Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either:
  - results in the stoppage of the plant involved for more than 24 hours; or
  - causes a significant risk of death
- any unintentional fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration;
- any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness;
- the malfunction of a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography or equipment used in fixed or mobile industrial radiography or gamma irradiation;
- the malfunction of breathing apparatus where the malfunction causes a significant risk of personal injury to the user;
- malfunction of breathing apparatus while in use or during testing immediately before use;
- failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent;
- collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall;
- the collision of a train with any other train or vehicle;
- dangerous occurrence at a well (other than a water well);
- dangerous occurrence at a pipeline;

- the unintentional collapse or partial collapse of any structure, which involves a fall of more than 5 tonnes of material any floor or wall of any place of work;
- structural collapse arising from, or in connection with, ongoing construction work (including demolition, refurbishment and maintenance), whether above or below ground;
- the unintentional collapse or partial collapse of any falsework
- any unintentional explosion or fire in any plant or premises which results in the stoppage of that plant, or the suspension of normal work in those premises, for more than 24 hours;
- sudden, uncontrolled release in a building of:
  - 100 kg or more of a flammable liquid;
  - 10 kg or more of a flammable liquid above its boiling point; or
  - 10 kg or more of a flammable gas; or
  - 500 kg of these substances if the release is in the open air;
- the unintentional release or escape of any substance which could cause personal injury to any person other than through the combustion of flammable liquids or gases

Further guidance on these dangerous occurrences is available.

Gas incidents

Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas. Such incidents should be reported using the online form (F2508G1E).

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

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

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

3.04 Alcohol and Drugs

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

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

Responsibility

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

Signs of misuse

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

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

Company procedure on drugs and alcohol

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Managing Director or nominated deputy should make arrangements for the employee to be escorted from the company premises immediately, pending further investigation.
- A Manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

Safeguards when dealing with drugs and alcohol problems

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

The company realise that: -

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

Drug misuse awareness

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

3.05 Asbestos

Office

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos.

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

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

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

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

Site

The Control of Asbestos Regulations 2012 requires employers to prevent employees and other persons from being exposed to asbestos, therefore PLF Limited does not undertake any work involving asbestos and will request that the client produces a register or informs PLF Limited of any likely locations where asbestos may be found before starting work. Should the client provide an insufficient or incomplete survey, PLF Limited will liaise closely with the client to establish whether they have any further information on the areas that have not been surveyed before starting any work activities on site. Where the client supplies the company with an insufficient or incomplete survey, employees will be made aware of the specific areas that are liable to not be safe and prohibit any work from being carried out in these specific areas. This shall be clearly communicated to employees through a site induction, site specific Risk Assessments and Method Statements or Safety Briefing (Tool Box Talk) that work should not be carried out in these areas.

If asbestos is located or is likely to be disturbed within the work area, work will be suspended until it has been removed by a specialist contractor. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work would stop until investigation has deemed is safe to continue. Any employee whom maybe exposed to asbestos material during their activities on behalf of the company shall have attended an asbestos awareness course first.

Site Health and Safety Procedures
Asbestos
Emergency Asbestos Procedure

1. If asbestos is located within the building / property, work will be suspended until it has been removed by a specialist contractor.
2. Where there is any doubt about the nature of any material found it will be treated, as asbestos and all work will **stop** until investigation has deemed is safe to continue.
3. If suspected asbestos is discovered once work has commenced and the material is undamaged, no further work should be undertaken that could cause the deterioration of the asbestos. Your site manager/supervisor must be contacted immediately. If the asbestos is damaged, the area should be evacuated and sealed.
4. Upon notification of the discovery of suspected asbestos material, the Designated Responsible Manager/Supervisor should inform head office immediately **(01253 836743)** head office will then contact an Asbestos Consultant so that samples can be taken.
5. If the material is confirmed as containing asbestos, an assessment by the Asbestos Consultant shall be carried out to determine whether any of the works will result in people being exposed to asbestos.
6. If the assessment indicates no exposure is likely, the works may continue. The asbestos register (if available) should be updated. If the assessment indicates that exposure is likely, the Asbestos Consultant shall make recommendations as to the appropriate action required.
7. In the event of any member of staff or contractor inadvertently damaging a product thought to contain asbestos or discovering damaged asbestos, the following procedure will apply:
   - Leave the room, or if not in a defined room, the immediate area, closing the door and switching off all ventilation equipment.
   - Contact your site manager/supervisor for further advice.
8. PLF Limited will carry out any necessary investigations in association with the Asbestos Consultant.
   - **In every case of suspected release of uncontrolled asbestos, the Head Office must be contacted as soon as possible, and an incident report form completed as soon as practical.**
9. If there has been an uncontrolled release of asbestos at a concentration that exceeded the appropriate control limits, a record should be made on the employee's personnel record. A copy of this record should be given to the employee with instructions that it should be retained indefinitely. A copy should also be placed on the individual's personnel/medical records. This will be kept for a minimum of 40 years.

3.06 Confined Spaces

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

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

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

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

3.07 Control of substances hazardous to health (COSHH) assessments

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

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

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

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

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

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

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

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

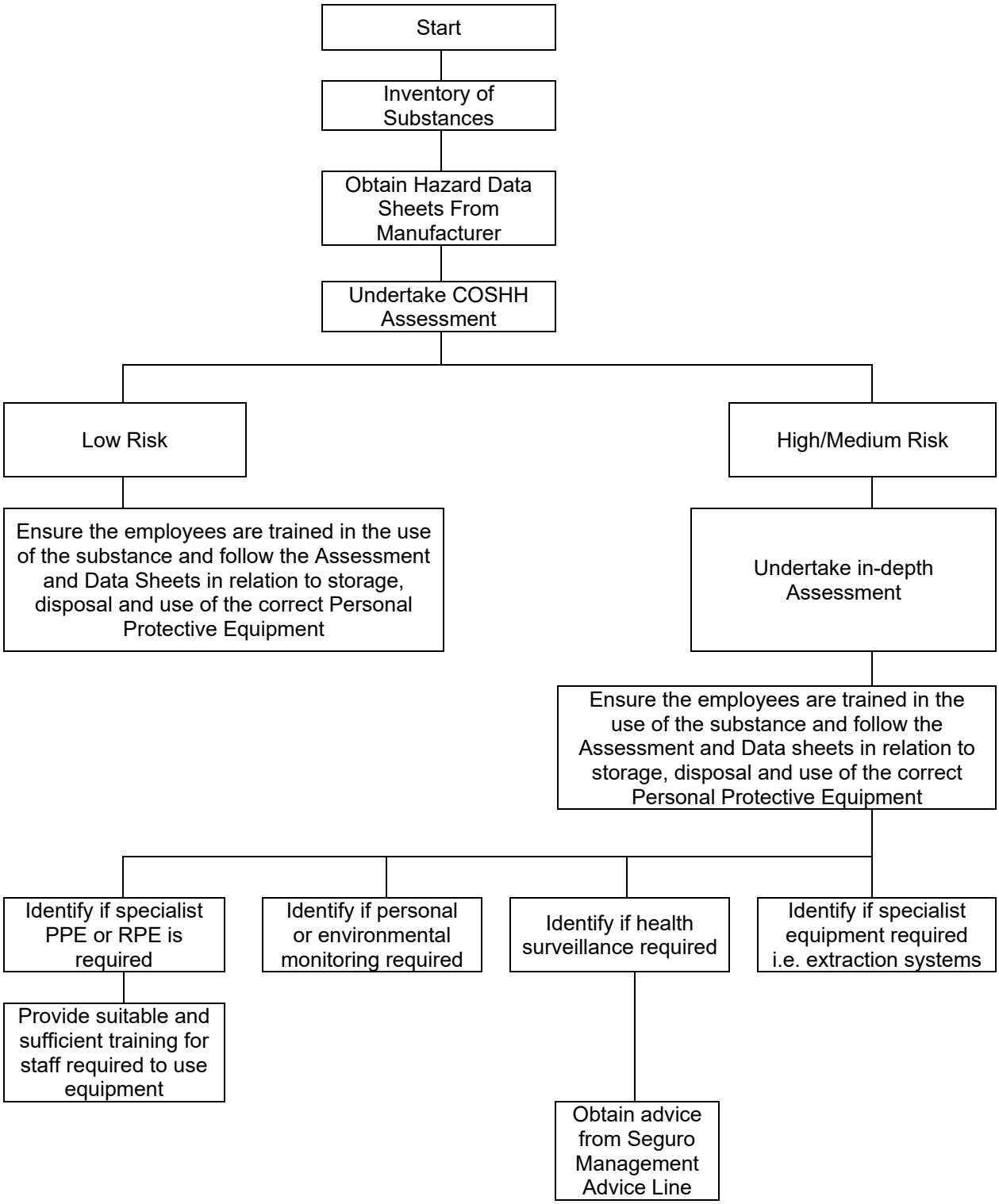
The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

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

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

COSHH assessment flow chart



Hazard to Environment

Explosive

Serious Health Hazard

Corrosive

Health Hazard

Flammable

Oxidising

Acute Toxicity

Compressed Gases

Labelling of containers

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

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

Any container used to store hazardous preparations will be identified with the appropriate warning symbol(s) and warning phrase. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrase, therefore this may be omitted.

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

3.08 Disciplinary rules

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

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

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

Prior to undertaking any disciplinary action the Managing Director will contact Seguro Management Ltd's advice line for the appropriate guidance.

3.09 Display screen Equipment (DSE)

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

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

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

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

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

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

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

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

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

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

3.10 Dust and fumes

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

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

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

All PPE and RPE issued by the company will be either the UKCA (UK Conformity Assessed) or CE marked and will be maintained and if required replaced as and when it becomes necessary.

3.11 Electricity

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

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

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

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

Portable appliance testing

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

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

In addition, all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

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

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

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

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and therefore the company will take steps to reduce the risks so far as possible. The implementation of this policy requires the co-operation of everyone on site either directly employed by the company or by another contracted company.

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

- Ensure that electrical installations and equipment are installed in accordance with the IET (The Institution of Engineering and Technology) Wiring Regulations as amended, and a certificate of inspection obtained for retention for record purposes.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Identify and mark all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

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

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

Portable appliances in office premises

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

Suggested initial intervals

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

3.12 Fire precautions (on site, vehicles and fixed premises)

On site fire precautions

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

The Managing Director will ensure that:

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

Fire precautions at the offices

The Managing Director will ensure that: -

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

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

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

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

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

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

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

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

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

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

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

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

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

Record keeping

The following records will be kept: -

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

Fire prevention

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

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

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

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

Fire action (on site)

Employees must raise the alarm on site immediately if: -

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

This is PLF Limited we are presently working at …….. and a fire has broken out.

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

On hearing the alarm

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

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

Fire action – vehicles

Upon discovery of a fire on board your vehicle: -

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

"This is PLF Limited I have a fire on my vehicle."

State the location of the vehicle.

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

Fire action (offices)

If you discover a fire: -

Immediately notify the senior person present.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks.

The senior person present will contact the fire brigade immediately by telephone by: -

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

"We have a fire at PLF Limited" and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

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

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

Use the nearest available **SAFE** exit

Do not stop to collect personal belongings

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

3.13 First aid

Fixed premises

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

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

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

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

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

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

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

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

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

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

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

First aid on site

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

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

Notices will be prominently displayed on all work sites giving the location of the First aid equipment.

All company vehicles will carry travelling first aid kits.

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

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

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

3.14 Hazard detection procedures

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

When a hazard or any shortcomings in our health and safety arrangements has been identified employees are required to bring it to the attention of management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

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

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

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

Near miss (Please read in conjunction with advice given at 3.03 – accidents)

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

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

3.15 Head protection

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

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

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

All operatives should regularly inspect their head protection for any damage or defects.

The company will issue new helmets as and when required.

3.16 Health surveillance

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

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

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

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

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

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

Activities, which may involve or result in: -

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

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

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual Handling
- Night Working

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

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

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

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

3.17 Housekeeping

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

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

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

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

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

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

3.18 HSE powers of inspectors

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

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

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

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

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

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

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

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

3.19 Information, instruction and training

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

Training is provided for all employees: -

- On recruitment into the company.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.

It is the company's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

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

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

Employees will report any problems to the Managing Director.

3.20 Ladders and stepladders

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

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

The company accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be: -

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

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

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

Managers will ensure that employees are following the systems laid down for their safety.

Ladder Checklist

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

3.21 Lifting equipment and lifting operations

The company defines lifting equipment as any plant certified for lifting, this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts. It also includes lifting accessories such as chains, slings and eyebolts.

Regulations require that lifting equipment be: -

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The company may use equipment of this type for various activities to be carried out during the course of the work, therefore, the company will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Managing Director to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered: -

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, the company will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

3.22 Lighting

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

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

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

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

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

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

3.23 Lone working

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

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

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

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

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

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

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

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

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

3.24 Manual handling

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

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

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

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

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

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

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

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

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

Employees will report hazardous handling activities to the Managing Director.

3.25 Method statements

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

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

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

3.26 Mobile telephones

Using a phone whilst driving

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

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

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

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

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

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

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

General use of mobile phones

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

3.27 Monitoring, audit and review

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

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

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

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

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

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

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

Independent monitoring and auditing by the Safety Consultants supplement these arrangements.

The Managing Director will review these reports and all subsequent corrective actions.

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

3.28 Noise at work

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

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

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

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

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

It is company policy to ensure that all employees, and contractors, wear hearing protection where noise exposure reaches the Upper Exposure Action Values of 85 dB(A) and 140 Pa.

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

3.29 Overhead power lines

Where there is work in the vicinity of overhead electric power lines the company will consult the local electricity board/owner of the utilities.

All rules, regulations, and guidance specified by them will be followed, and endorsed through a risk assessment. This assessment will be carried out by the Managing Director and will include ascertaining the ground stability conditions.

Easily identifiable ceiling barriers and solid goalposts will be erected to a height and position specified by the electricity board, and HSE guidelines. Full safety requirements must be complied with when entering within these restrictive zones. These barriers will take into consideration the safety height and lateral securing stays of the pylon. Appropriate warning signs will be displayed at adjacent areas, warning of the risks and deterring persons not involved in the operation from encroaching in the high-risk area of operations.

Operations involving movement of metal objects such as ladders and scaffold in the vicinity of the overhead lines will be subject to specific authorisation and supervision.

The movements of visiting vehicles and plant will be controlled at all times and barriers and warning signs will be continuously monitored to ensure they remain intact and in place. Instructions will be written for the purpose of briefing drivers on overhead hazards and crossing points where required.

All crane operations in the vicinity of overhead lines will be supervised continuously, along with all crane movements. Where deemed necessary a permit-to-work system will be introduced for some work activities that are below the power lines. Such systems will introduce measures such as the securing of plant/vehicle-elevated attachments to their transport position.

Employees and sub-contractors will be briefed on the hazards and the requirements of the relevant Health and Safety Executive Guidance Note.

3.30 Personal protective equipment (PPE)

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

The company will provide all appropriate PPE at the company's expense and will replace any item when it becomes damaged or unserviceable. All employees who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment. Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task. The Managing Director will be responsible for replacing any defective PPE upon request.

The Safety Advisors / Site Supervisor will undertake regular site inspections to ensure that workers are wearing the necessary equipment.

All employees should: -

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

3.31 Petrol (Storage of)

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

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

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

- Manufacturer's name.
- Month and year of manufacture.
- Capacity of the container.
- Wording "petrol highly flammable".
- Hazard warning sign.
- Precautions to be taken.

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

3.32 Protection of the public

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

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

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

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

3.33 Risk assessments

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

The aim of the risk assessment process is to: -

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

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

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

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

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

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

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

Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
- List any hazards in column 1 of the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
- List the people who may be harmed in column 2 of the assessment form.

Step 3

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
- Ask the question, “Can I eliminate the hazard?” If not, “How can I control it?”
- List all the controls that are in place in column 3.

Step 4

- In column 4, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

- List the further action needed to adequately control the risk.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Risk assessment guidance sheet.

Column 1. Significant Hazards. (Examples)

Slipping – Tripping Hazards
Fire
Chemicals
Moving Parts of Machinery
Ejection of Materials
Noise
Electricity
Storage of Goods and Materials
Dust
Fumes
Manual Handling
Pressure Systems
Poor Lighting
High/Low Temperatures
Violence to staff (Robbery etc)

Column 2. Who Might be Harmed? (Examples)

Office staff
Maintenance staff
Contractors
Visitors
Machine operators
Cleaners
Members of the public (customers)
Security staff

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

Information, Instruction, Training
Safe Working Procedures
Supervision
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)
Guarding
Provision of Personal Protective Equipment
Routine Inspections & Checks

Column 4. Risk Factor.

See Chart in the Seguro Management Ltd Stationery Pack.

What Further Action is Necessary to Control the Risk?

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

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

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

Completion and Review Date

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

3.34 Safe systems of work

Introduction

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

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

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

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

Developing safe systems

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

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

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

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

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

Task assessment

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

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

Hazard identification and risk assessment

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

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

Definition of safe methods

The chosen method can be explained orally as already mentioned.

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

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

Implementing the system

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

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

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

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

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

Monitoring the system

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

Permit to work systems

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

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

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

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

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

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

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

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

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on pressurised systems
- Permits to excavate – in contaminated ground, or where there are congested or buried services

Method statements

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

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

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

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

Legal requirements

Section 2(2)(A) of the Health and Safety at Work etc. Act 1974 requires the provision and maintenance of safe systems of work that are, so far as is reasonably practicable, safe and without risks to health.

Under the employer's general duty of care at common law, a failure to do so gives rise to a claim based on the allegation of the employer's negligence.

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

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

3.35 Safety signs

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

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

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

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

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

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

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

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

3.36 Scaffolding (including mobile and free-standing tower scaffolding)

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

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

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

The company employees will not use scaffold erected by scaffolding contractors unless a safety certificate has been issued or a safety tagging system is in operation.

In an external situation a competent person will inspect the scaffolding after any adverse weather conditions that may affect the construction. This situation would not affect the need to carry out weekly inspections to comply with The Construction, Design & Management (CDM) Regulations.

The erection of a scaffold structure should ideally be undertaken by an NASC member, with only trained certificated and competent scaffolders being employed.

The scaffolding company will prepare a full risk assessment of the site and submit this with a fully integrated method statement prior to any work commencing on site.

If any person using the scaffolding feels that it is unsafe or he is not sure, he should contact the Site Manager or the principal contractors on-site agent who will arrange for the unit to be inspected.

Mobile & free-standing tower scaffolding

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

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

3.37 Smoking in the workplace

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

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

PLF Limited have implemented a strict no smoking policy which is enforced through disciplinary action.

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

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

3.38 Stress in the workplace

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

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. The company recognises that personnel are the company's most valuable assets and that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

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

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

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

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

Possible environmental stressors

- Noise.
- Temperature.
- Overcrowding.
- Humidity.

Possible work-related stressors

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

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

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

3.39 Training

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

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

All aspects of health and safety training within the company will be reviewed on an annual basis.

Current training records are held in the company head office.

Training covered includes but is not limited to: -

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

3.40 Vibrating tools and white finger

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

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

Typical risk reduction measures will include: -

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

People who regularly use hand-held power tools are most at risk.

The signs to look out for with regard to VWF include: -

- Tingling and numbness in the fingers.
- In the cold and wet, fingers go white, then blue, then red and are very painful.
- Loss of manual dexterity.
- Loss of strength in the affected parts.

Control techniques include: -

- Use of low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

3.41 Violence at work

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

Who is at risk?

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

- Giving a service
- Caring
- Education
- Cash transactions
- Delivery/collection
- Controlling
- Representing authority

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

Is it my concern?

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

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

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

These are: -

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

Effective Management of Violence: -

Stage 1 – Finding out if there is a problem.
Stage 2 – Deciding what action to take.
Stage 3 – Take action.
Stage 4 – Check what has been done.

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

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

Keep detailed records: it is a good idea to record incidents, including verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

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

3.42 Visits from enforcement officers

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

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

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

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

3.43 Waste disposal

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

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

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

3.44 Welfare at fixed premises and on-site

Fixed premises

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

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

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

On site welfare

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

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

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

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

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

3.45 Work equipment and maintenance

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

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

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

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.

Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

In order to comply with the regulations relating to maintenance the company will: -

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

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

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

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

The company will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the health and safety of the maintenance engineers and any other members of staff who are required to undertake maintenance activities.

With regards to plant maintenance in particular Telehandlers, the company will ensure that the Telehandlers are maintained and kept in good working order (services throughout the year in accordance with manufacturer's guidelines) to be undertaken and any resulting defects agreed at time and works carried out by GUNN JCB at the earliest opportunity.

The company will ensure that the Telehandlers are maintained and kept in good working order for a fully compliant T1 Lifting Certificate yearly. On request of the company GUNN JCB to visit a machine and identify any defects, where any defect have been identified, costs will be agreed and the work/repair will take place. On completion of work/repair GUNN JCB are to issue a conformity Certificate.

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

3.46 Working at height

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

a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task.

b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

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

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

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

As an ongoing factor of compliance a schedule of inspection will be in place. Specifically, the requirement to carry out weekly recorded scaffold inspections and checking surfaces, rails etc. before every shift. There is a duty on our employees to report defects that may be identified. Checks relating to ladder inspections are referred to within the monitoring section of the company's health and safety policy.

The Management of Health & Safety at Work Regulations (1999) and the Work at Height Regulations 2005 state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

Reducing the risks

If a harness has been shown by the risk assessment to be the most appropriate method of fall protection, then a full safety method statement will be compiled for the work.

We will: -

- Ensure all personnel chosen for the work have been fully trained in the safe use of harnesses.
- Ensure a regime is in place for the thorough safety checking of all harnesses before and after every use.
- Provide proper storage facilities in clean and dry conditions.
- Assign appropriate manning levels for the work being carried out.

Considerations for a rescue plan: -

- Awareness of the emergency procedures.
- Decide at which point to contact the emergency services if it is felt that a speedy rescue cannot be effected.
- If identified within the assessment, have a trained First Aider present, preferably one with specialist trauma training for immediate medical checks.
- Establish accessibility of a suspended harnessed person.
- Knowledge of the ground conditions immediately beneath the suspended area and the affect it may have on rescue vehicles or equipment to gain access.
- Establishing the need for specialist access equipment to be available in an emergency (other than with the emergency services).
- Whether the public may be affected in any way, for example, is the suspended area over a public thoroughfare; will there be the need to isolate the area for rescue?

If an incident occurs involving a harnessed person, which requires intervention by the emergency services, there will be an urgent need to manage the situation in the interim period. The procedures within the safety method statement must be followed, ensuring that no other persons are exposed to any further risk.

Following a fall incident: -

- Carry out a full incident investigation.
- Revise risk assessments involving harness usage.
- Revise safety method statements using any information derived from any investigation carried out.
- Re-train operatives.
- Subject any harness involved in an incident to rigorous testing before any further use is allowed.

This information is not exhaustive, and should always be subject to continuous improvement.

3.47 Young persons at work

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

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

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

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

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

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

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

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

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

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

3.48 Health, Safety and Environmental Statutory Requirements

Health, Safety and Environmental Statutory Requirements	Date of Introduction
The Health and Safety at Work etc. Act.	1974
The Management of Health and Safety at Work Regulations.	1999
The Construction Design and Management Regulations.	2015
The Provision and Use of Work Equipment Regulations.	1998
The Manual Handling Operations Regulations.	1992
The Working at Height Regulations	2005
The Personal Protective Equipment Regulations.	1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Legislation	2013
Lifting Operations and Lifting Equipment Regulations	1998
The Noise at Work Regulations Physical Agents (Noise) Regulations	2006
The Electricity at Work Regulations	1989
The First Aid at Work Regulations and Approved Codes of Practice	1981
The Control of Vibration at Work Regulations	2005
The Hazardous Waste Regulations	2005
The Control of Asbestos Regulations	2012
The Health and Safety (Display Screen Equipment) Regulations	1992
The Control of Substances Hazardous to Health Regulations	2002
Fire Safety Act 2021	2021
The Corporate Manslaughter and Corporate Homicide Act	2007
Safety Representatives and Safety Committees Regulations	1977
The Health and Safety (Consultation with Employees) Regulations	1996
The Health and Safety (Safety Signs and Signals) Regulations	1996
Integrated Pollution Prevention Control Regulations	2000
Environmental Protection Act 1990 (Duty of Care), Water Resources Act 2003 Water Industry Regs 1991	
The Waste Electric and Electronic Equipment (WEEE) Regulations 2013	2013
Control of Noise (Codes of Practice for Construction and Open Sites) (England)	2002
Control of Pollution Act (Amendment) Act	1974
Environmental Protection (Duty of Care) Regulations	1991
Waste Management Licensing Regulations	1994
Landfill (England and Wales) Regulations	2002
The Control of Pollution (Oil Storage) (England) Regulations	2001
The Hazardous Waste (England and Wales) Regulations	2005

Reference: Whilst the above list of Statutory Provisions is current, the above list is only reflective of some of the current statutory provisions that may be relevant to the companies Health, Safety and Environmental policy.

3.49 Mental health and stress

PLF Limited believes that its employees are its most valuable resource and that their wellbeing is vital to effective performance at work and the continued provision of high-quality services. To this end PLF Limited is committed to providing maintaining and promoting a healthy and supportive working environment.

- Under the terms of the Health and Safety at Work Act 1974 the Company has a duty to ensure the health and safety of its employees as far as is reasonably practical.
- The Management of Health and Safety at Work Regulations 1999 place a duty on the Company to assess and control the degree of stress in the workplace.
- The Equality Act 2010 places a duty on the Company not to discriminate against employees who suffer from a disability under the act which includes long term ill health caused by stress at work.

While the Company has no control over external or personal factors it is committed to managing stress and risks within its control, and to providing support to employees who are suffering from stress.

Aim of these arrangements is

- To ensure the physical and mental health of all employees;
- To promote a healthy, safe and friendly working environment and control and reduce risks to mental health;
- To help provide and maintain a supportive and non-judgmental working environment;
- To provide effective support to all employees in managing stress and other mental health problems, and to encourage better recognition of mental health issues; and
- To recognise that the prevention of stress is easier than dealing with it once it has arisen.

Stress and its Recognition

Stress is a natural reaction to excessive pressure that is experienced by everybody. When stress is experienced consistently over a period of time its effects can become detrimental and lead to further and more serious psychological and physical illnesses. Stress itself can be caused by an infinite number of variables which will vary enormously in different individuals and personal factors like family problems can easily affect an individual's work, while work based factors like bullying, lack of training or poor working conditions can just as easily spill over into the home.

Recognising stress can be difficult as its effects will vary from person to person but the following signs can sometimes indicate that someone is experiencing difficulty:

- Changes in behaviour;
- Indecisiveness;
- Absenteeism; or
- Increase in the use of tobacco or alcohol.

Although the Company has no control over external factors which may be more difficult to identify the Health and Safety Executive has identified 6 main causes of stress at work which the Company can affect:

1. Demands made on employees;
2. The level of control employees have over their work;
3. The support employees receive from managers and colleagues;
4. The clarity of an employee' s role within the organization;
5. The nature of relationships at work; and
6. The way that changes are managed.

The Company is aware that stress is easier to manage before it becomes a problem and with that in mind will endeavour to operate in a fashion that takes all of the above factors into account. The Company will also always be open to discuss how an alteration of one or more of these factors might produce a better working environment.

Principles

- The Company will conduct an annual assessment of the risks to employees' health, both mental and physical, based on data collected from staff at work including absence data, staff turnover, grievance cases, accidents and exit interviews.

- The Company will always listen to any concerns that employees may have. The individual responsible for such concerns is the Managing Director. All such concerns will be treated with respect and dignity, and employees will be provided with the necessary information to make informed decisions.

- The Company recognises that stress and other mental health issues may require periods of sick leave or absence in order to recover from stress.

- Where necessary the Company will facilitate the managed return to work of employees who have been absent due to stress.

- All cases will be dealt with in accordance with the Company's policy on equality and diversity details of which are available in the Company handbook.

- All discussions, requests for help and advice will be kept strictly confidential and the information gathered will be held in accordance with the Data Protection Act 2018.

- Where necessary the Company will provide access to specialist psychological assistance.

4.0 The Construction (Design and Management) Regulations 2015

4.01 Construction project management

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

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

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

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

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

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

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

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

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

4.02 Planning

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

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

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

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

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

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

4.03 Estimating costs and sourcing materials

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

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

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

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

4.04 Selection and control of sub-contractors

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

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

Selecting a suitable sub-contractor

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

Risk assessment of sub-contractor's activities

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

Information, instruction and training.

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

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

- they have the necessary skills, knowledge, training and experience to do the job safely and without putting their own or others' health and safety at risk
- they are supervised and given clear instructions
- they have the right tools, equipment, plant, materials and protective clothing
- we talk with them (or their representatives) about health and safety issues
- we make arrangements for employees' health surveillance where required.

Co-operation, co-ordination and consultation

The company will ensure that appropriate liaison arrangements are implemented between all relevant parties.
The company accepts the legal requirements relating to consultation with employees. To enable adequate consultation to be carried out by all parties the company will actively promote consultation with all employees on matters, which may affect their health and safety.

Management and supervision

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

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

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

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

Monitoring risks throughout the project

As Principal Contractor the company will monitor site health and safety standards and control measures throughout the project to ensure that safety standards and control measures remain effective. The company will monitor and ensure all work is carried out in accordance with approved/agreed Construction Phase Plan, Risk Assessments and Method Statements.

4.05 Setting out the site

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

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

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

Safe access and egress will be provided and maintained at all times.

Deliveries will be coordinated in accordance with site rules.

4.06 Notifiable CDM projects

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

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

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

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

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

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

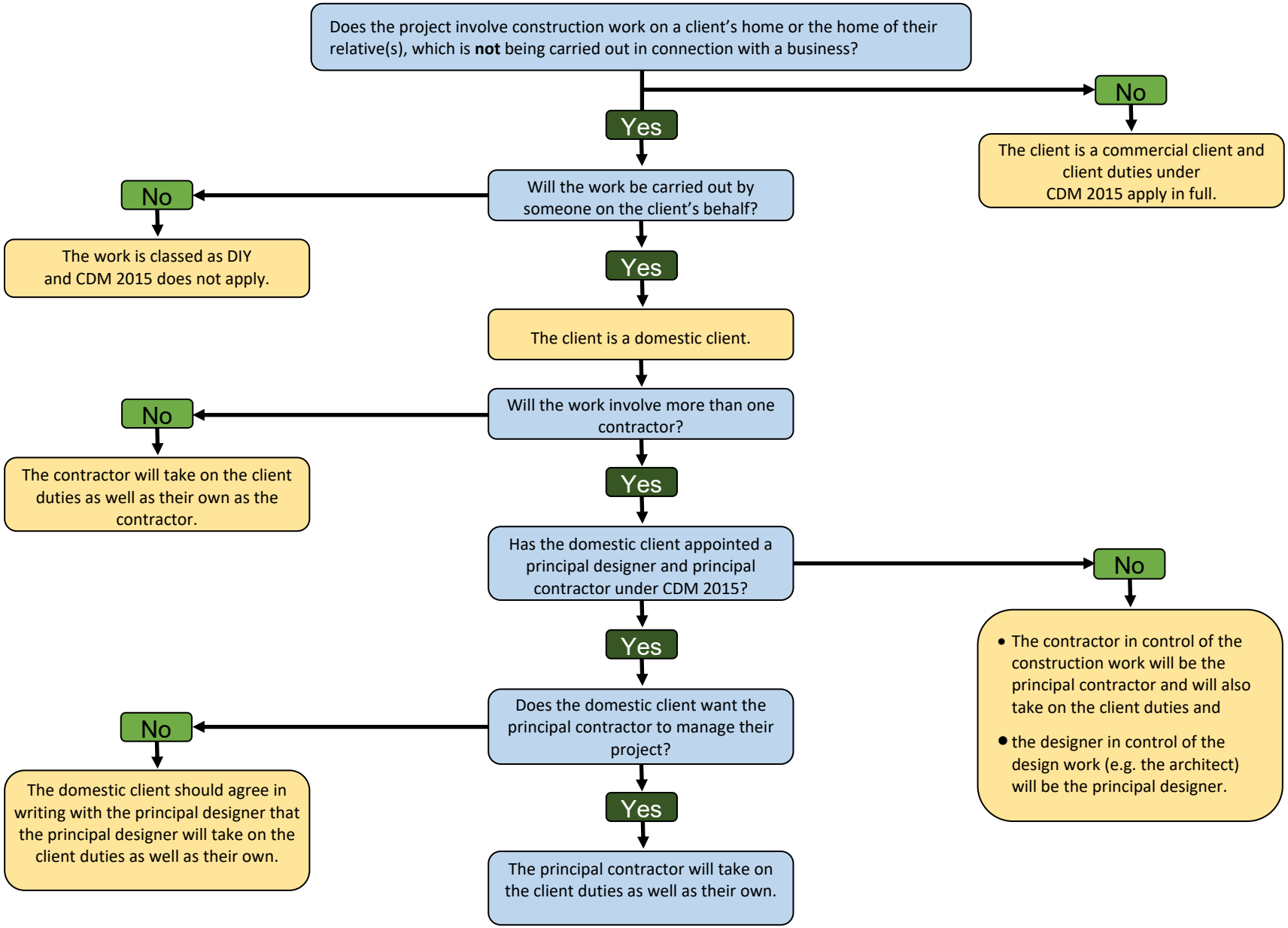
4.07 Domestic projects

Domestic projects involving only PLF Limited

On these projects, the client duties are transferred to PLF Limited, who must carry out the client's duties as well as their own. In practice, this will involve PLF Limited doing no more than they have done in the past to comply with health and safety legislation. Compliance with their own duties as a contractor will be taken as compliance with the relevant client duties to the extent necessary given the risks involved in the project. As a result of PLF Limited taking on the client duties, any designers involved in the project will work with PLF Limited in their role as the 'client'.

Domestic projects involving more than one contractor (PLF Limited)

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

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

CDM 2015 Applies to Domestic Clients