HEALTH AND SAFETY POLICY

Elite Environmental Services Ltd

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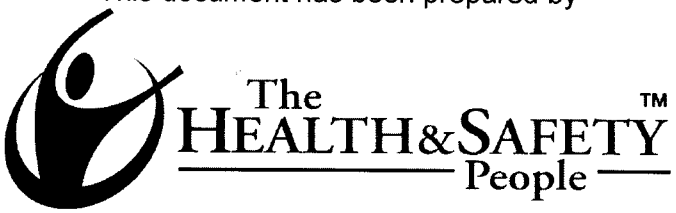

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PART 1

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Health and Safety Policy Amendment Sheet

Record of Amendments

Version No:	Date:	Index Ref:	Brief Description of Amendment:
One	24.09.2009		First Issue

Distribution:	Purpose of issue:	Number:

INTRODUCTORY NOTE

This health and safety management system (the policy) is divided into two sections - policy and arrangements.

The **'policy'** section contains the company's policy statement together with the health and safety organisation and the responsibilities allocated to individuals.

The arrangements for putting the goals of the policy statement into practice are contained in more specific form in the **'arrangements'** section, which includes guidance on procedures (including assessment and documentation procedures) to be observed and adhered to in the course of company operations. Such guidance would be applied in conjunction with task and site specific health and safety instructions and documentation pertinent to individual work activities and environments.

COMPLIANCE REVIEW

Elite Environmental Services Ltd's health and safety policy shall be formally reviewed annually by The Health and Safety People Limited for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

a) The responsibilities reflect the current staffing of the company.
b) The arrangements remain unchanged.
c) The guidance is still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

The Health and Safety People Limited shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

1. All the responsibilities allocated in the policy are understood and are being performed.
2. The arrangements set up in the policy are being complied with and remain effective.
3. Records, as required in the policy, are being adequately compiled and retained.
4. All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.
5. Any additional training needs are identified at all levels as appropriate.
6. Accident and incidents records are being monitored in order to identify trends.

The results of the review shall be compiled into a report for management and shall include recommendations of the actions to be taken in order to rectify any non-compliance and improve overall health and safety performance.

Elite Environmental Services Ltd

Health and Safety Policy Statement

In accordance with its duty under Section 2(3) of the Health and Safety at Work etc. Act 1974 and in fulfilling its obligations to both employees and the public who may be affected by its activities; the Directors of Elite Environmental Services Ltd have produced the following statement of policy in respect of health and safety.

It is our aim to achieve a working environment which is free of work-related accidents and ill-health and to this end we will pursue continuing improvements from year to year.

We undertake to discharge our statutory duties by:

- Identifying hazards in the workplace, assessing the risks related to them and implementing appropriate preventative and protective measures.
- Providing and maintaining safe work equipment.
- Establishing and enforcing safe methods of work.
- Recruiting and appointing personnel who have the skills, abilities and competence commensurate with their role and level of responsibility.
- Ensuring that tasks given to employees are within their skills, knowledge and ability to perform.
- Ensuring that technical competence is maintained through the provision of refresher training as appropriate.
- Promoting awareness of health and safety and of good practice through the effective communications of relevant information.
- Furnishing sufficient funds needed to meet these objectives.

All employees on their part are encouraged to contribute actively towards achieving a work environment that is free of accidents and ill health.

Our health and safety policy will be reviewed annually to monitor its effectiveness and to ensure that it reflects changing needs and circumstances.

This statement is to be read in conjunction with the responsibilities, arrangements, procedures and guidance that together form the health and safety policy for Elite Environmental Services Ltd.

Signed: ..... Date: .....
On behalf of Elite Environmental Services Ltd

Elite Environmental Services Ltd

SmokeFree Policy Statement

PURPOSE

This policy has been developed to protect all employees, customers and visitors from exposure to second-hand smoke and to assist in compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of Elite Environmental Services Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace and all work vehicles if they are used by more than one person. This policy applies to all employees, customers, consultants, contractors and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the Directors. However, all employees are obliged to adhere to and support the implementation of the policy. They shall inform all existing employees of the policy and their role in the implementation and monitoring of the policy. They will also ensure that new employees are given a copy of the policy on recruitment/induction. Appropriate 'No-Smoking' signs will be clearly displayed at the entrances to and within the company premises and in all smoke-free vehicles.

NON-COMPLIANCE

Disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

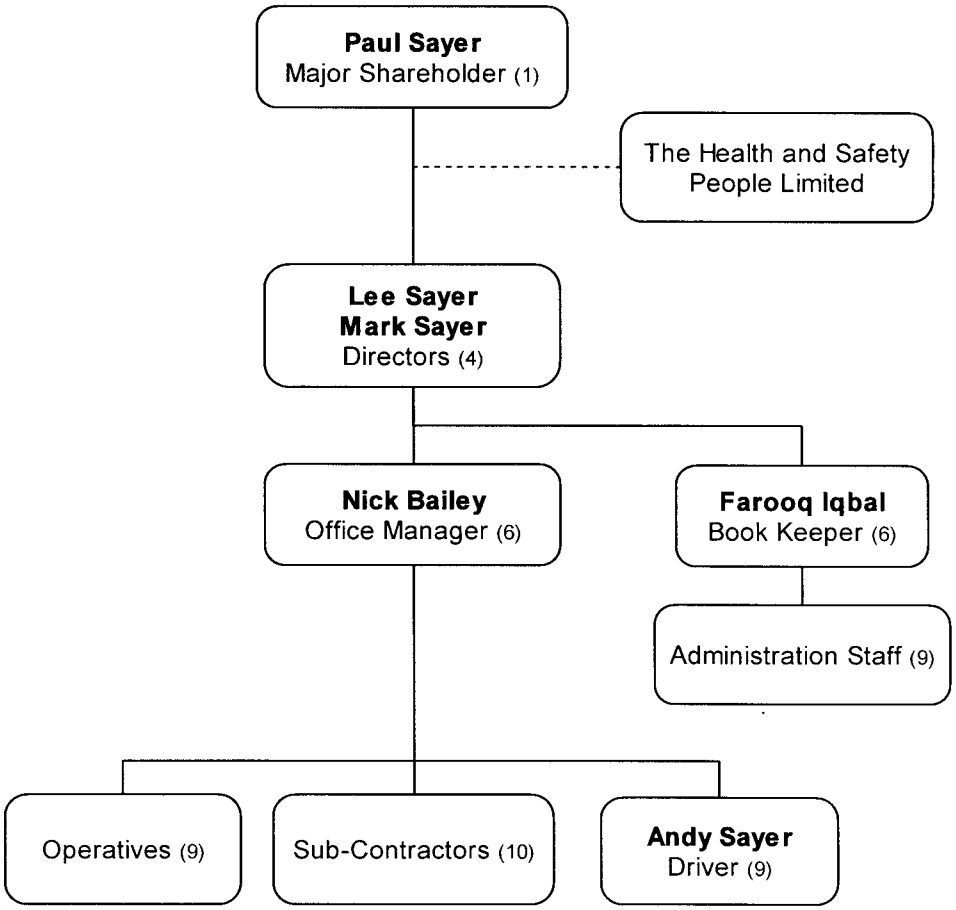
The NHS offers a range of free services to help smokers give up. Visit **gosmokefree.co.uk** or call the NHS Smoking Helpline on 0800 169 0 169 for details.

Signed: ..... Date: 10/2/09

On behalf of Elite Environmental Services Ltd

Elite Environmental Services Ltd

Management Structure for Health and Safety



Elite Environmental Services Ltd

Responsibilities for Health and Safety

Paul Sayer - Major Shareholder

The **Major Shareholder's** health and safety responsibilities are to ensure that:

1. The Policy is effectively implemented, monitored, developed and communicated effectively to all staff and that necessary alterations are made to the policy to reflect changes in legislation or Company development;
2. Suitable and sufficient funds, people and equipment are made available to meet the health and safety requirements of the Policy;
3. The appropriate insurance cover is provided and maintained;
4. Procedures are put in place to ensure that all equipment is in good condition, adequately maintained and guarded, is suitable for the purpose for which it is used and has any required certificates of inspection or examination;
5. All levels of management and employees understand their responsibilities for health and safety placed upon them by this Policy;
6. An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties;
7. The Board recognizes its role in providing health and safety leadership in the Company and to engage the active participation of workers in improving health and safety through continuous improvement;
8. Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for situations involving potential hazards;
9. Procedures are put in place to ensure that adequate welfare facilities are provided for employees;
10. Health and safety objectives are set and their achievement is measured and reported in the annual report;
11. Where necessary, health and safety rules are developed.
12. All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority;
13. All accidents/incidents, ill health, dangerous occurrences, and other issues concerning safety raised by anyone at work, are recorded and investigated such that effective controls can be implemented to help prevent recurrence;

Lee Sayer and Mark Sayer - Directors

The **Directors'** health and safety responsibilities are to ensure that:

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
5. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
6. All health and safety site rules are followed by all.
7. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
8. Adequate supervision of staff is provided to ensure that they are working safely, including the provision of increased supervision for new employees and young persons (under the age of 18 years).
9. Safety training requirements are identified for all members of staff under their control to ensure that those members of staff are competent to undertake their work in a safe manner.
10. They set a good personal example by using the appropriate protective equipment whilst on site.
11. Their line manager is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Nick Bailey - Office Manager and Farooq Iqbal - Book Keeper

The **Office Manager and Book Keeper's** health and safety responsibilities are to ensure that:

1. They understand the company's health and safety policy and understand their responsibilities.
2. They actively lead the implementation of the health and safety policy.
3. Adequate welfare facilities are provided and maintained in a satisfactory condition.
4. Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
5. They communicate and consult with staff on issues of health and safety and encourage staff to report hazards and raise health and safety concerns.
6. All accidents, incidents, ill health, dangerous occurrences and other issues concerning safety raised by anyone at work are recorded and investigated such that effective controls can be implemented to help prevent recurrence.
7. Persons under their control are adequately trained and competent to carry out their work and operate any plant or equipment in a safe manner.
8. All health and safety site rules are followed by all.
9. Any hazardous substances are stored, transported, handled and used in a safe manner in accordance with manufacturers' instructions and established rules and procedures.
10. All plant and work equipment within the workplace is maintained in a safe condition, guarded in accordance with the relevant legislation and has the statutory certificates of inspection or examination.
11. Management is informed of any safety issues that cannot be resolved.
12. Personal protective equipment is readily available and maintained, and relevant employees are aware of its correct use, storage and procedures for replacement.
13. They set a good personal example by using the appropriate protective equipment whilst on site.
14. They inform their line manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Andy Sayer – Driver, Operatives and Administration Staff

The **Driver, Operatives and Administration Staff's** health and safety responsibilities are to ensure that they:

1. Understand the Company's Health and Safety Policy, understand their responsibilities and comply with the requirements;
2. Use the correct tools and equipment for the task;
3. Use the personal protective equipment provided;
4. Only use tools which are in good condition;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Take reasonable care not to endanger themselves or other persons through their actions or omissions at work;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay, and follow all health and safety site rules;
10. Do not misuse or abuse anything provided under a statutory requirement in the interests of health and safety;
11. Co-operate with the Company on all aspects of health, safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Report all accidents and incidents so that action can be taken to prevent a recurrence;
14. Inform their Line Manager of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Sub-Contractors

The **Sub-Contractors'** health and safety responsibilities are to ensure that they:

1. Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company;
2. Comply with all the requirements of this Company's Health and Safety Policy;
3. Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public;
4. Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
5. Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
6. Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
7. Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site representative before work commences;
8. Ensure that workplaces are kept tidy and all debris, waste materials, etc are cleared as work proceeds;
9. Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
10. Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

Fire Marshals

The Fire Marshals' Health and Safety responsibilities are to ensure that:

1. In the event of a fire, all personnel are evacuated efficiently and safely from buildings and sent to an area of safety;
2. They familiarize themselves with their allocated area, and are aware of the needs of the people in that area - contractors, visitors and disabled persons, for example;
3. They are familiar with all the escape routes from the building;
4. Fire exit routes remain clear at all times;
5. They maintain the fire records for their particular area;
6. They carry out routine inspections of the fire fighting equipment to ensure that it is serviceable, i.e. not damaged or discharged;
7. They are the point of contact for the emergency services.

First Aiders

The First Aiders' Health and Safety responsibilities are to ensure that:

1. They have undertaken a Health and Safety Executive approved training course in administering first aid at work and hold a current first aid at work certificate;
2. The first aid materials, equipment and facilities provided by the Company are made available to employees at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it;
3. First aid containers are kept easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked to the prescribed standard;
4. First aid boxes are inspected frequently and replenished as soon as possible after use and where items have expired;
5. All accidents and incidents are recorded in the Company accident book.

The Health and Safety People Limited

The Health and Safety People Limited have been retained as the Company's Safety Advisers and shall:

1. Ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
2. Provide a telephone advisory service relating to all aspects of health and safety at work;
3. Carry out site safety inspections, as requested by the Company;
4. Provide written reports and assessments for the Company subsequent to the inspections;
5. By arrangement, provide an accident investigation service and liaise with the enforcing authority;
6. If requested, assess all method statements prepared by the Company;
7. If requested, attend meetings regarding health and safety, on behalf of the Company;
8. If requested, provide health and safety training to both management and staff;
9. Ensure that The Health and Safety People's staff act to reduce imminent danger wherever that may be seen in any area of the Company's responsibilities.

PART 2

Elite Environmental Services Ltd

Arrangements for Health and Safety

PART 2

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SECTION A

Arrangements for Concern over Health and Safety Issues

If any employee has any concern over health and safety issues they should tell their immediate superior or health and safety manager / advisor. If neither are available then they should tell the director to whom they report.

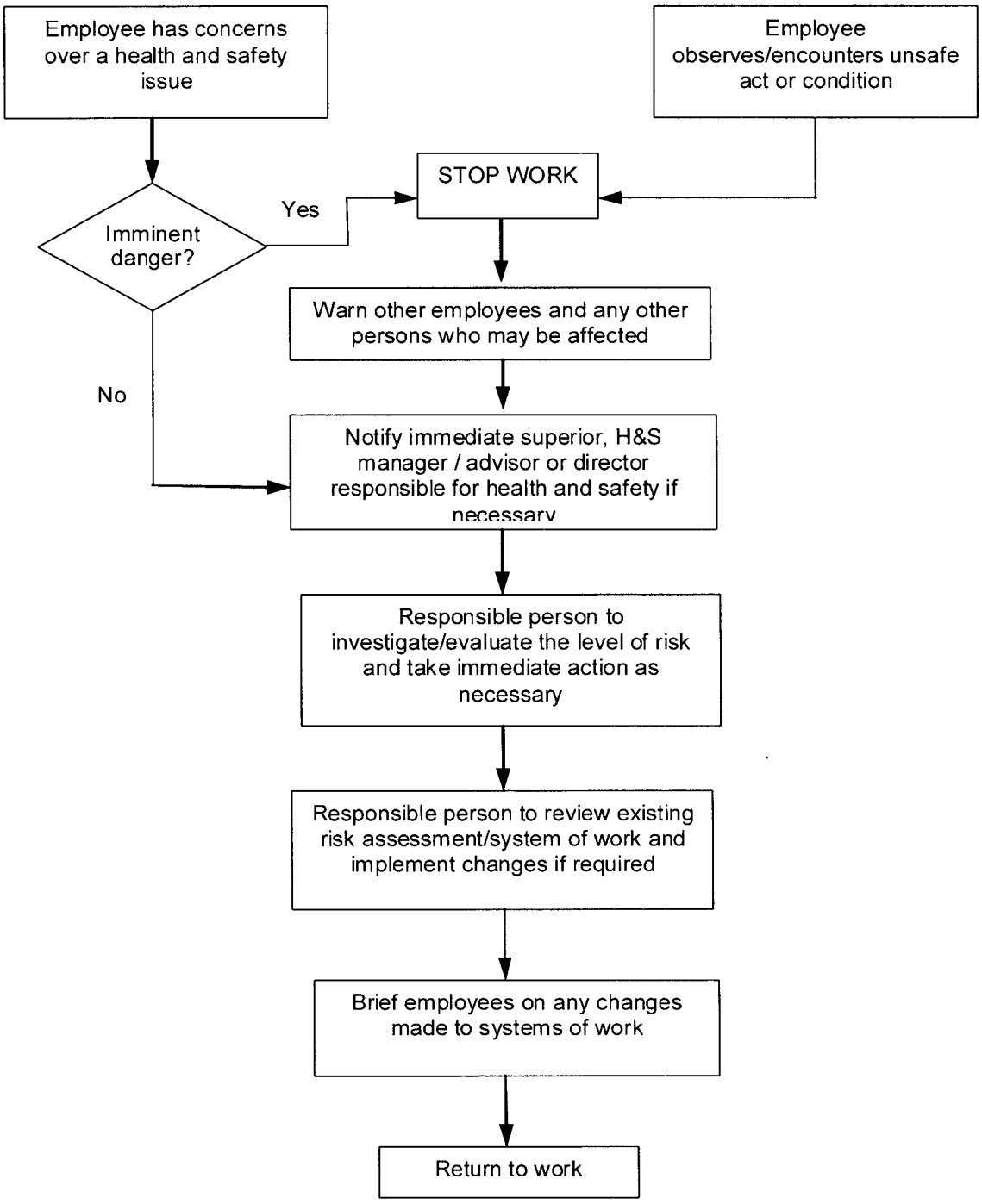
Concerns must be addressed quickly and no employee shall continue work until the working environment is safe.

The Health and Safety People Limited have been retained by this company for the purpose of assisting the company in keeping up-to-date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used by whoever has made the contact. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone the caller must record their name, their company name and the number on which that person may be contacted.

The Health and Safety People Limited: 08456 122 144

Procedure for Concern over Health and Safety Issues



See guidance section for details

Guidance on Concerns over Health and Safety Issues

PREVENTION OF ACCIDENTS IN THE WORKPLACE

All employees are responsible for ensuring that any act or condition identified as unsafe, or any situation that introduces imminent danger into the workplace, is dealt with in the correct manner.

IMMINENT DANGER

Guidance on dealing with outbreaks of fire and on bomb threats can be found in section M of this manual.

Other categories of imminent danger may include:

- Development of a fault condition in machinery.
- Situations where machinery is likely to begin operating without warning to passers-by.

There are two direct causes of accidents - **unsafe acts** and **unsafe conditions**.

Unsafe acts may include:

- Using defective equipment.
- Using equipment incorrectly.
- Failing to use or incorrectly using personal protective equipment (PPE).
- Leaving equipment in a dangerous state.

Upon identifying an unsafe act it is the duty of every member of the workforce to **stop** the work being carried out, **warn** anyone who may be affected by the unsafe act and **report** the circumstances of the unsafe act to their immediate superior for action.

Unsafe conditions include:

- Poor underfoot conditions.
- Defective equipment.
- Excessive noise.
- Exposure to radiation or other pollutants.
- Fire hazards.
- Inadequate fire warning systems.
- Lack of or inadequate guarding.
- Poor housekeeping.
- Poor lighting or ventilation.

These lists are not exhaustive.

Upon identifying an unsafe condition it is the duty of every member of the workforce to **stop** the work in that area, **warn** anyone who may be affected by the unsafe condition and **report** the circumstances of the unsafe condition to their immediate superior for action.

Safety in the office requires that each person co-operates and that common sense prevails.

The main categories of serious injury to office workers are:

- Falls from a height, e.g. down a staircase or from overreaching.
- Contact with electricity, e.g. from damaged cables or badly wired repairs.
- Being struck by falling objects, e.g. goods from a shelf.
- Repetitive strain injuries.
- Contact with moving parts of office machinery, e.g. shredders, guillotines.

IF IN DOUBT - CHECK!

SECTION B

Arrangements for Managing Risks arising from Work Activities

Paul Sayer shall be responsible for ensuring that risk assessments are carried out and for ensuring that the control measures are implemented and communicated to employees through their designated line manager.

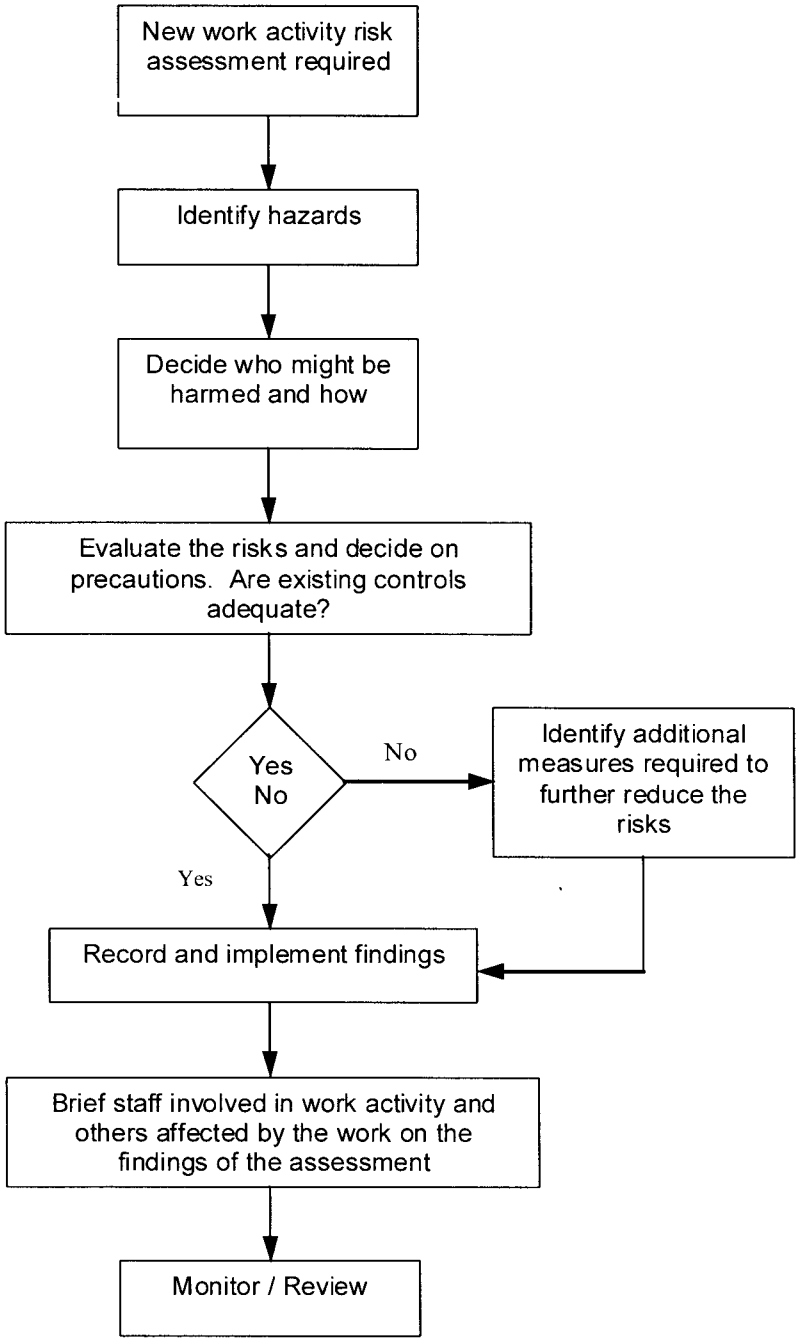
Risk assessments will be undertaken by **Paul Sayer** with the advice and assistance of The Health and Safety People Limited, should it be requested. Any significant findings of risk assessments will be reported to the senior management.

This company does not generally employ young persons (defined in the regulations as someone under the age of 18 years) in the course of company business (including for training purposes). However, in the event that this should change and in accordance with legislation, specific risk assessments shall be carried out where works are to be undertaken by young persons before they start work.

Paul Sayer shall ensure that a regular review of the effectiveness of control measures introduced through the risk assessment process is carried out, and in any case, that all risk assessments are reviewed at least annually or when the work activity changes, whichever is sooner.

Elite Environmental Services Ltd carries out a set of tasks which are frequently similar. To help control the risks of these tasks the company has produced a set of generic risk assessments, which are kept in a separate file. These are only to be considered valid if the reverse side, detailing specific site conditions, is completed by **Paul Sayer** (or in their absence by the senior person in charge) and any significant changes to the risk control procedure have been implemented and communicated to both the senior management and the employees who will carry out the task.

Procedure for Managing Risks arising from Work Activities



See guidance section for details

Guidance for Managing Risks arising from Work Activities

INTRODUCTION

Employers have a duty to assess the risks to the health and safety of their employees at work and of persons not in their employment who may be affected by their work and to eliminate those risks or control them to a level that is acceptable.

This duty is qualified by the legal term "so far as is reasonably practicable", which can be interpreted as meaning that the cost of measures necessary to avert a risk (whether in time, money or trouble) may be assessed against the degree of risk. In other words, an employer does not need to take a measure that is technically impossible or if the time, trouble or cost of the measure would be grossly disproportionate to the risk.

Risk assessment in itself is not complicated but must be carried out and recorded to ensure that work being done does not impose an unacceptable risk. The purpose and function of risk assessment may be expressed as follows:

- To identify operations, tasks and processes which may foreseeably cause harm to employees or others, including members of the public (hazard).
- To identify the potential of the hazard being realised and the potential consequences of that realisation (risk).
- To enable a risk assessment to be developed which will assist in eliminating or reducing the exposure of the population to the risk.

When an evaluation of the risk has been considered the principles of prevention, control and protection should be applied. The hierarchy of risk control is as follows:

1. Avoid risks if possible.
2. Combat risks at source.
3. Change the method of work to suit the individual.
4. Make use of technological developments.
5. Incorporate control measures into procedures within an overall planned structure to reduce risks.
6. Give precedence to controls which cover the whole workforce or activity.
7. Provide information and training to employees and self-employed persons.
8. Confirm that the control measures indicated by the risk assessment have been put in place and are effective.

The regulations make the following definitions, which must be clearly understood:

A **"hazard"** is defined as something with the potential to cause harm. This includes injury and ill-health, loss of production and damage to plant, goods, property or the environment.

"Risk" is the likelihood that the harm from a particular hazard is realised.

Risk is expressed as: **severity of the hazard x likelihood of occurrence**

RANKING RISKS

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that task is established.

Likelihood - Probable frequency (taking into account whatever precautions are currently being taken):

Improbable Occurrence	Low
Possible occurrence	Low
Occasional occurrence	Medium
Frequent occurrence	Medium
Regular occurrence	High
Common occurrence	High

Severity of the hazard:

Trivial injury/ies	Low
Minor injury/ies	Low
Major injury to one person	Medium
Major injuries to several people	High
Death of one person	High
Multiple deaths	High

Risk - The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

		LIKELIHOOD		
		HIGH	MEDIUM	LOW
SEVERITY	HIGH	HIGH	HIGH	HIGH
	MEDIUM	HIGH	HIGH	MEDIUM
	LOW	HIGH	MEDIUM	LOW

The following issues should be considered in addition to the work activity information:

- Number of personnel exposed.
- Frequency and duration of exposure to the hazard.
- Failure of services, failure of plant and machinery components and safety devices.
- Exposure to the elements.
- Protection afforded by personal protective equipment.
- Unsafe acts (unintended errors or intentional violations of procedures).

These subjective risk estimations should normally take into account all the people exposed to the hazard. Thus any given hazard is more serious if it affects a greater number of people. But some of the larger risks may be associated with an occasional task carried out by just one person.

A simple risk-based control plan:

RESIDUAL RISK LEVEL	ACTION AND TIMESCALE
TRIVIAL (1 - 3)	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
LOW (4 - 8)	No action is required and no documentary records need be kept. Monitoring is required to ensure that the controls remain effective.
MEDIUM (9 - 15)	Efforts must be made to reduce the risk but the cost of prevention should be carefully measured. Risk reduction measures should be implemented within a defined time period. Where the medium risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
HIGH (16 - 25)	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken. **If it is not possible to reduce the risk even with unlimited resources work has to remain prohibited.**

The Risk Assessment Form

There is a need to assemble in one place all the pertinent information regarding the risks and hazards of the task being assessed. The risk assessment form is used so that it can act as an aid to making the assessment and create a written record of that assessment process. It is largely self-explanatory.

The person carrying out the assessment should complete the various boxes (frequently there may be nothing to insert in some of them). Do not go into vast detail. Do not be concerned with the trivial. The whole picture of the real hazards of the task should then be clear.

Each hazard will then require a corresponding control measure that will realistically reduce the likelihood of that hazard causing harm.

Once each hazard has been controlled and the likelihood reduced then you may assess that the risk is acceptable.

Risk assessment is not an end in itself. It is simply a tool that allows the company to evaluate dangers to the workforce and consequently take suitable measures to protect them from these hazards.

Because the workplace is constantly moving it will be necessary to reassess whenever there is a change to any of the significant points of the assessment. This might be a change of personnel, location, equipment, supervision, weather and so on.

WORKPLACE RISK ASSESSMENT

OPERATION/PROCESS		DATE	N°
LOCATION			
EQUIPMENT USED	CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED	ARE COSHH ASSESSMENTS NEEDED?	Yes	No

RISK PRIOR TO CONTROLS			
HAZARDS IDENTIFIED	Low	Med	High

EXPOSED PERSONS	TOTAL NUMBERS AFFECTED
FREQUENCY OF EXPOSURE	DURATION OF EXPOSURE
CONTROL MEASURES ALREADY IN PLACE	EXTENT TO WHICH THEY CONTROL RISK

ADDITIONAL MEASURES REQUIRED	ACTION BY	BY WHEN
STATEMENT ON RESIDUAL RISKS		
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS		
MONITORING RESULTS the detailed control measures in place are adhered to the risks above should be reduced to an acceptable level.		When

ASSESSOR	POSITION	REVIEW DATE

Risk Assessment Form

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant / low / medium / high
Is residual risk level acceptable?
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:
Circumstances which will require additional assessment:
Circulation of Risk Assessment (tick): Contractor Site Copy Employees Subcontractor Other Client

On-Site Assessment Signed:	Print Name:	Date:

DISPLAY SCREEN EQUIPMENT

The introduction of VDUs and other display screen equipment has been associated with a range of symptoms relating to the visual system and working posture, eg: fatigue and stress, upper limb pains and discomfort, etc. The workstation assessment form attached seeks to identify any potential problems relating to a persons workstation before harm to health and safety is realized.

The provision of good ergonomic and environmental conditions must be considered in the planning of the work station for VDUs.

Posture and Good Practice:

- Since each user is an individual size and shape the user must participate in the organization of their workstation:
- To find the best working position sit on your chair, then sit rigidly upright, and then relax a little. Now adjust your chair to support your back in this position.
- Use a foot rest if that helps.
- Adjust the height of the chair such that when your fingers are resting comfortably on the keyboard's "home keys" the elbow is at an angle of approximately 90 degrees.
- It is often more comfortable to have 100mm of workbench in front of the keyboard to rest the hands upon
- Arrange the VDU in such a manner that you do not face, or have a window as a background and so that the light sources do not reflect glare into your eyes.
- Adjust the screen height such that the top row of the characters on the screen is level with or just below your eye level.
- When copy typing use a copy holder or some other device which allows you to look from copy to screen without excessive head or neck movement. If the copy and screen are the same distance from your eyes then your eyes will not have to constantly change focus.
- Leave sufficient space to gain access to the VDU for any maintenance that may be needed.
- Cables must be kept tidy at all times and not cause an obstruction to the operator or others who may have cause to enter the work area.

Work Patterns

VDUs should not be used continually. It is not the length of break taken away from the VDU that is important but the frequency. Break up work patterns with other tasks so that you get a regular rest from the VDU.

Radiation

There is no medical evidence of any risk to unborn children from the radiation emitted by VDU's.

Eye and Eyesight Tests

According to the Guidance to the Regulations, there is no reliable evidence that work with display screen equipment causes any permanent damage to eyes or eyesight, but it may make users with pre-existing vision defects more aware of them. This (and/or poor working conditions) may give some users temporary visual fatigue or headaches. It is recognized that uncorrected vision defects can make work at display screens more tiring or stressful than it should be, and that correcting defects can improve comfort, job satisfaction and performance.

In accordance with the Health and Safety (Display Screen Equipment) Regulations and the Health and Safety (Miscellaneous Amendments) Regulations, this company will arrange for sight testing for users, or those who are to become users of display screen equipment, as defined in the regulations, who request such testing. For a person who is to become a user, testing should be carried out before that person becomes a user. This company will also ensure that at regular intervals, further sight testing for users is arranged as soon as is practicable after any such request.

Provision of Training

In accordance with the Health and Safety (Display Screen Equipment) Regulations, and the Health and Safety (Miscellaneous Amendments) Regulations, this company will ensure that new employees are provided with adequate Health and Safety training in the use of a workstation, before they are required to start work in such an undertaking, or where the duties of existing employees are changing in such a way that will make them become users of display screen equipment.

WORKSTATION ASSESSMENT CHECKLIST

Name: **Date:**

The following is a self-assessment of your own workstation. Your views enable us to ensure your comfort and safety at work. Please tick the box that best describes your opinion, for each of the questions listed.

1. LIGHTING

Is the lighting at your usual workstation adequate?	Yes	O
	No	O
Are there distracting reflections on your screen?	Yes	O
	No	O
	Occasionally	O
Do you have control over local lighting?	Yes	O
	No	O

2. TEMPERATURE AND HUMIDITY

Are you usually comfortable at your workstation?	Yes	O
	No	O
Is the air around your workstation:	Comfortable	O
	Too Dry	O
	Too Humid	O

3. NOISE

Do you find the noise from work equipment distracting?	Yes	O
	No	O

4. SPACE

Is there enough space around your workstation?	Yes	O
	No	O

5. CHAIR

Is the seat height adjustable?	Yes	O
	No	O
Is the angle and height of the backrest adjustable?	Yes	O
	No	O
Is the chair stable?	Yes	O
	No	O
Is the chair in a good state of repair?	Yes	O
	No	O

If your chair has arms, do they get in the way?	Yes	O
	No	O
Is the chair comfortable?	Yes	O
	No	O

6. DESK

Is the desk surface large enough?	Yes	O
	No	O
Is the height of the desk suitable?	Yes	O
	No -Too High	O
	No -Too Low	O
Do you need a footrest?	Yes	O
	No	O
Has one been supplied?	Yes	O
	No	O

7. DOCUMENT HOLDER

Do you need a document holder?	Yes	O
	No	O
Has one been supplied?	Yes	O
	No	O
Can you adjust your document holder to the right angle?	Yes	O
	No	O

8. DISPLAY SCREEN

Is there a brightness control on your screen?	Yes	O
	No	O
Is there sufficient difference between characters and background?	Yes	O
	No	O
Does your screen move freely?	Yes	O
	No	O
Is the screen image stable and free from flicker?	Yes	O
	No	O
Is the screen at a comfortable height for you?	Yes	O
	No	O

9. KEYBOARD

Is the keyboard separate from the screen?	Yes	O
	No	O
Is the keyboard height adjustable?	Yes	O
	No	O
Are the symbols on the keys easily visible?	Yes	O
	No	O
Is the space in front of the keyboard sufficient to rest your hands?	Yes	O
	No	O
Are your forearms parallel to the work surface and your wrists comfortable?	Yes	O
	No	O
Do you understand how to use the software?	Yes	O
	No	O

10. OTHER EQUIPMENT

Is your phone conveniently situated?	Yes	O
	No	O
Is there enough space to load paper into printers and copiers?	Yes	O
	No	O
Can you easily get to shelves above and below the workstation?	Yes	O
	No	O
Do you have other equipment problems?	Yes	O
	No	O

If yes please give details:

11. TRAINING

Have you been trained to make your workstation comfortable?	Yes	O
	No	O

Have you been trained in the use of software?	Yes	O
	No	O

If you were to have a problem relating to display screen work, do you know who to ask for help?	Yes	O
	No	O

Do you understand the arrangements for eyesight tests?	Yes	O
	No	O

Your comments please

NOISE ASSESSMENTS

In accordance with the Control of Noise at Work Regulations we shall ensure that the risk to our employees from exposure to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable. The levels of exposure averaged over a working day or week, and the maximum noise (peak sound pressure) to which employees are exposed in a working day shall determine the actions we will take as an employer. The values are:

- Lower exposure action values:
  - Daily or weekly exposure of 80dB;
  - Peak sound pressure of 135dB.

- Upper exposure action values:
  - Daily or weekly exposure of 85dB;
  - Peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

- Exposure limit values:
  - Daily or weekly exposure of 87dB;
  - Peak sound pressure of 140dB.

Exposure limit values take account of any reduction in exposure provided by hearing protection.

Exposure Assessment

If it is perceived that there may be a noise problem in our workplace we will assess the risks and put in place a programme of noise controls as necessary. The risk assessment should help us to:

- Identify where there may be a risk from noise and who is likely to be affected.
- Estimate our employees' exposure levels for comparison with the exposure action values and limit values (see above).
- Identify what we need to do to comply with the law, e.g. whether noise control measures and/or hearing protection are needed, and, if so, where and what type.
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

Our estimate of employees' exposure shall be based on reliable information, e.g. measurements in our workplaces, information from other workplaces similar to ours (where available), and/or data from suppliers of machinery. It shall specifically take account of:

- The work they do or are likely to do.
- The ways in which they do the work.
- How it might vary from one day to the next.

Assessment Records and Review

Risk assessments shall be recorded (see the noise assessment form overleaf) along with any recommendations in an action plan. The plan shall set out what we have done and what we are going to do, with appropriate timescales, and who will be responsible for ensuring that those actions are carried out.

We shall review our risk assessment if circumstances in the workplace change which might affect noise exposures. We shall also regularly monitor and review the effectiveness of our actions to reduce our employees' exposure risk.

Competence to Assess

It is this company's policy to ensure that any risk assessment is carried out by a competent person. We may choose or need to seek advice and/or assistance from other competent sources, such as our health and safety advisors, in order to fulfil our noise assessment procedures.

Actions and Control Measures

Where assessment shows that our employees' noise exposure level is between the lower and upper exposure action values we shall, as a minimum:

- Provide them with suitable hearing protection equipment if they ask for it.
- Provide employees with adequate information, instruction and training, such that they understand the associated risks and the duties placed on employers and employees by the regulations.
- Consider taking additional, reasonably practicable actions to further reduce risks in line with good practice and recognised standards within our industry.

Where assessment shows that exposure level is likely to be at or above the upper exposure action values we shall:

- Provide employees with suitable hearing protection equipment and enforce the wearing of it to immediately reduce the exposure risk.
- Identify if any areas of the workplace need to be designated as "Hearing Protection Zones (HPZs)".
- Demarcate and identify HPZs by means of appropriate safety signage and restrict access where it is practicable to do so.
- Implement a suitable health surveillance programme.
- Establish and implement a programme of organisational and technical measures to reduce exposure to as low a level as is reasonably practicable, such that in the longer term it may be possible to eliminate or reduce the need for hearing protection equipment and HPZs. These measures may include the:
  - Reduction of noise at source by use of quieter processes or equipment and through a low-noise purchasing policy for new equipment;
  - Isolation of the noise at source by use of engineering controls and/or changes to the design or layout of the workplace;
  - Reduction of time to which personnel are exposed to noise.

Employee Responsibilities

We shall endeavour to ensure that employees are made fully aware of their responsibilities under the Control of Noise at Work Regulations through our policy of providing adequate information, instruction and training. In order to help us control their exposure to noise employees must:

- Co-operate with any proposed actions we take in order to protect their hearing.
- Use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place.
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work within HPZs.
- Look after their hearing protection, check it remains in good condition and store it in designated areas where appropriate.
- Report any problems with their hearing protection or noise control devices to their supervisor straight away.
- Let their supervisor or line manager know immediately if they have any kind of ear trouble or hearing problems.

Health Surveillance

Where assessment shows that our employees are, or are likely to be, regularly exposed to noise levels at or above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage, we shall provide suitable health surveillance programmes for individuals as required. Further information regarding noise exposure is contained in section O of this manual.

For further guidance on noise at work and how to control it see the guidance note regarding noise at work (B008).

Noise Assessment			
Sheet Number	**Date:**		
OPERATIVE/BYSTANDER			
OPERATION/PROCESS			
LOCATION			
	MAIN NOISE SOURCE	**BACKGROUND NOISE SOURCES**	
DURATION			
CONTINUOUS/ INTERMITTENT			
SILENCED/ MUFFLED			
OPEN, SEMI OR REVERBERANT			
MONITORING RESULTS			
EXPOSURE ASSESSMENT			
HEARING PROTECTION RECOMMENDATIONS			
CONTROL ACTION REQUIRED			
ASSESSOR		**POSITION**	
SIGNED		**DATE**	

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.

Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant / low / medium / high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick) Contractor Site Copy Employees Subcontractor Other Client		
On-Site Assessment Signed	Print Name	Date

NOISE GENERATING TOOLS/PLANT REGISTER

Manufacturer	Model/Common Name	Average noise level (dB)	Maximum exposure time (hh:mm) to reach lower exposure action value (80dB(A))	Maximum exposure time (hh:mm) to reach upper exposure action value (85dB(A))

The exposure times are only an indication of the time it would take to reach the stated exposure action levels where the equipment is used in isolation from other noise sources throughout the working day.

To calculate the overall daily personal noise exposure ($L_{EP,d}$) the average noise level and exposure duration for each tool/plant operated should be entered into the HSE Noise Calculator (www.hse.gov.uk/noise/dailycalc.xls).

Noise Generating Tools/Plant Register

Guidance Notes for Managing Health and Safety Risks arising from Work Activities

Lone Working 3

Office Safety & Welfare 5

Noise at Work 9

Upper Limb Disorders 15

GUIDANCE NOTE	LONE WORKING ON HOST EMPLOYERS SITES	Code: B005	Issue: B

LONE WORKERS

There is no general prohibition to employees working alone with the exception of a few special circumstances where, due to the risk and hazard, there is a prohibition, e.g. for divers. However, lone workers may, obviously, be exposed to special risks and there is a need to put in place special arrangements to address those risks.

There are two major areas of risk for lone workers:

- The possibility of being unable to summon assistance if they have an accident or if they are incapacitated in some other way.
- Their vulnerability to violence.

The risk assessment carried out under the Management of Health and Safety at Work Regulations ought to properly examine the special circumstance of lone workers. The control measures recommended by this assessment should be enforced.

The sort of concerns that should be examined in the risk assessment includes:

- What might go wrong?
- How serious might it be?
- Would the worker be able to summon help?
- How would you check that they are OK?
- Are they going to come across circumstances in which they will attempt to do something that requires two people?
- Are they mentally and physically suited to working alone?
- What instruction have they received?
- Is that instruction in writing?
- What training have they received?
- How are you going to supervise them?
- What first aid arrangements should be made?

This list is not exhaustive.

After considering these things and putting into place such precautions as you can, you must assess whether it is safe or unsafe for a particular worker to work alone.

GUIDANCE NOTE	OFFICE SAFETY	Code: B007	Issue: B

ENVIRONMENTAL

Offices shall be kept clean and tidy. Each person shall have a minimum of 3.7m^2 of floor space or, where the ceiling height is less than 3 metres, 11m^3 of air space. The volume of any items of equipment is to be subtracted from the total room volume before obtaining this figure.

A minimum temperature of 16°C shall be attained within 1 hour of work commencing and be maintained throughout the working day.

Lighting shall be either natural or artificial and steps shall be taken to eliminate glare and shadows.

Adequate fresh air shall be provided, either through open windows or by the means of air conditioning. In areas where fumes are likely to be present, local exhaust ventilation shall be provided.

ACCESS

Stairs, steps and floors shall be maintained in good condition. They shall, as far as is reasonably practicable, be kept free of materials likely to cause persons to slip or trip and shall not be obstructed.

Non-slip floor polishes shall be used on linoleum or similar surfaces.

Trailing cables from telephones, computers, etc. shall be kept to a minimum and are to be positioned so as not to cause a tripping hazard.

Full-height glass screens and doors shall be marked to indicate their presence.

WASHING AND TOILET FACILITIES

The facilities shall normally include clean hot and cold (or warm) running water, soap, clean towels or other suitable means of cleaning and drying. They shall be adequately cleaned and maintained, and be properly ventilated. The room should be well-lit and should not open on to any room where food is processed, prepared or eaten.

Suitable and sufficient sanitary conveniences shall be provided and maintained in accordance with the numbers of persons employed, as detailed in Table 1. Where separate sanitary accommodation is for a group of workers, e.g. men/women or office/manual workers, then a separate calculation shall be made for each group.

TABLE 1

Number of **people** at work	Number of water closets	Number of wash stations
1 - 5	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Table 2 details sanitary requirements for accommodation used only by men.

TABLE 2

Number of **men** at work	Number of water closets	Number of urinals
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

An additional WC and one additional wash station should be provided for every 25 people above 100 (or fraction of 25). Where work activities result in heavy soiling of hands, face and forearms, the number of wash stations should be increased to one for every ten people (or fraction of ten) up to 50 people and one extra for every additional 20 people (or fraction of 20).

ELECTRICAL HAZARDS

In order to minimise the risk of electrocution caused by defective plugs, sockets, wiring or appliances, only persons who are competent to carry out the work shall install all electrical installations. IEE installation certificates shall be obtained.

All electrical equipment shall be regularly checked for defects and records shall be kept. Fuses shall be checked to ensure the correct rating is used. As a guide, 3 amp fuses shall be used for appliances with a power output of up to 700 watts; 5 amp fuses for up to 1000 watts and 13 amp fuses for appliances up to 3000 watts.

MACHINERY

All parts of every machine that is likely to present a risk of injury shall be adequately guarded and the guards regularly maintained and inspected. Records shall be kept of the inspections and maintenance carried out.

FILING AND STORAGE

Incorrectly used filing cabinets can become unstable. If too many drawers are opened at one time they may topple over. All filing cabinets are to have the lowest drawer loaded first and only one drawer is to be opened at a time.

All racking shall be of adequate strength for the loads placed upon it and shall be rigidly secured to adjacent racks or the wall of the building. Steps or ladders are to be used to gain access to the higher levels of shelving. Heavy items shall not be placed on the higher shelves.

Prior to the installation of racking or filing cabinets, the floor strength is to be ascertained to ensure that the floor is capable of withstanding the load to be applied to it.

GUIDANCE NOTE	NOISE AT WORK	Code: B008	Issue: B

INTRODUCTION

Permanent hearing damage can be caused instantly by sudden, extremely loud, explosive noises, e.g. from guns or cartridge-operated machines. However, hearing loss is usually gradual, caused by prolonged exposure to noise.

Some people may develop tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition which can lead to disturbed sleep.

IS THERE A NOISE PROBLEM IN YOUR WORKPLACE?

There is likely to be a noise problem if any of the following apply:

- Noise levels are intrusive for most of the working day.
- Employees have to raise their voices to carry out a normal conversation when about 2 metres apart for at least part of the day.
- Employees use noisy powered tools or machinery for more than half-an-hour each day.
- Activities include construction, demolition or road repair; woodworking; plastics processing; engineering; textile manufacture; general fabrication; forging, pressing or stamping; paper or board making; canning or bottling; foundry works.
- There are impact noises due to hammering, drop forging, pneumatic impact tools, etc.
- Cartridge-operated tools or detonators, or guns are used.

THE LEGAL REQUIREMENTS

Under the Control of Noise at Work Regulations employers are required to:

- Assess the risks to employees from noise at work.
- Take action to reduce the noise exposure that produces those risks.
- Provide employees with hearing protection if the noise exposure cannot be reduced enough by using other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction and training.
- Carry out health surveillance where there is a risk to health.

Employees are required to:

- Co-operate with their employer, use any noise control devices, e.g. noise enclosures, and follow any working methods that are put in place.
- Use any hearing protection they are given, wear it properly and make sure they wear it all the time when doing noisy work and when in hearing protection areas.
- Look after their hearing protection.
- Report any problems with their hearing protection or noise control devices.
- Inform their employer or safety representative if they have any ear trouble.

The noise exposure limits are:

- Lower exposure action values:
  - Daily or weekly exposure of 80dB
  - Peak sound pressure of 135dB
- Upper exposure action values:
  - Daily or weekly exposure of 85dB
  - Peak sound pressure of 137dB
- Exposure limit values (which must not be exceeded):
  - Daily or weekly exposure of 87dB
  - Peak sound pressure of 140dB

CONTROLLING THE RISKS FROM NOISE

Wherever there is noise at work employers should be looking for alternative processes, equipment and/or working methods which would make the work quieter or reduce employees' exposure. Employers should also be keeping up with what is good practice or the standard for noise control within their industry.

Where your assessment shows that your employees are likely to be exposed at or above the upper exposure action values a planned programme of noise control must be put in place.

Consider the following:

- Use a different, quieter process or quieter equipment.
- Introduce a low-noise purchasing policy for machinery and equipment.
- Introduce engineering controls, e.g. avoid metal-on-metal impacts such as line chutes with abrasion-resistant rubber; reduce drop heights; add material to reduce vibration (damping); isolate vibrating machinery or components from their surroundings with anti-vibration mounts or flexible couplings; fit silencers to air exhausts and blowing nozzles.
- Modify the paths by which the noise travels through the air to the people exposed, e.g. erect enclosures around machines to reduce the amount of noise emitted into the workplace or environment, use barriers and screens to block the direct path of sound or position noise sources further away from workers.
- Design and lay out the workplace for low noise emission, e.g. use absorptive materials within the building to reduce reflected sound such as open cell foam or mineral wool; keep noisy machinery and processes away from quieter areas; design the workflow to keep noisy machinery out of areas where people spend most of their time.
- Limit the time spent in noisy areas - every halving of the time spent in a noisy area will reduce noise exposure by 3dB.

HEARING PROTECTION EQUIPMENT

Hearing protection should be issued to employees:

- Where extra protection is needed above that which can be achieved using other noise controls as described above.
- As a short-term measure, while other methods of controlling noise are being developed.

Hearing protection equipment must:

- Give enough protection - aim at least to get below 85dB at the ear.
- Be suitable for the working environment, e.g. consider if it will need to be worn with other protective equipment such as hard hats, dust masks and eye protection.
- Be comfortable and hygienic.

Hearing protection equipment must not:

- Overprotect, i.e. cut out too much noise, as this can cause isolation which may present other hazards. It may also lead to unwillingness by employees to wear it.

HOW IS NOISE MEASURED?

Noise is measured in decibels (dB). An A-weighting, sometimes written as dB(A), is used to measure average noise levels and a C-weighting, or dB(C), to measure peak, impact or explosive noises.

The basic instrument is a sound level meter. A dosemeter (personal sound exposure meter) worn by the employee can also be used. Dual-purpose instruments are also available which can operate as both sound level meters and dosemeters.

A calibrator to check the meter's accuracy and a windshield to protect the microphone against air movement and dirt are essential accessories.

Where the sound pressure level is steady for long periods non-integrating sound level meters, which give a simple indication of A-weighted sound pressure level, may be used for noise assessments. Where the sound pressure level is not steady an integrating sound level meter is essential.

A sound calibrator should be used to check the meter's accuracy each day before and after making any measurements. Calibrators give a tone at a specified sound pressure level and frequency for a specified microphone type using an appropriate adaptor. Make sure you have the right calibrator with the right adaptors for your microphone.

Some meters have an internal electronic calibration. The internal calibration only checks the accuracy of the instrument electronics and does not provide a check of the meter's microphone. However, it can be a useful cross-check of the accuracy of the meter and calibrator.

When assessing a person's noise exposure make measurements at every location that they work in or pass through during the working day and note the time spent at each location.

Operators may need to be present while the measurements are made, e.g. to control the machine. Measurements should be made with the microphone positioned close enough to the operator's head to obtain a reliable assessment of the noise to which they are exposed but preferably not so close that reflections cause errors. The results are unlikely to be significantly affected by reflections if the microphone is kept at least 4cm away from an operator. The microphone should be placed on the side where the noise levels are highest.

To avoid making large numbers of measurements, e.g. where the sound pressure level is changing or if the person is moving within a noisy area, it is advisable to assume the worst case and measure at the noisiest location or during the loudest periods.

The noise level to which an individual employee is exposed will normally change throughout the day because, for example, different machines or materials might be used at different times. You must take sufficient noise measurements to account for all these changes, recording the sound level and the person's exposure time at each noise level.

The time required depends on the nature of the work. A reading may take just 20 seconds or it may take several hours.

NOISE ASSESSMENT CHECKLIST

The table below shows what you should or could expect to see in three different standards of noise assessment. To meet the minimum legal requirements the assessment should contain at least the information indicated in the "adequate" column below.

Content:		Adequate	Good	Excellent
Purpose of assessment (legal basis)			√	√
Identification of those employees likely to be at risk of hearing damage (either names of employees, named groups of employees or named tasks)		√	√	√
Daily personal noise exposure ($L_{EP,d}$) of those likely to be exposed at or above the lower exposure action values (calculated from levels of noise and times of exposure during working day)		√	√	√
Levels of noise and times of exposure during working day used to calculate $L_{EP,d}$			√	√
Peak noise exposure of those likely to be exposed at or above the peak sound pressure levels		√	√	√
Indication of employer's and employees' legal duties relevant to levels of exposure		√	√	√
Identification of sources of noise giving rise to the risk		√	√	√
Summary of existing noise control measures			√	√
Comment on effectiveness of existing noise control measures				√
Suggestions for priorities for control of noise (where necessary)			√	√
Hearing protection	State whether what is currently in use is adequate	√	√	√
	Suggestions for suitable alternatives	√	√	√
	Which areas require marking as hearing protection zones (and correct sign to use)	√	√	√
	Reference to criteria (BS EN 458) for selection of "suitable" hearing protectors			√
Name of person responsible for the assessment		√	√	√
List of equipment used			√	√
Description of work activities assessed		√	√	√

Noise Assessment Checklist (1 of 2)

Content:	Adequate	Good	Excellent
Photographs		√	√
Annotated sketch plans of work areas		√	√
Health surveillance (hearing checks) information (required where employees are likely to be regularly exposed above the upper exposure action values or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage)		√	√
Suggested noise control solutions			√
Reference to and/or copies of relevant published noise control solutions, e.g. HSE industry-specific guidance		√	√
Reference to and/or copies of general published guidance and information on noise, i.e. to facilitate training of employees	√	√	√
Employee training materials, e.g. a handout			√
Advice on low-noise purchasing policy			√
Glossary of terms		√	√

Noise Assessment Checklist (2 of 2)

REFERENCES

HSE guidance on how to carry out a noise assessment: L108 - "Reducing Noise at Work"
HSE guidance for employers: INDG362 - "Noise at Work"
HSE guidance for employees: INDG363 - "Protect Your Hearing or Lose It"
HSE website: ωωω.ησε.γοω.υκ/νοισε

GUIDANCE NOTE	UPPER LIMB DISORDERS	Code: B010	Issue: C

INTRODUCTION

Upper limb disorders (ULDs) generally relate to medical conditions which affect muscles, joints, tendons and ligaments. ULDs can be caused or worsened by poor work practices. As the term suggests, it relates to areas of the upper torso such as the neck, shoulders, arms, wrist and fingers. Repetitive strain injuries (RSI) and musculoskeletal disorder of the upper limbs are common terms which fall within the definition of ULDs.

Employees who adopt or are forced to adopt an awkward posture or who apply too much force to their bodies for long or frequent periods can be at an increased risk of developing ULDs.

The failure to deal directly to resolve problems created by ULDs can lead to serious ill health, lost of productivity, absenteeism and civil claims. Significant civil claims from ULD injuries are well-established.

Under the Management of Health and Safety at Work Regulations the employer must carry out a risk assessment to ensure that risks which could lead to ULDs are adequately controlled.

ULDs can occur in jobs that require an employee to carry out repetitive movements. Both office-based and manual workers can be at risk from ULDs. Employees involved in the following work activities can be at risk of developing ULDs:

- Manufacturing and production line assembly workers.
- Electronic and electrical assembly workers.
- Workers involved in word processing, data inputting and keyboard workers.
- Food processing workers.
- Packers.
- Textile machinists.
- Construction workers.
- Retail workers.

HUMAN FACTORS

Effective ways of controlling risk from ULDs are based on human factors which take into account individual capacities and limitations. This consideration is termed ergonomics.

REPETITIVE OPERATIONS

Work which is repetitive and requires the employee to use the same set of muscles increases the risk of the employee developing ULDs. This is a significant factor because the more the operative is exposed to the task the more the risk of injury is increased.

The exposure to repetitive operations can be reduced by considering:

- Job rotation to allow employees to carry out other tasks, thus reducing the period of exposure.
- Removal of the person from the task by automation.
- Provision of adequate rest periods.

When considering assembly activities the following factors should be considered to improve the layout of the workstation which would allow the employee to adopt a neutral position when working:

- **Seating at workstations.** - Seated workstations lead to fewer stresses being applied to the employee's joints and muscles. Suitable seating, which can be adjusted in height and has adjustable back support that can be raised, lowered and tilted, should be provided. Swivel chairs with five-pointed caster bases are best suited for assembly type work. When employees are engaged in precision work a forward tilting seat and work surface can assist the operator in the assembly activity. Footrests should be provided to employees where necessary.

- **Standing at workstations.** - Standing workstations may be provided for the operation of machinery or production line assembly. Factors to be considered in reducing the risk of ULDs whilst using standing workstations are:
  - The provision of alternatives to conventional seating, such as lean or foldaway seats and sit-stand seats;
  - The provision of feeder tables to reduce the amount of bending and twisting;
  - Placing control panels within easy reach of the employee;
  - Ensuring mechanical handling devices are provided to eliminate any manual handling.

- **Layout of workstation.** - The layout of the workstation should eliminate the need for the employee to carry out repetitive reaching. Component picking bins should be placed within the individual's reach zone, ideally within 450mm of the front of the operator. Any components used in the assembly activity should be arranged in a semi-circle to ensure that the employee does not have to overreach, which could lead to a loss of support provided by the seat. Tools needed in the assembly activity can be suspended to reduce the need for the employee to reach outside the work zone. Racking provided for materials and finished items should be placed well within the individual's reach to prevent overstretching when large quantities of components are required in the assembly work.

HAND TOOLS

Hand tools are used for most assembly activities. Use of excessive force by the employee when using hand tools can be a significant risk factor. Forces can also be applied to muscles and joints by handling heavy objects or when using tools which need to be impacted onto a material, such as hammering.

Local force and stress can be imposed on muscles, joints in the finger, arm and forearm when using tools held in the palm, such as pliers. Specifically designed hand tools which have been modified to ensure that employees adopt an ergonomic hand position are a solution to this problem.

Forces which need be applied by employees when carrying out assembly work can be reduced by:

- Careful selection of the correct tool.
- Routine sharpening of any cutting surfaces and faces.
- Routine inspection of the tool for wear and damage.
- Ensuring tools are provided with a suitable gripping surface.

USE OF POWER TOOLS

A wide range of power tools are available and, where practical, these should be provided as an alternative to hand tools. The use of power tools can significantly reduce the force to which employees may be subjected to in their work activity.

However, the following factors need to be considered if selecting power tools over hand tools:

- Suitability of the power tools for the task.
- The need for increased maintenance and inspection arrangements.
- Additional risks created by the use of pneumatic or electrical powered tools.
- Increases in the weight of tools - this can be controlled by suspending or counterbalancing the tools.

LIGHTING

Poor lighting can lead employees to adopt poor working postures in order to see their work. Typically this could lead to an employee developing muscular problems in the neck and shoulders if they find it difficult to see the work.

It is recommended that, for the following activities, average illumination, which is measured in Lux (Lx), should be:

Activity	Average Lx	Minimum Lx
Assembly of large components	100	50
Office work	200	100
Electronic assembly	500	200

TRAINING

All workers and management need to be given basic training in the awareness of ULD issues. Specific training needs to be given to particular employees at specific risk from ULDs through their job or task.

General training should include:

- Early identification and awareness of the symptoms of ULDs.
- Work activities and tasks where risk factors are significant.
- Safe methods and practices to be adopted to prevent ULDs.

SECTION C

Arrangements for Managing Health and Safety in Construction

Elite Enviromental Services Ltd may, during the course of its activities, assume roles and responsibilities under the Construction (Design and Management) Regulations (CDM).

In so doing, this company shall comply with its duties under the requirements of these regulations insofar as they relate to our work activities and our relations with other duty holders during the course of the works. (See the CDM compliance checklist at the end of this section.)

Guidance on Managing Health and Safety in Construction

General management duties under the Construction (Design and Management) Regulations (CDM) apply to **all** construction projects, including those which are non-notifiable.

Additional management duties shall apply to "notifiable" projects, except where the project is for a domestic client. This includes the appointment of a CDM co-ordinator and a principal contractor, and a requirement for particular documents, e.g. a construction phase plan, which will assist with the management of health and safety from concept to completion.

PROJECT NOTIFICATION

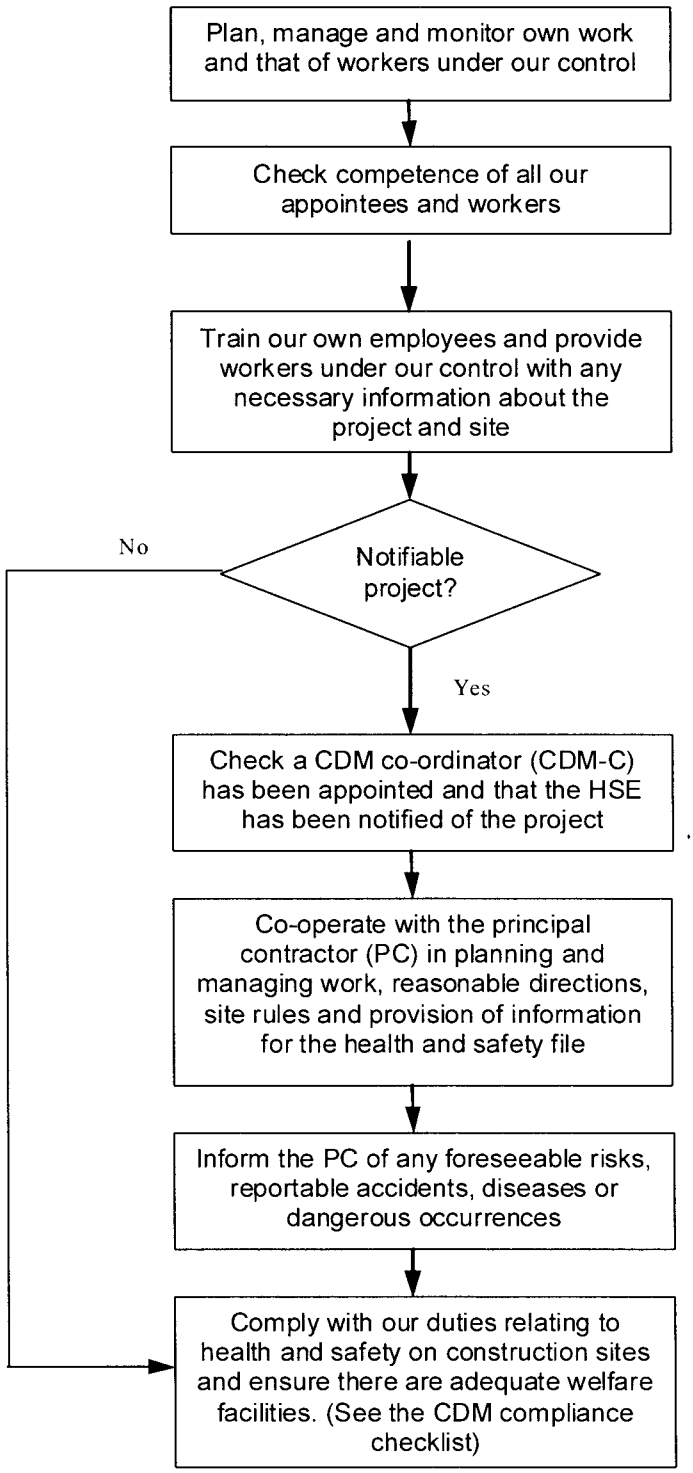
Except where the project is for a domestic client, the HSE shall be notified where construction work is expected to **last more than 30 days** or **involve more than 500 person days**, e.g. 50 people working for over 10 days.

DOMESTIC CLIENTS

Domestic clients are people who have work done on their own home or the home of a family member that does not relate to a trade or business, whether for profit or not. Domestic clients have no client duties under CDM.

Below is a summary of our CDM duty holder responsibilities (where applicable). For further information refer to the guidance notes, section (C001).

Procedure for the Role of Contractor



See guidance section for details

CONTRACTOR RESPONSIBILITIES

Where this company is an appointed "contractor" on a construction project we shall fulfil our role and responsibilities by:

- Checking clients are aware of their duties.
- Satisfying ourselves that we and anyone we employ or engage are competent and adequately resourced.
- Making sure that workers under our control are safe from the start of their work on site. (See the CDM compliance checklist below.)
- Ensuring that any contractor who we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Providing workers under our control (whether employed or self-employed) with any necessary information (including about relevant aspects of other contractors' work) and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensuring that any design work we do complies with Regulation 11.
- Complying with any requirements listed in Schedule 2 and Part 4 of these regulations that apply to their work.
- Co-operating and co-ordinating our work with others working on the project.
- Ensuring the workforce is properly consulted on matters affecting their health and safety.
- Obtaining specialist advice where necessary when planning high-risk work.

Additionally, where the construction work is notifiable (see above) we shall also:

- Check that a CDM co-ordinator has been appointed and the HSE has been notified before we start work.
- Co-operate with the principal contractor, CDM co-ordinator and others working on the project or adjacent sites.
- Tell the principal contractor about risks to others created by their work.
- Provide details to the principal contractor of any contractor who we engage in connection with carrying out the work.
- Comply with any reasonable directions from the principal contractor and with any relevant rules in the construction phase plan.
- Inform the principal contractor of any problems with the plan or risks identified during their work that have significant implications for the management of the project.
- Tell the principal contractor about accidents and dangerous occurrences.
- Provide information for the health and safety file.

CDM COMPLIANCE CHECKLIST

1.	Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.	YES/NO
2.	What steps have been taken to prevent access to places that are not free from risk?	
3.	Is it possible for any structure to collapse? If yes what steps will be taken to ensure that any structure undergoing construction work does not collapse?	YES/NO
4.	Is it possible for an explosion to occur? If yes describe the steps that are being taken to ensure that no one is exposed to risk or injury from an explosion.	YES/NO
5.	Is it possible for an excavation to collapse? If yes describe the steps being taken to prevent this.	YES/NO
6.	Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.	YES/NO

CDM Compliance Checklist

CDM Compliance Checklist Cont...

7.	Is there a traffic route on site? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.	YES/NO
8.	Is there a possibility that a fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.	YES/NO
9.	Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.	YES/NO
10.	Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located? If no describe the steps being taken to correct this.	YES/NO
11.	Are all employees trained to use the fire fighting equipment? If no describe the steps being taken to correct this.	YES/NO
12.	Are there sufficient toilets close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?	YES/NO

CDM Compliance Checklist Cont...

13.	Are there sufficient washing facilities close to the work place? Is there hot and cold water, soap, towels, and separate facilities for men and women? If no describe the steps being taken to correct this. How will they be cleaned and maintained?	YES/NO
14.	Are there sufficient facilities to change clothes or rest close to the work place? Are there separate facilities for men and women and for non-smokers? Is there a supply of clean drinking water and cups? Is there a means to boil water and maintain it at an appropriate temperature? If no describe the steps being taken to correct this. How will the facilities be cleaned and maintained?	YES/NO
15.	What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?	
16.	What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?	
17.	Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.	YES/NO
18.	Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.	YES/NO

CDM Compliance Checklist Cont...

19.	Is all plant and equipment used for construction work safe, of good construction, made of suitable and sound materials and of suitable strength and stability for its purpose? If no describe the steps that are being taken to correct this.	YES/NO
20.	Who is the competent person who will inspect (and record) any excavation, cofferdam or caisson?	

Inspection carried out by.....(Name).....(Signed)

Results of inspection passed to.....(Name).....(Position)

for action

Date.....

Guidance Notes for Managing Health and Safety in Construction

Construction Design and Management (CDM2007) 3

GUIDANCE NOTE	CONSTRUCTION DESIGN AND MANAGEMENT (CDM 2007)	Code: C001	Issue: D

INTRODUCTION

The Construction (Design and Management) Regulations 2007 (CDM 2007) replace the Construction (Design and Management) Regulations 1994 and the Construction (Health, Safety and Welfare) Regulations 1996. CDM 2007 aims to focus attention on planning and management throughout all construction projects, from design concept onwards.

CDM 2007 is divided into five parts:

Part 1 deals with matters of interpretation and application. The regulations apply to **all** construction work and to both employers and the self-employed.

Part 2 covers general management duties which apply to **all** construction projects, including those which are non-notifiable.

Part 3 sets out **additional** management duties which apply to projects above the notification threshold (projects lasting more than 30 days, or involving more than 500 person days of construction work). These additional duties require particular appointments or particular documents which will assist with the management of health and safety from concept to completion.

Part 4 applies to **all** construction work carried out on construction sites and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed.

Part 5 covers issues of civil liability; transitional provisions which applied during the period when the regulations came into force, and amendments and revocations of other legislation.

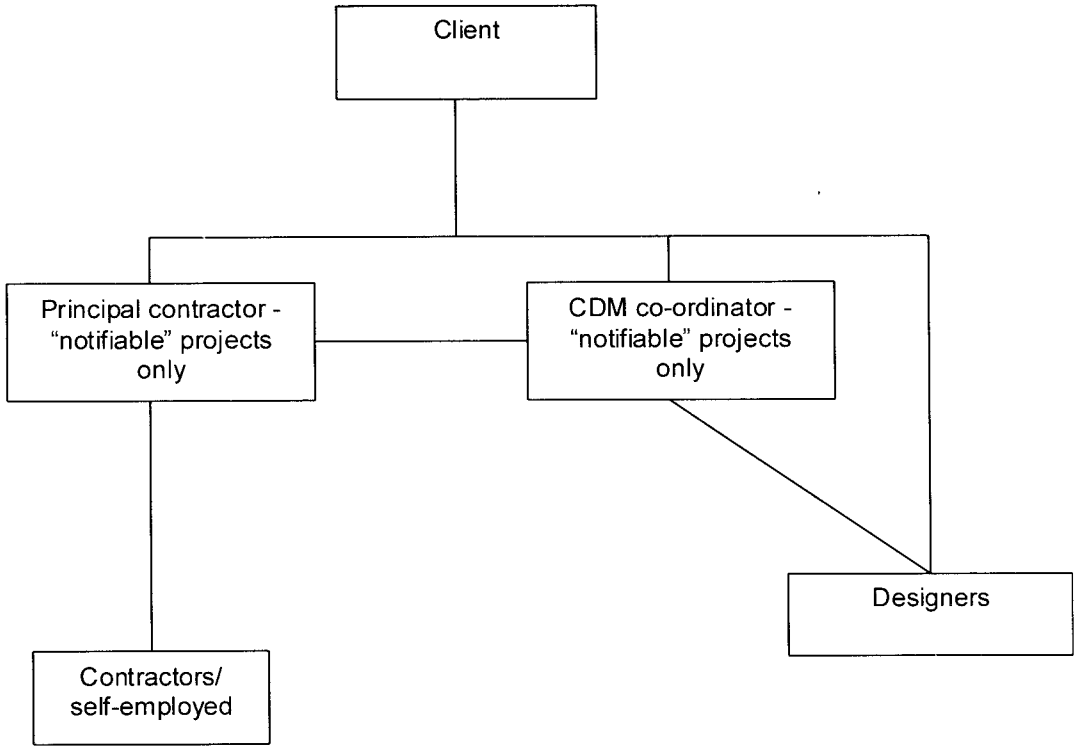
Construction work under CDM includes:

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

Construction work under CDM does not include:

- Putting up and taking down marquees and similar tents designed to be re-erected at various locations.
- General maintenance of fixed plant, except when this is done as part of other construction work, or it involves substantial dismantling or alteration of fixed plant which is large enough to be a structure in its own right, e.g. structural alteration of a large silo; complex chemical plant; power station generator or large boiler.
- Tree planting and general horticultural work.
- Positioning and removal of lightweight movable partitions, such as those used to divide open-plan offices or to create exhibition stands and displays.
- Surveying, this includes taking levels, making measurements and examining a structure for faults.
- Work to or on vessels such as ships and mobile offshore installations.
- Off-site manufacture of items for later use in construction work, e.g. roof trusses, precast concrete panels, bathroom pods and similar prefabricated elements and components.
- Fabrication of elements which will form parts of offshore installations.
- The construction of fixed offshore oil and gas installations at the place where they will be used.

CONSTRUCTION PROJECT MANAGEMENT STRUCTURE



NOTIFICATION

Except where the project is for a domestic client, the HSE must be notified of projects where construction work is expected to last more than 30 working days or involve more than 500 person days, e.g. 50 people working for over 10 days.

All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

Where a small project that is not notifiable requires a short extension or short-term increase in the number of people there is no need to notify the HSE. However, if the work or the scope changes significantly, so that it becomes notifiable, the HSE should be informed.

THE CLIENT

A client is an organisation or individual for whom a construction project is carried out. Clients only have duties when the project is associated with a business or other undertaking, whether for profit or not. This can include, for example, local authorities, school governors, insurance companies and project originators on Private Finance Initiative (PFI) projects.

Domestic clients are people who have work done on their own home or the home of a family member that does not relate to a trade or business, whether for profit or not. It is the type of client that matters, not the type of property. Local authorities, housing associations, charities, landlords and other businesses may own domestic property but they are not domestic clients. If the work is in connection with the furtherance of a business attached to domestic premises, such as a shop, the client is not a domestic client.

Domestic clients have no client duties under CDM 2007, which means that there is no legal requirement for the appointment of a CDM co-ordinator or principal contractor when such projects reach the notification threshold.

Builder-developers are often both client and principal contractor, although they may appoint another contractor as principal contractor. They may also be a designer or CDM co-ordinator. They must comply with CDM 2007 in all their roles.

For all projects, clients must ensure:

- Co-operation and co-ordination between parties. - This is the key to successful management of construction health and safety. Co-operation and co-ordination can only be meaningful if the relevant members of the project team have been appointed early enough to allow them to contribute to risk reduction. This is particularly important during the design stage when both clients and contractors should contribute to discussions on buildability, usability and maintainability of the finished structure. Clients should seek to appoint those who can assist with design considerations at the earliest opportunity so that they can make a full contribution to risk reduction during the planning stages. Clients should assist with welfare arrangements where particular restraints make it difficult for contractors to provide suitable facilities.

- Realistic timescales and sufficient resources. - Unrealistic deadlines and a failure to allocate sufficient funds are two of the largest contributors to poor control of risk on site. When engaging designers and contractors, and for notifiable projects appointing CDM co-ordinators and principal contractors, clients have to consider the resources (e.g. staff, equipment and, particularly, time) needed to plan and do the work properly. Any contractors who are being considered for appointment should be informed of the minimum time period allowed to them for planning and preparation before construction work begins on site. Contractors should be given sufficient time after their appointment to allow them to plan the work and mobilise the necessary equipment (e.g. welfare facilities) and staff to allow the work to proceed safely and without risk to health. This is particularly important where the project involves demolition work - contractors must be given sufficient time for the planning and safe execution of any demolition activities.
- Adequate consultation. - Clients should consult with appointees (including the principal contractor) to find out how much time they will need for planning and preparation before work is expected to start in order that both parties can agree a suitable time period. Similarly, CDM co-ordinators will need sufficient time after their appointment to carry out their duties under the regulations. Clients must then inform their appointees how much time has been allowed for planning and preparation before the work starts.
- Suitable management arrangements exist. - Most clients, particularly those who only occasionally commission construction work, will not be experts in the construction process and for this reason they are not required to take an active role in managing the work. Clients are required to take reasonable steps to ensure that suitable management arrangements are in place throughout the life of the project so that the work can be carried out safely and without risk to health. The arrangements put in place should focus on the needs of the particular job and should be proportionate to the risks arising from the work.
- They provide preconstruction information. - Clients must provide designers and contractors who may be bidding for the work, or who they intend to engage, with the project-specific health and safety information needed to identify hazards and risks that might not be obvious to contractors or designers. It should include obvious hazards such as the likelihood that the project would involve work at height. (See preconstruction information below.)

In addition to the duties outlined above, when the project is notifiable, clients must:

- Appoint a CDM co-ordinator (CDM-C). - As soon as practicable after initial design work or other preparations for construction work have begun, a competent, adequately resourced CDM-C must be appointed, whose main purpose is to help the client carry out their duties, co-ordinate health and safety aspects of design work and to prepare the health and safety file.
- Appoint a principal contractor (PC). - Clients must appoint one competent, adequately resourced principal contractor to plan, manage and monitor the construction work, so as to ensure the health and safety of everybody carrying out such work or those affected by it.
- Ensure the health and safety file is prepared, reviewed or updated. - The client must then keep the file available for any future construction work or to pass on to a new owner.

THE CDM CO-ORDINATOR (CDM-C) - NOTIFIABLE PROJECTS ONLY

The role of the CDM-C is to provide the client with a key project advisor in respect of construction health and safety risk management matters. The regulations require the appointment to take place as soon as is practicable after initial design work or other preparation for construction work has begun.

The CDM-C must:

- Advise the client. - A competent CDM-C will have the knowledge and expertise to assist clients with appointing competent and adequately resourced designers and contractors, including principal contractors. They should also assist with the development of management arrangements and advise clients on whether or not the arrangements are adequate.
- Manage information flow. - The CDM-C needs to make sure that there are appropriate systems in place to encourage communication and the sharing of relevant information. They should manage the flow of information between the team members and may need to convene special meetings if they are not satisfied there is sufficient co-operation between designers or with other team members, or if adequate regard is not being given to health and safety. It is, however, better for these issues to be addressed in routine project meetings.
- Provide preconstruction information. - Designers or contractors who may be bidding for or preparing to carry out construction work on site should be provided with such parts of the preconstruction information that are relevant to each.
- Co-ordinate design work. - As part of design reviews, CDM-Cs need to ensure that the designers have identified a safe method for construction for unusual or complex designs and that the designs include the information needed by other designers and contractors to allow them to work safely and without risk to health. Where design changes and decisions during the construction phase have significant health and safety implications the CDM-C should liaise with the principal contractor about any implications for the construction phase plan.
- Prepare a health and safety file (see below) or update it if one already exists. - It is important that they discuss this with the client before work starts on site so that the format can be agreed, along with who should provide what information and when. This requires the co-operation of several duty holders, so CDM-Cs need to make sure that designers and contractors know, early on, what they will have to provide.

The CDM-C does not have to:

- Approve the appointment of designers, principal contractors or contractors, although they normally advise clients about competence and resources.
- Approve or check designs, although they have to be satisfied that the design process addresses the need to eliminate hazards and control risks.
- Approve the principal contractor's construction phase plan, although they have to be able to advise clients on its adequacy at the start of construction.
- Supervise the principal contractor's implementation of the construction phase plan (this is the responsibility of the principal contractor) or supervise or monitor construction work (this is the responsibility of the principal contractor).

THE HEALTH AND SAFETY FILE

The health and safety file should contain the information needed to allow future construction work, including cleaning, maintenance, alterations, refurbishment and demolition to be carried out safely (see below). Information in the file should alert those carrying out such work to risks and should help them to decide how to work safely.

The scope, structure and format for the file should be agreed between the client and the CDM-C at the start of a project. There can be a separate file for each structure, one for an entire project or site or one for a group of related structures. The file may be combined with the building regulations log book or maintenance manual, providing that this does not result in the health and safety information being lost or buried.

The health and safety file should contain:

- A brief description of the work carried out.
- Any residual hazards which remain and how they have been dealt with, e.g. surveys or other information concerning asbestos, contaminated land, water-bearing strata, buried services, etc.
- Key structural principles, e.g. bracing or sources of substantial stored energy (including pre- or post-tensioned members), and safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.
- Hazardous materials used, e.g. lead paint, pesticides or special coatings which should not be burnt off.
- Information regarding the removal or dismantling of installed plant and equipment, e.g. any special arrangements for lifting, the sequence or other special instructions for dismantling, etc.
- Health and safety information about equipment provided for cleaning or maintaining the structure.
- The nature, location and markings of significant services, including underground cables, gas supply equipment or firefighting services, etc.
- Information and as-built drawings of the structure, its plant and equipment, e.g. the means of safe access to and from service voids, fire doors, etc.

(For further guidance relating to responsibilities for, and the contents of, the health and safety file refer to CDM 2007 ACoP.)

DESIGNERS

Designers' responsibilities extend beyond the construction phase of a project. They also need to consider the health and safety of those who will repair, maintain, clean, refurbish and eventually remove or demolish all or part of a structure, as well as the health and safety of the users of workplaces.

Where significant risks remain, when they have done what they can, designers should provide information with the design to ensure that the CDM co-ordinator, other designers and contractors are aware of these risks and can take account of them.

Designers include:

- Architects, civil and structural engineers, building surveyors, landscape architects, other consultants, manufacturers and design practices (of whatever discipline) contributing to, or having overall responsibility for, any part of the design, e.g. drainage engineers designing the drainage for a new development.
- Anyone who specifies or alters a design or who specifies the use of a particular method of work or material, such as a design manager or quantity surveyor who insists on a specific material or a client who stipulates a particular layout for a new building.
- Building service designers, engineering practices or others designing plant which forms part of the permanent structure (including lifts, heating, ventilation and electrical systems), e.g. a specialist provider of permanent fire-extinguishing installations.
- Those purchasing materials where the choice has been left open, e.g. those purchasing building blocks and so deciding the weights that bricklayers must handle.
- Contractors carrying out design work as part of their contribution to a project, such as an engineering contractor providing design, procurement and construction management services.
- Temporary works engineers, including those designing auxiliary structures, such as formwork, falsework, façade retention schemes, scaffolding and sheet piling.
- Interior designers, including shopfitters, who also develop the design.
- Heritage organisations who specify how work is to be done in detail, e.g. providing detailed requirements to stabilise existing structures, and those determining how buildings and structures are altered, e.g. during refurbishment, where this has the potential for partial or complete collapse.

For all projects, designers should:

- Make clients aware of their responsibilities. - Designers are often the first point of contact for a client and CDM 2007 requires them to check that clients are aware of their duties under the regulations. The duty to inform is aimed at the designer who has the initial or main contact with the client.
- Avoid foreseeable risks. - Examples would be to design out things like fragile roofing materials or products, eliminating rooflights from areas where roof access is needed, positioning plant which needs regular maintenance at ground level so there is no need for work at height or providing permanent safe access for work at height. (See the design residual risk register form below.)
- Provide adequate information. - Designers must provide information that other project team members are likely to need in order to identify and manage the remaining or residual risks. This should be project-specific and concentrate on significant risks which may not be obvious to those who use the design. (See the design residual risk register form below.)

- Co-operate with others. - This is to ensure that incompatibilities between designs are identified and resolved as early as possible and that the right information is provided in the preconstruction information. For smaller projects where most of the work is done by a single designer this can be achieved through discussion with those who use or are affected by the design. For larger projects, or those involving significant risks, a more managed approach will be necessary such as the appointment of a lead designer, regular meetings of all the design team (including the CDM co-ordinator) with contractors and others, regular reviews of developing designs, etc.

In addition to the duties outlined above, when the project is notifiable, designers should:

- Ensure that the client has appointed a CDM co-ordinator.
- Ensure that they do not start design work other than initial design work unless a CDM co-ordinator has been appointed.
- Co-operate with the CDM co-ordinator, principal contractor and with any other designers or contractors as necessary for each of them to comply with their duties. This includes providing any information needed for the preconstruction information or health and safety file.

Designers do not have to:

- Take into account or provide information about unforeseeable hazards and risks.
- Design for possible future uses of structures that cannot reasonably be anticipated from their design brief.
- Specify construction methods, except where the design assumes or requires a particular construction or erection sequence, or where a competent contractor might need such information.
- Exercise any health and safety management function over contractors or others.
- Worry about trivial risks.

DESIGN RESIDUAL RISK REGISTER

Project: **Job number:**

Structure or element: **Date:**

Made by: **Checked by:**

Preconstruction information/health and safety file (delete as applicable)

The following identifies hazards which are:
(a) Not likely to be obvious to a competent contractor or other designer
(b) Unusual
(c) Likely to be difficult to manage effectively
which the designers have identified as not reasonably practicable to eliminate. When managing/pricing/resourcing or formulating the most appropriate method(s) of carrying out the works the tenderer/principal contractor/contractor must take these significant hazards into account. The designer has not mentioned every hazard or assumption as it is understood that those planning or managing the work will be competent.

Activity:		
Significant hazard (or risk):	**What does this affect?** Construction stage Maintenance (incl. cleaning) Demolition or decommissioning User and/or operation	 O O O O
Potential worst-case consequences (including parties or persons at risk):		
Assumptions made (by designer) about working methods, precautions or control measures - including safe sequence of work (where applicable/appropriate):		

Design Residual Risk Register
(Source: APS)

THE PRINCIPAL CONTRACTOR (PC) - NOTIFIABLE PROJECTS ONLY

The key duty of the PC is to properly plan, manage and co-ordinate work during the construction phase in order to ensure that the risks are properly controlled. Principal contractors must also comply with the duties placed on all contractors under the regulations.

PCs are usually the main or managing contractor. This allows the management of health and safety to be incorporated into the wider management of project delivery. This is good business practice as well as being helpful for health and safety purposes.

Although written plans are only legally required for notifiable projects, all projects must be properly planned and managed and the principles set out in this section may be relevant to those who plan for non-notifiable projects.

The principal contractor must:

- Encourage co-operation and co-ordination. - Effective and timely communication is essential to the co-operation and co-ordination of activities. Information about risks and precautions needs to be shared sensibly (i.e. relevant information, not everything) when it is needed to plan and manage work. Drawings can be used to highlight hazards or unusual work sequences identified by designers, with advice on where to find more information, if required. Induction training and toolbox talks help to ensure workers understand the risks and precautions, and are a good opportunity to inform workers of site rules or any special risks relating to the project.
- Plan and manage health and safety during the construction phase. - The PC must take account of the information contained in the preconstruction information provided by the client, and any other information provided by contractors, e.g. alterations that could result in structural collapse, or work on contaminated land. Specialist advice is likely to be needed at the planning stage. Managing includes supervising and monitoring work to ensure that it is done safely and that it is safe for new activities to begin.
- Prepare, implement and review the construction phase plan. - This plan should set out the organisation and arrangements that have been put in place to manage risk and co-ordinate the work on site. It should not be a repository for detailed generic risk assessments, records of how decisions were reached or detailed method statements, but it may, for example, set out when such documents will need to be prepared. It should be well-focused, clear and easy for contractors and others to understand - emphasising key points and avoiding irrelevant material. The plan needs to be routinely reviewed, revised and refined by the principal contractor as the project develops, e.g. where the plan is not being followed, and health and safety is put at risk, those involved must take appropriate action to deal with the risk. (See suggested content of the construction phase plan below.)
- Establish and enforce site rules. - These must be written and may cover issues such as restricted areas, permit-to-work systems, hot-work and emergency plans. In order to avoid cluttering the plan with detailed arrangements for implementing site rules the plan should refer to other documents or put detailed arrangements in appendices.
- Display project notification information. - A legible copy of the most up-to-date information notified to the HSE must be displayed on site.
- Control access onto sites. - The PC must take reasonable steps to prevent access by unauthorised persons to the construction site. How access is controlled depends on the nature of the project, the risks and location. The boundaries of all sites should be physically defined, where necessary, by suitable fencing.

- Provide site induction, training and information. - Ensure, so far as is reasonably practicable, that every worker has a suitable induction and any further information and training needed for the particular work. This does not mean that the PC has to train everyone on the site - this will be the responsibility of individual contractors.

Principal contractors do not have to undertake detailed supervision of contractors' work.

THE CONSTRUCTION PHASE PLAN

The PC will develop the construction phase plan taking in account preconstruction information provided by the client. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

The checklist below provides a summary of what should be included in the plan. For further guidance refer to CDM 2007 ACoP (L144) - Appendix 3.

A description of the project and programme details, dates, etc.	
Details of the client, CDM co-ordinator (CDM-C), designers, principal contractor and other consultants (where appropriate).	
Information about the site, existing plans and structures, etc.	
The management structure and responsibilities for the project.	
System of liaison/communication/co-ordination with other parties.	
Health and safety goals for the project and arrangements for monitoring and review of health and safety performance.	
Arrangements for controlling significant safety risks, e.g. preventing falls, traffic routes and segregation of vehicles and pedestrians.	
Arrangements for controlling significant health risks, e.g. the removal of asbestos or dealing with contaminated land.	
Fire and emergency procedures.	
Arrangements for reporting of injury, disease and dangerous occurrences (RIDDOR).	
Arrangements for welfare and first aid.	
Arrangements for training and informing people on site.	
Arrangements for consulting with the workforce on matters of health and safety.	
Arrangements for site rules, site security, site induction.	
Arrangements for selection and control of contractors.	
Health and safety file. - Arrangements for collecting information by arrangement with the CDM-C.	

CONTRACTORS

All contractors, including utilities, specialist contractors, contractors nominated by the client and the self-employed, have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper co-ordination of the work, underpinned by good communication and co-operation between all those involved.

Anyone who directly engages construction workers or manages construction work is a contractor under CDM Regulations. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers are employees or self-employed and to agency workers.

For all projects contractors must:

- Plan, manage, monitor and supervise their own work and that of their workers to ensure that it is carried out safely and that health risks are also addressed. - The effort invested in this should reflect the risk involved and the experience and track record of the workers involved. Where contractors identify unsafe practices they must take appropriate action to ensure health and safety.
- Provide site induction, information and training. - Contractors must ensure, so far as is reasonably practicable, that every worker has a suitable induction and any further information and training needed for the particular work.
- Ensure adequate welfare provision. - So far as is reasonably practicable, suitable and sufficient facilities must be provided or available for use by their workers. These should include sanitary conveniences, washing facilities, drinking water, changing rooms and facilities for rest.
- Report incidents. - Under the RIDDOR Regulations the "responsible person" must notify any death, reportable injury, disease or dangerous occurrence to the relevant enforcing authority. The responsible person is the employer or, for the self-employed, the contractor or principal contractor.

In addition to the duties outlined above, when the project is notifiable, contractors must:

- Co-operate with the principal contractor and assist them in the development of the construction phase plan and its implementation.
- Promptly inform the principal contractor about risks to other site workers or members of the public resulting from their work.
- Provide details to the principal contractor of any other contractors who they engage to assist in the carrying out of the work.
- Provide information about RIDDOR incidents to principal contractors so that they can monitor compliance with health and safety law and, if necessary, review the arrangements for the management of health and safety.
- Provide any information needed for the health and safety file.
- Comply with their duties as designers (where appropriate).

SUMMARY OF DUTIES UNDER THE CDM 2007 REGULATIONS		
Duty holder	**All construction projects (Part 2 of the Regulations)**	**Additional duties for "notifiable" projects (Part 3 of the Regulations)**
Clients (excluding domestic clients)	• Check competence and resources of all appointees. • Ensure there are suitable management arrangements for the project. • Allow sufficient time and resources for all stages. • Provide preconstruction information to designers and contractors.	• Appoint CDM co-ordinator. • Appoint principal contractor. • Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan in place. • Retain and provide access to the health and safety file.
CDM co-ordinators		• Advise and assist the client with his/her duties. • Notify the HSE. • Co-ordinate health and safety aspects of design work and co-operate with others involved with the project. • Facilitate good communications between client, designers and contractors. • Liaise with the principal contractor regarding ongoing design. • Identify, collect and pass on preconstruction information. • Prepare/update health and safety file.
Designers	• Eliminate hazards and reduce risks during design. • Provide information about remaining risks.	• Check client is aware of duties and CDM co-ordinator has been appointed. • Check the HSE has been notified. • Provide any information needed for the health and safety file.

Summary of Duties under CDM 2007 Regulations (1 of 2)

SUMMARY OF DUTIES UNDER THE CDM 2007 REGULATIONS - continued		
Duty holder	**All construction projects (Part 2 of the Regulations)**	**Additional duties for "notifiable" projects (Part 3 of the Regulations)**
Principal contractors		• Plan, manage and monitor construction phase in liaison with contractors. • Prepare, develop and implement a written plan and site rules. (Initial plan completed before the construction phase begins.) • Give contractors relevant parts of the plan. • Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase. • Check competence of all their appointees. • Ensure all workers have site inductions and any further information and training needed for the work. • Consult with the workers. • Liaise with CDM co-ordinator regarding ongoing design. • Secure the site.
Contractors	• Plan, manage and monitor own work and that of workers. • Check competence of all their appointees and workers. • Train own employees. • Provide information to their workers. • Comply with the specific requirements in Part 4 of the Regulations. • Ensure there are adequate welfare facilities for their workers.	• Check client is aware of duties and a CDM co-ordinator has been appointed and the HSE notified before starting work. • Co-operate with the principal contractor in planning and managing work, including reasonable directions and site rules. • Provide details to the principal contractor or any contractor whom they engage in connection with carrying out the work. • Provide any information needed for the health and safety file. • Inform the principal contractor of problems with the plan. • Inform the principal contractor of reportable accidents, diseases and dangerous occurrences.
Everyone	• Check own competence. • Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work. • Report obvious risks. • Comply with requirements in Schedule 3 and Part 4 of the Regulations for any work under their control. • Take account of and apply the general principles of prevention when carrying out duties.	

Summary of Duties under CDM 2007 Regulations (2 of 2)

DUTIES RELATING TO HEALTH AND SAFETY ON CONSTRUCTION SITES

Contractors and those who control the way in which construction work is carried out must comply with the requirements of CDM Regulations 26-44 in respect of the following:

Safe Places of Work

Steps should be taken to ensure that all places of work and other places provided at work are safe and free from risk, that the means of access and egress are safe and free from risk, and that steps are taken to prevent access to places that are not safe and free from risk.

Good Order and Site Security

Construction sites must be kept in a reasonable state of cleanliness. No material with projecting nails or similar sharp object shall be used or be allowed to remain on site if it may be a source of danger to any person. Site perimeters should be identified by suitable signs or be fenced off, preferably both.

Stability of Structures

All practicable steps shall be taken to ensure that any structure undergoing construction work does not collapse. No part of a structure is to be loaded so as to make it unsafe. Any buttress or temporary support used to support a permanent structure shall only be erected or dismantled under the supervision of a competent person.

Demolition or Dismantling

Any dismantling or demolition of any structure must be planned and carried out in a safe way and under the supervision of a competent person.

Explosives

Suitable and sufficient steps must be taken to ensure that no one is exposed to risk or injury from explosions or from flying materials caused by explosions.

Excavations

All practicable steps shall be taken to prevent danger to any person by an excavation collapsing or by being buried or trapped by the displacement of any material.

Any excavation must be supported as early in the work process as practicable to prevent the displacement of any material. Suitable and sufficient material is to be available to form the supports and a competent person must supervise the installation, dismantling or alteration of any support work.

Suitable and sufficient steps must be taken to stop any person, vehicle, plant and equipment or any accumulation of earth or any other material from falling into excavations. No material, vehicle, plant or equipment shall be placed or moved near to an excavation if it could cause a collapse. No excavation work shall be carried out until underground cables and other services have been identified.

Excavations must be inspected by a competent person:

- At the start of the shift in which the work is to be carried out.
- After any event likely to have affected the strength or stability of the excavation.
- After any material unintentionally falls or is dislodged.

Cofferdams and Caissons
Must be correctly designed, constructed, maintained and inspected. A competent person must supervise the construction, dismantling or alteration of any cofferdam or caisson.

Cofferdams and caissons must be inspected by a competent person:

- At the start of the shift in which the work is to be carried out.
- After any event likely to have affected the strength or stability of the cofferdam or caisson.

Reports of Inspections
Where the person carrying out the inspection of an excavation, cofferdam or caisson is not satisfied that construction work can be safely carried out at that place, they must inform the contractor, e.g. the site supervisor, of any matters about which they are not satisfied. The place of work shall not be used until the problems have been remedied.

The person who carries out an inspection of an excavation, cofferdam or caisson shall prepare a report before the end of the working period during which the inspection took place.

The report must incorporate the following particulars:

- Name and address of the person on whose behalf the inspection was carried out.
- Location of the place of work inspected.
- Description of the place of work inspected.
- Date and time of the inspection.
- Details of any matter identified that could give rise to a risk to the health and safety of any person and details of any action taken as a result.
- Details of any further action considered necessary.
- Name and position of the person making the report.

A copy of this report must be provided to the person for whom the inspection was carried out, e.g. the site or contracts manager, within 24 hours.

A copy of the report must also be held on site and, after the work on that site is complete, at the company head office for at least 3 months after the report was completed.

The report must be made available, at reasonable times, for inspection by Her Majesty's Inspector of Health and Safety.

Where the report is on the condition of excavations and cofferdams only one report needs to be carried out in any 7-day period.

Energy Distribution Installations
Where necessary to prevent danger, energy distribution installations, i.e. electric power cables, shall be suitably located, checked and clearly indicated.

No construction work which is liable to create a risk to health or safety from an underground service, or from damage to or disturbance of it, shall be carried out unless suitable and sufficient steps have been taken to prevent such risk, so far as is reasonably practicable.

Prevention of Drowning
So far as is reasonably practicable, steps are to be taken to prevent people from falling into water or other liquid where there is a risk of drowning. In the event of a fall, personal protective equipment and rescue equipment must be available and adequately maintained.

The safe transport by water must be under the supervision of a competent person. Any vessel used to transport by water must be of suitable construction, properly maintained, under the control of a competent person and not overloaded or overcrowded.

Traffic Routes
Construction sites must be organised so that pedestrians and vehicles can move safely. Routes must be suitable and sufficient for both people and vehicles using them. Suitable and sufficient steps must be taken to ensure that persons near a traffic route will not be harmed.

Any door or gate for pedestrians leading onto a traffic route must allow the pedestrians to be able to see approaching vehicles from a place of safety. There must be either sufficient separation between vehicles and pedestrians to ensure safety or there must be another means of ensuring the safety of pedestrians and a system to warn them of the approach of the vehicles.

No vehicle may be driven on a traffic route unless there is sufficient clearance. Every traffic route is to be indicated by suitable signs.

Vehicles
Suitable and sufficient steps must be taken to prevent or control unintended movement of any vehicles. It must be possible for the person in control of the vehicle to be able to warn any other person at risk from that vehicle.

Any vehicle must be driven, operated or towed in a safe way and be loaded such that it can be driven, operated or towed in a safe way.

No one may ride, or be required or permitted to ride on any vehicle except in a safe place. No one may ride, or be required or permitted to ride on any vehicle during loading of loose materials unless they have been provided with a safe place of work.

Suitable and sufficient steps must be taken to ensure that any vehicle involved in excavating or handling materials will not fall into any excavations.

Suitable plant and equipment shall be provided to replace on its track a derailed vehicle.

Prevention of Risk from Fire, etc.
The regulations require the prevention of risk from fire, explosion, flooding and asphyxiation, as far as is reasonably practicable.

Emergency Procedures
Where necessary, a plan shall be prepared which will deal with any foreseeable emergency and if necessary that plan shall be implemented. Suitable and sufficient steps shall be taken to ensure that all are aware of the plan and that the arrangements are tested by being put into effect at suitable intervals.

Emergency Routes and Exits
A sufficient number of suitable emergency routes and exits shall be provided to enable any person to reach a place of safety quickly in the event of danger. Emergency routes shall lead as directly as possible to an identified safe area. Emergency routes and exits shall be kept clear of obstruction and shall be provided with emergency lighting if that is necessary in order that the emergency routes and exits shall be usable at all times.

Any emergency routes and exits shall have regard to:
- The type of work on site.
- The size of the site and the number and location of work places.
- The plant and equipment in use.
- The number of people on the site.
- The nature of any substances and materials on or likely to be on site.

Suitable signs shall indicate all emergency routes and exits.

Fire Detection and Firefighting
Each site shall be equipped with suitable and sufficient firefighting equipment and fire detection and alarm systems, which shall be suitably located. Any firefighting equipment, fire detector or alarm system shall be properly maintained, examined and tested to ensure that it remains effective.

Any firefighting equipment, fire detector or alarm system that is not automatic shall be indicated by suitable signs and be accessible. Every person at work on site shall be, so far as is reasonably practicable, trained to use the firefighting equipment.

Where a particular task gives risk to a particular risk of fire the operative shall not carry out that task unless they are suitably instructed in how to prevent that risk.

Fresh Air
Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that fresh or purified air is available at every workplace and a system is in place to detect any failure of this air.

Temperature and Weather Protection
Suitable and sufficient steps shall be taken to ensure, so far as is reasonably practicable, that the temperature at any indoor place of work is reasonable.

Any outdoor place of work shall be arranged such that, so far as is reasonably practicable, it provides protection from adverse weather.

Lighting
Suitable and sufficient lighting shall be provided at every place of work and traffic route. The colour of artificial lighting must not affect the perception of colour on any safety sign or signal.

There is to be a secondary lighting system in any place where there would be a risk to health and safety if the primary lighting system failed.

REFERENCES

SI 2007/320	The Construction (Design and Management) Regulations 2007
L144	Managing Health and Safety in Construction Approved Code of Practice 2007

SECTION D

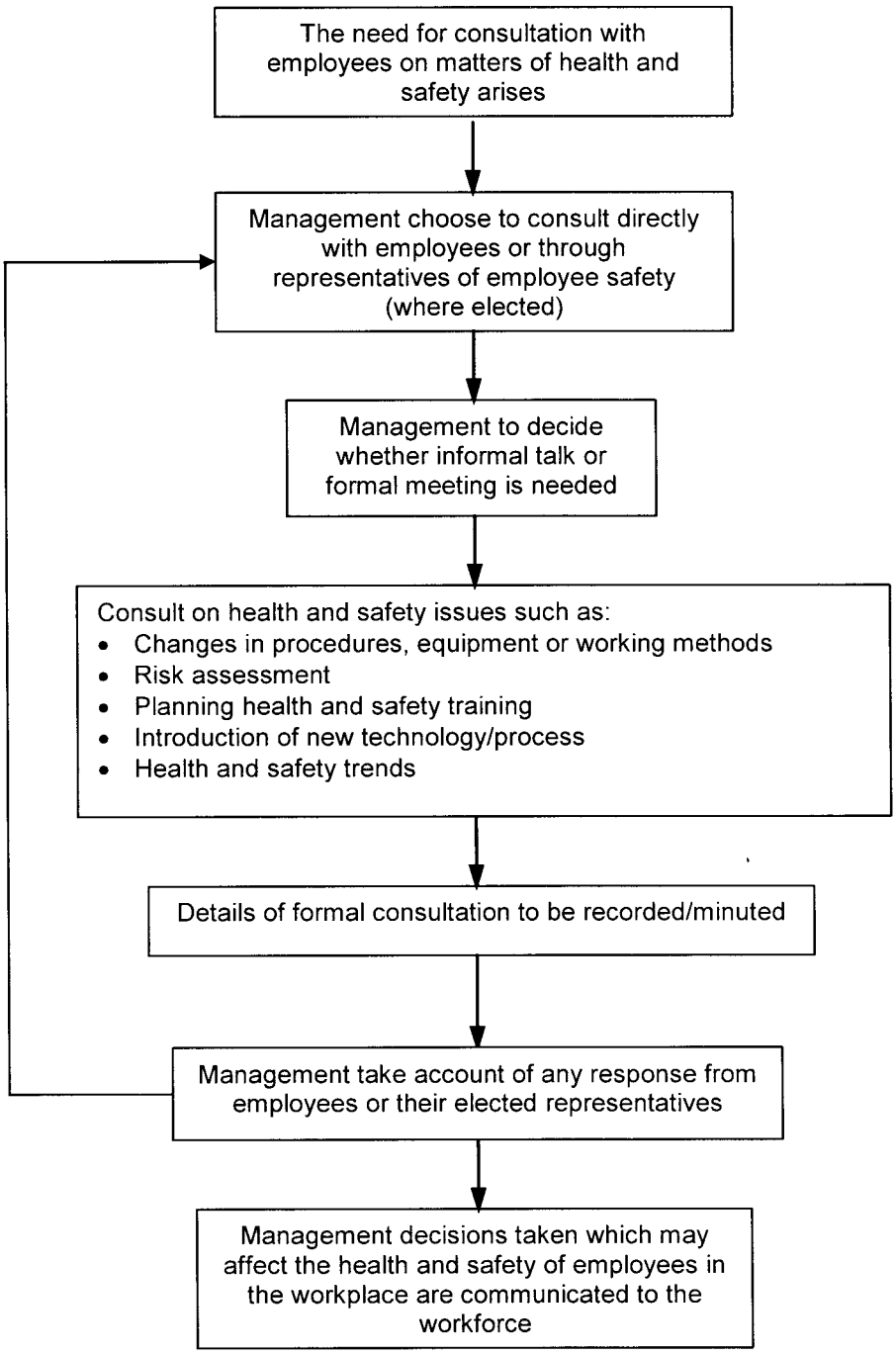
Arrangements for Consultation with Employees

Consultation shall be carried out on all matters to do with the health and safety of our employees at work including:

- Any proposed change which may substantially affect their health and safety at work, e.g. changing a work procedure.
- Appointing a competent person to help Elite Enviromental Services Ltd to comply with health and safety laws.
- When introducing new technology, tools or working processes.
- When planning health and safety training.
- Informing employees of the likely risks and dangers arising from their work, measures to remove or reduce these risks and what they should do if they have to deal with a risk or danger.

Paul Sayer, Lee Sayer and Mark Sayer will consult directly with individual employees or groups of employees.

Procedure for Consultation with Employees



See guidance section for details

Guidance on Consultation with Employees

INTRODUCTION

We will involve our employees in discussions regarding any of the following circumstances:

- Any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or ways of working.
- The company's arrangements for appointing competent people to help it satisfy health and safety laws.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they should do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.

These discussions will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

REPRESENTATIVES OF EMPLOYEE SAFETY

Where elected, representatives of employee safety have the following functions:

- To make representations to the employer regarding possible risks and dangerous events in the workplace that may affect employees they represent.
- To make representations to the employer regarding general matters affecting the health and safety of the employees they represent.
- To represent the employees who elected them in consultation with an enforcing authority.

AVAILABILITY OF HEALTH AND SAFETY DOCUMENTATION AT THE WORKPLACE

It is a company requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the company health and safety policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for company management to obtain for those works and which have a bearing on health and safety issues for that place of work.

GENERAL COMMUNICATION MEDIA

Health and safety information may also be transmitted by management to employees by way of memos, notice boards on company or site premises, minutes of meetings, site safety booklets and other media where deemed appropriate. It will be the responsibility of the managing director, or their representative, to decide how to transmit health and safety information to the company's employees.

Guidance Notes for Consultation with Employees

SECTION E

Arrangements for Induction Training

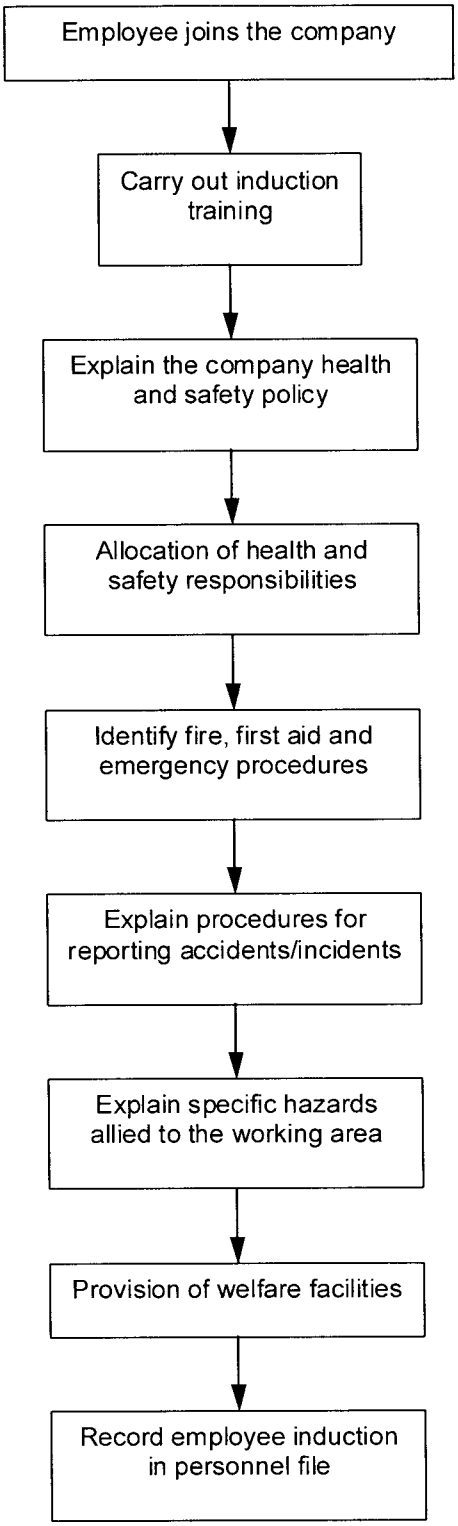
Elite Enviromental Services Ltd expects its employees to undergo specific induction training (which may be provided by the company or others) prior to works starting, in order that we may address the health and safety hazards associated with that particular area.

Paul Sayer will ensure that all employees undergo company induction training.

Paul Sayer shall ensure that site operatives undergo site induction training and that records of this training are kept on site, together with any certificates from off-site courses attended by employees.

Records of company induction training will be held at head office by **Paul Sayer.**

Procedure for Induction Training



See guidance section for details

Guidance on Induction Training

INTRODUCTION

All new members of staff should receive health and safety induction training as part of their general induction to the organisation. This should take place as soon as possible after they start, ideally upon arrival. The objective of the training is to ensure that new members of staff are familiar with all fundamental aspects of health and safety which relate to their employment and the contribution that they can make to a safe working environment.

SCOPE OF TRAINING

Areas to be covered:

- The individual's reporting lines, job title, duties and responsibilities.
- The company's health and safety policy including:
  - The organisation's commitment to health and safety in the workplace;
  - Legislative background to the health and safety policy;
  - The general statement of policy and its importance;
  - How to get access to the health and safety policy;
  - The organisational structure for managing health and safety;
  - The employee consultation process on health and safety issues;
  - Management and staff responsibilities and rules;
  - Arrangements and procedures;
  - Fire safety and emergency evacuation procedures, raising the alarm, escape routes and assembly points;
  - How the accident and incident reporting system works;
  - First aid arrangements;
  - Disciplinary procedures following breach of staff rules.
- Prohibited and hazardous areas, and smoking arrangements.
- Where to find individuals with special health and safety functions, e.g. health and safety advisers/co-ordinators, first aiders, fire wardens and safety and employee representatives.
- Details of any traffic controls and restrictions.
- Location of specific safety issues.
- Job-specific safety issues and access to relevant risk assessments, work procedures, control measures, etc.
- Details of any further training to be provided.
- The company's "smokefree" policy.

It can be helpful for any individuals with health and safety responsibilities to be present during induction training.

References

- Health and safety management system.
- Fire notices.
- First aid notices.
- Location and job-specific requirements.
- Guidance relevant to the individual's work.
- Relevant specific/detailed risk assessments.

INDUCTION SHEET

Site/area:

Company/person giving induction:

Date of induction:

The following items have been explained to the inductee:

- The company's policy for health, safety and welfare.
- The allocation of safety responsibilities on site.
- Site-specific rules.
- Safe systems of work, where applicable.
- General hazards in and around their work area.
- Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task.
- Fire and emergency procedures, including the location and use of extinguishers.
- The names and locations of first aiders, introduction to them, position of first aid boxes and rules for their use.
- Use, availability and storage of protective clothing and equipment.
- Procedures for reporting accidents, injuries and property damage.
- The location of canteens, toilets, etc. and other welfare matters.
- The importance of hygiene and health.

I have received the site safety induction and understand the safety requirements and obligations placed upon me.

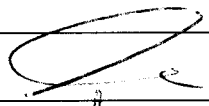
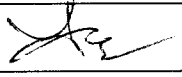
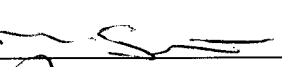
Signed by:
(Upon completion of safety induction)

Print name:

Company:

This form is to be held in the site records and then transferred to head office on the completion of the task.

INDUCTION REGISTER

NAME	SIGNATURE	DATE OF INDUCTION	INDUCTED BY
Francis		10/11/09	Lee Sayer
FARRAR.		10-11-09.	Lee Sayer
M. CAYER		10.11.09	Lee Sayer.
N BAILEY		10.11.09	Lee Sayer
Kim Crowe		10-11-09	Lee Sayer.
Paul Dwyer		10-11-09	Lee Sayer

Induction Register

SECTION F

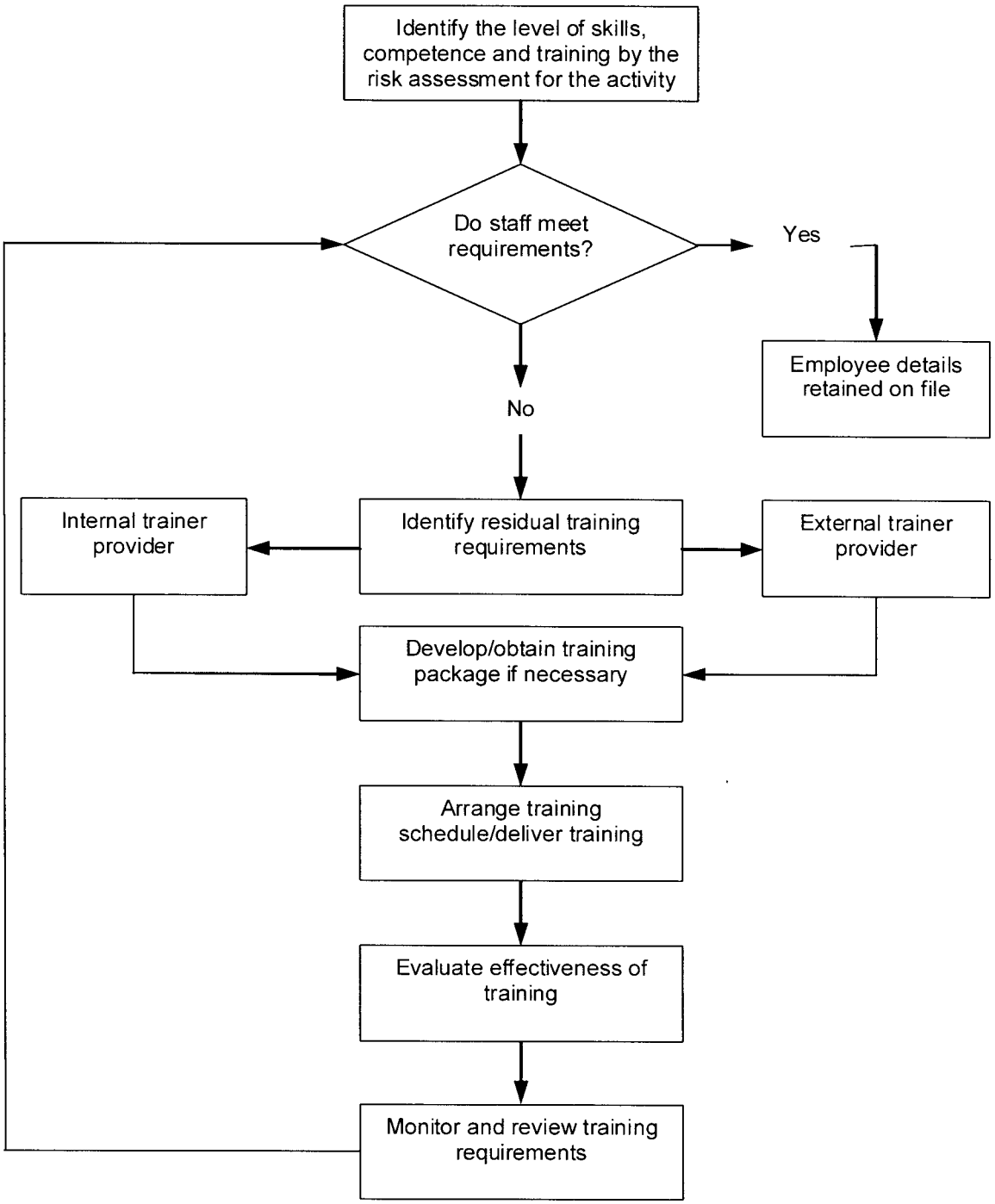
Arrangements for Training

Paul Sayer shall ensure that all members of staff receive training on health and safety to assist them in undertaking their tasks safely and efficiently. External courses on specific subjects may be utilised along with internal training.

Although the directors have a major role to play within the company's health and safety policy, each member of staff in a supervisory role is responsible for ensuring that their subordinates receive appropriate training and instruction and shall, therefore, liaise with **Paul Sayer** regarding training needs.

Copies of all training records will be held at head office by **Paul Sayer**.

Procedure for Training



See guidance section for details

Guidance for Training

INTRODUCTION

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly and understand the need for them.

LEGAL REQUIREMENTS

There is a general requirement on all employers under the Health and Safety at Work Act to provide employees with adequate information, instruction, training and supervision.

Under the Management of Health and Safety at Work Regulations training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work. This means that, if the employee normally gets paid overtime, the time they spend after hours on training courses for health and safety should be remunerated in the same way as if they were working.

EMPLOYEE COMPETENCE

Employers must take account of employees' capabilities, level of training, knowledge and experience when allocating work.

Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

Employers must decide the level of competence, i.e. the combination of these four elements, needed to carry out a job safely. There are also specific legal requirements for competence in certain areas of work, e.g. providing health and safety assistance, and working on electrical equipment and systems.

TRAINING NEEDS

Before adequate training can be provided it is necessary to identify individual training needs. General induction training must be given to all employees but, in addition to this, each new and existing worker is likely to require more detailed training to meet the specific needs of their job. Training needs should be identified when a person first begins a job and should be reviewed regularly. In between reviews training needs may become apparent, e.g. if a manager or supervisor notices an employee using work equipment incorrectly.

Training needs may be influenced by:

- Previous experience and training.
- The individual's capability and capacity for learning.
- The level of expertise and competence required for the job.

The training requirements of each particular job should be identified by the risk assessment for the particular activity and should be included in the job specification. Employers must provide employees with adequate safety training if they change jobs or responsibilities and if new equipment or technology is introduced or existing equipment is modified significantly.

METHODS OF TRAINING

There are a variety of different training methods including:

- Training courses - used for briefings, technical training, large audiences, covering new subject areas and general principles.
- Demonstrations - used for demonstrating how to carry out specific activities or methods.
- Toolbox talks - used for passing on information on working procedures to groups of employees.
- On-the-job training - used for teaching an individual how to carry out the tasks they are responsible for.
- Workshops - used for encouraging participation during training courses.

Training may be given by:

- In-house personnel, e.g. line managers or employees with specific competence.
- External trainers delivering a tailored in-house course in the workplace.
- External trainers at an external venue.

TRAINING REQUIREMENTS

Management and supervisory staff should be trained in:

- The requirements of health and safety law in relation to their areas of responsibility.
- The health and safety policy.
- Safety rules, procedures, control measures, monitoring and checking arrangements, etc. relevant to their areas of responsibility.
- Communication with their staff and their managers.
- How to supervise staff in relation to safety procedures, etc.
- Incident investigation.
- Identification of problems or improvements in health and safety arrangements.
- How and when to take disciplinary action against staff breaching safety rules, etc.
- Effective recruitment.
- Recognition of personal limitations in relation to health and safety knowledge.
- How and when to seek specialist advice.

TOOLBOX TALKS

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by company management or their authorised representatives at a frequency to be determined by this company. An example of the form used by this company to record toolbox talks is attached.

REFRESHER TRAINING

Refresher training is necessary to help refresh employees' memories on a particular subject area and to update them on changes in legislation, practice and policy. Competence will generally decline if skills are not used regularly. Refresher training is usually specific to a topic and is particularly relevant to some groups of workers, including the following:

- Those working with asbestos and hazardous substances.
- Crane operators.
- Drivers of company vehicles.
- Those handling flammable substances.
- Those working with ionising radiation.
- Operators of forklift trucks.
- Drivers of vehicles carrying dangerous substances by road.
- Safety and employee representatives.
- Qualified first aiders and appointed persons.
- Safety advisers and co-ordinators.
- Management staff.

The frequency of refresher training will depend on the complexity of the subject, how rapidly it changes and the ability of the individual to retain the information. In order to remember when the individual is due for fixed frequency refresher training, e.g. every 3 years for qualified first aiders, a written reminder should be included in the individual's training records.

If there is a significant change in legislation or practice, refresher training may have to be provided *ad hoc* as well as on a regular basis, e.g. staff trained to operate a particular forklift truck would require additional training should a new truck of a different type or rating be brought into use. Management staff will need retraining following amendments to the health and safety policy to ensure consistent implementation of any new measures.

TRAINING REGISTER FOR EMPLOYEES

Name: **Start date:**

Job title: **Date of birth:**

DATE	TRAINING RECEIVED	TRAINING PROVIDER	RETRAIN DATE

INFORMATION REGISTER FOR EMPLOYEES

Project: **Sheet number:**

This register is to record the issuing of verbal instructions to members of staff (or sub-contractor labour). It is preferable, but not essential, that the person receiving the instructions signs to that effect.

NAME	DATE	INSTRUCTIONS GIVEN	BY WHOM	REFERS TO ASSESSMENT	SIGNED

Staff Information Register

TOOLBOX TALK REGISTER

DATE	TOPIC	NUMBER OF ATTENDEES	ATTENDEE LIST NUMBER	TRAINING PROVIDER

Toolbox Talks Register

TOOLBOX TALK ATTENDANCE FORM

Topic of talk:

Date:

NAME OF ATTENDEE	SIGNATURE

Toolbox Talk Attendance Form

SECTION G

Arrangements for Safe Equipment and Plant

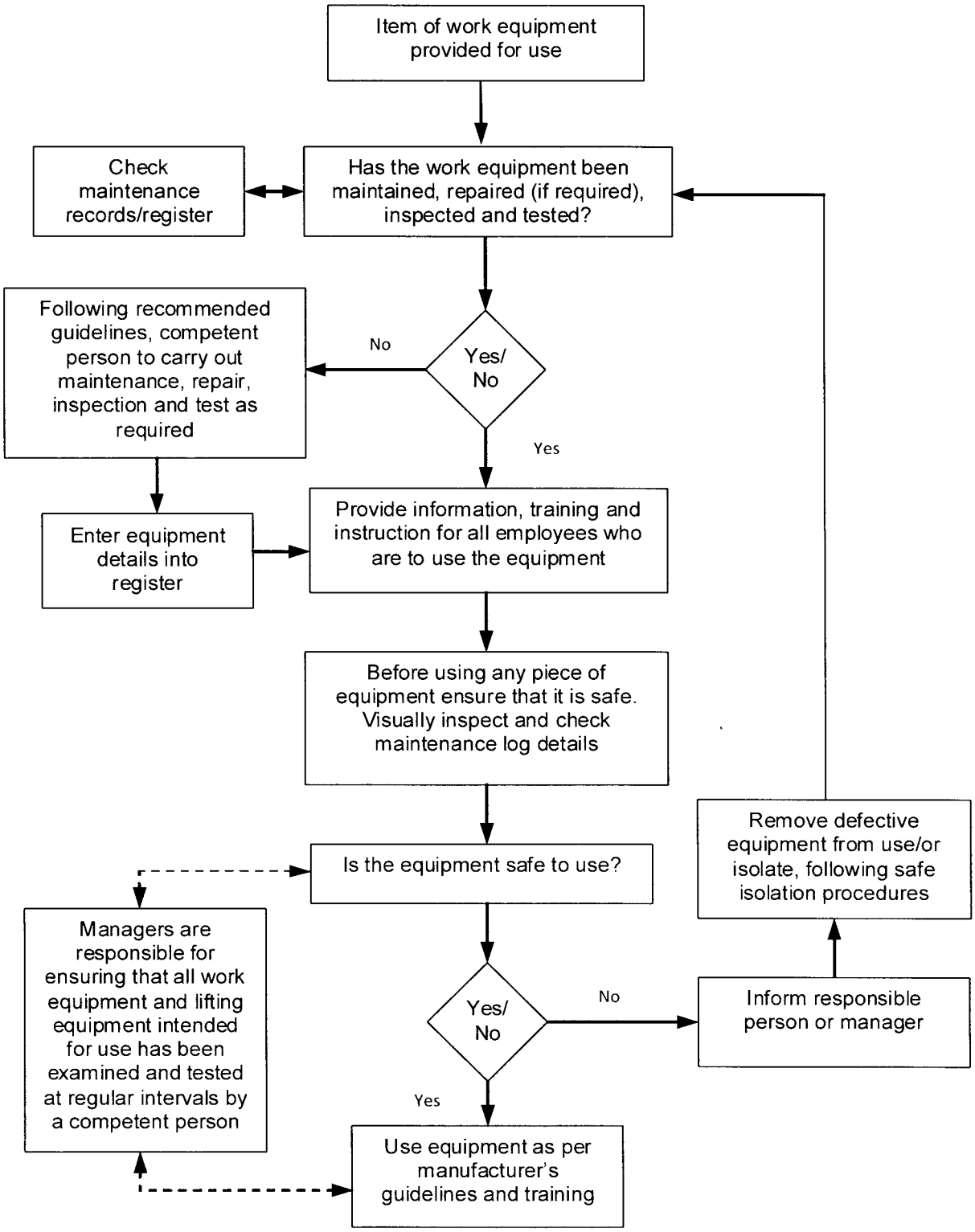
Paul Sayer, Lee Sayer and Mark Sayer will ensure that new plant and equipment is suitable for the intended use and meets the safety requirements as laid down in the Provision and Use of Work Equipment Regulations before it is purchased.

Andy Sayer will be responsible for ensuring that all plant and equipment are checked, inspected and examined in accordance with the requirements of the relevant legislation.

Andy Sayer will be responsible for ensuring that effective procedures for the maintenance of plant and equipment are drawn up and implemented (including testing of portable tools and appliances, i.e. PAT testing).

Faulty plant and equipment should be reported to **Andy Sayer**.

Procedure for Safe Equipment and Plant



See guidance section for details

Guidance for Safe Equipment and Plant

INTRODUCTION

The Provision and Use of Work Equipment Regulations (PUWER) apply to all items of **"work equipment"** provided for **"use"** or **"used"**, either by employees or the self-employed.

The following definitions are relevant:

- **Work equipment** covers all machinery and tools from a major item of plant to a screwdriver.
- **Use** includes its cleaning, repair, modification, maintenance and servicing.

GENERAL REQUIREMENTS AND DUTIES

Employers have a duty to ensure that equipment provided for employees and self-employed persons working for the employer complies with the regulations.

It is the duty of any self-employed person working for a company to ensure that any equipment they provide complies with the regulations.

When company employees are permitted to provide their own equipment this equipment must also comply with the regulations.

In construction, items of work equipment are often used by a number of different contractors and it is essential that they co-operate with each other and that their activities are co-ordinated, as required by the Management of Health & Safety at Work Regulations. It is the company's policy that the provision and use of shared work equipment on construction sites shall be co-ordinated by the principal contractor.

This company shall ensure that equipment selected shall be suitable for the particular work it is provided to do, both for the operation concerned and for the conditions under which it will be used, and that equipment shall be maintained in safe working order and in good repair.

The extent of maintenance required may vary with the complexity of the equipment but even the simplest hand tools shall be subject to a daily visual check by the user for defects before use. Complex equipment is likely to require routine maintenance and planned preventative maintenance, which shall be carried out in accordance with manufacturers' recommendations.

A maintenance log may be required or be considered appropriate for some items of plant or potentially hazardous equipment. All maintenance records are to be kept up-to-date.

INFORMATION AND INSTRUCTION

All relevant health and safety information and written instructions on the use of work equipment shall be made available to the workforce at all levels.

The information and written instructions shall cover all the health and safety aspects of use that are likely to arise and any limitations on these uses, together with any foreseeable difficulties that could arise, and the methods to deal with them.

Information may be verbal or in writing but, whichever method is chosen, the company shall ensure that the workforce properly understands the instruction.

Adequate training in the use of work equipment shall be given, both to "users" and to their supervisors and managers. The company shall assess what training is adequate.

SPECIFIC REQUIREMENTS FOR DANGEROUS PARTS OF MACHINERY

PUWER replaces most of the previous legal requirements for the guarding of machinery and requires effective measures to prevent contact with dangerous parts of machinery. Such measures must prevent access to the dangerous part or stop the movement of the dangerous part before access is gained.

If the dangerous part of the machine is in a place that cannot foreseeably be reached by anybody, no further measures are necessary as that part is said to be "safe by design or position". However, in such cases access may be needed for maintenance or repair and, if no guards or other devices are in place, a suitable system of work or permit-to-work system shall be implemented. Three levels of effective measures are laid down:

1. Fixed, enclosing guards (barriers).
2. Other guards or protection devices (trip devices, safety mats, etc).
3. Protection appliances (jigs, holders, push sticks, etc).

In many cases a combination of measures will be needed.

Additionally, employers must provide such information, instruction and supervision as is necessary.

All guards and protection devices must:

- Be suitable for the purpose, i.e. for the nature and use of the machine and the severity of the risks presented. They should also conform to all recognised standards.
- Be of good construction, sound material and adequate strength.
- Be maintained in an efficient state, in efficient working order and in good repair.
- Not give rise to any increased risk to health or safety themselves.
- Not easily be disabled or by-passed.
- Be situated at a sufficient distance from the danger zone they are protecting.
- Not unduly restrict any necessary view of the operation concerned.
- Be constructed or adapted so that they permit necessary routine repair or maintenance work.

PROTECTION AGAINST SPECIFIC HAZARDS

Subject to the note below, work equipment must incorporate protection or steps must be taken to reduce the risk against certain specific hazards:

- Material falling from equipment, e.g. a loose board falling from scaffolding.
- Material held in the equipment being unexpectedly thrown out, e.g. swarf ejected from a machine tool.
- Parts of the equipment breaking off and being thrown out, e.g. a burst abrasive wheel.
- Parts of the equipment coming apart, e.g. collapse of falsework or scaffolding.
- Overheating or fire, e.g. due to bearings running hot or ignition by welding torch.
- Explosion of equipment, e.g. due to failure of a pressure relief valve, or unexpected blockage of pipe work.
- Explosion of a substance in the equipment, e.g. due to exothermic reaction, unplanned ignition of a flammable gas or vapour, or welding work on a container with flammable residues.

The risk assessment made under the Management of Health and Safety at Work Regulations shall identify any of the above hazards and assess the associated risks. Emphasis shall be placed on reducing the risks by minimising the chance of failure of work equipment and by mitigating the effect of any failures that occur. Personal protective equipment may be appropriate where there is a need to provide further protection against risk. Training, supervision and provision of information also have important roles to play.

Note that the protection against specific hazards in respect of any risk to a person's health or safety may be covered by measures as stated in specific regulations and as such would override PUWER. These regulations include:

- The Control of Lead at Work Regulations.
- The Ionising Radiations Regulations.
- The Control of Asbestos Regulations.
- The Control of Substances Hazardous to Health Regulations (COSHH).
- The Control of Noise at Work Regulations.
- The Construction (Head Protection) Regulations.

For example, COSHH would apply to leakage of a toxic substance or the discharge of coolant mist from a machine tool. PUWER would apply in the case of ejected swarf.

HIGH OR VERY LOW TEMPERATURES

The company shall ensure that protection is provided where there is a risk of contact with accessible surfaces of hot or very cold work equipment. Engineering measures, such as insulation, screens or barriers, shall be adopted in preference to personal protective equipment.

CONTROLS AND CONTROL SYSTEMS

The company shall ensure that the following requirements are met for powered work equipment:

When starting or changing operating conditions:

- One or more controls shall be provided, where appropriate, to start equipment and starting shall only be possible by using a control;
- A change in operating conditions, e.g. speed or pressure, shall only be possible by use of a control;
- Controls shall be designed and/or positioned so as to prevent accidental operation and must not be capable of operating themselves due to gravity, vibration, etc.;
- The stop control, or controls, shall be readily accessible and bring the equipment to a safe condition, in a safe manner. It does not necessarily have to be instantaneous or to bring all moving parts to a halt.

Emergencies:

- An emergency stop control shall be provided if other safeguards are not adequate to prevent risk when some unplanned event occurs, e.g. someone becoming exposed to a hazard or a dangerous malfunction of the machine;
- Emergency stop controls, where appropriate, shall be provided at every control point and, where necessary, at other locations around the equipment so that action may be taken quickly. They shall
  be positioned so as to be easily reached and operated.

General:

- The intended purpose of each control shall be easily recognisable by wording or symbols and, where appropriate, by colour, shape and position;
- Normal operating controls shall not be placed where anyone using them might be placed at risk. So far as is reasonably practicable, controls shall be positioned so that the operators of the equipment are able to see that no other person is at risk from anything they set going. If this is not reasonably practicable a safe system of work shall be introduced to ensure the health and safety of others;
- Where appropriate, e.g. in the case of a detonator, an audible, visual, or other suitable warning shall be given whenever work equipment is about to start. The warning shall allow sufficient time for those at risk to get clear or to prevent the equipment from starting.

Control Systems:

- The company shall ensure that failure of any part of a control system or its power supply shall lead to a "fail-safe" condition and not impede the operation of the "stop" or "emergency stop" controls.

ISOLATION FROM SOURCES OF ENERGY

Where appropriate, work equipment shall be provided with a clearly identifiable and readily accessible means of isolating the equipment from all its sources of energy. Reconnection of any energy source shall not expose a user to risk.

Isolation of equipment from its energy source is often necessary for maintenance or when an unsafe condition develops. Isolation means establishing a break in the energy supply in a secure manner, i.e. so that unintentional reconnection is not possible. The procedure will normally involve some form of permit-to-work system.

STABILITY

Precautions shall be taken to ensure that items of work equipment are "stabilised", e.g. the use of outriggers with mobile cranes, where appropriate.

LIGHTING

The company shall ensure that all places where work equipment is used are suitably and sufficiently lit. The need to provide additional or special lighting shall be assessed, taking due account of the circumstances and types of task to be performed.

MAINTENANCE OPERATIONS

Where there is any risk to health or safety measures shall be taken, as far as is reasonably practicable, to ensure that work equipment can be maintained whilst it is shut down. If this is not reasonably practicable precautions shall be taken to prevent risks to the health or safety of those carrying out maintenance work. In this context "maintenance" includes cleaning and repair. On construction sites the need to carry out maintenance on moving machinery is unlikely to arise.

MARKINGS AND WARNINGS

The company shall ensure that, where necessary, all work equipment is marked with the appropriate health and safety warning signs and notices. Examples of markings are:

- The maximum rotational speed of an abrasive wheel.
- The maximum safe working load on lifting equipment.
- Identification of gas cylinders by colour.
- Hazard symbols on dangerous substances.

Warnings are normally in the form of notices or signs. The latter shall conform to the Health and Safety (Safety Signs and Signals) Regulations. Warning devices, e.g. reversing alarms on vehicles, shall be clear and easily understood.

INSPECTION REQUIREMENTS

An inspection is required for work equipment whenever it has been installed or assembled in a new location to ensure that it has been installed correctly and is safe to operate. All other work equipment must be assessed to determine if an inspection is needed and how often.

The minimum inspection regime for work equipment shall be set by the company based on manufacturers' information and other statutory obligations. Additional inspection requirements may be identified taking into account the work being carried out, any site specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g. working platforms under the Work at Height Regulations. Other regulations lay down specific items to be examined. These specific regulations take precedence over the requirements in PUWER.

RESPONSIBILITY FOR INSPECTION

A number of parties will have responsibilities for ensuring that work equipment is safe to use and that it has been inspected in accordance with the inspection regime. Hire companies must ensure that equipment they hire out complies with PUWER. Employers and self-employed persons have a duty to ensure that equipment they use or provide for use complies with PUWER and that includes ensuring that inspections are carried out by a competent person. If employees use equipment provided by another contractor the company has a duty to ensure that the equipment is safe to use.

If equipment is provided on site for common use, e.g. a compressor or abrasive wheel, the company shall establish who will take responsibility for the equipment and ensure it complies with PUWER. As an employer, the company shall establish that it is safe for use by employees.

If hired equipment is used the company shall come to an agreement with the hire company as to who will carry out the inspections and when they will be carried out.

The company shall appoint a person to be responsible for ensuring that all company-owned plant and equipment is safe, maintained in good condition, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.

VISUAL INSPECTIONS

Low-risk equipment used for low-risk activities will not require a formal inspection. Visual checks may be required by the user before each use to ensure the equipment is in good condition, e.g. it should be checked that the head on a hammer is not loose, a ladder should be checked for broken rungs, split stiles and other defects. The person carrying out these checks must be competent. There is no need to record the results of the visual check by the operative.

In circumstances where additional hazards exist, low-risk equipment may need a more detailed check, e.g. a screwdriver used for work on a live electric supply or a torch that is taken into a confined space.

Equipment that is of a higher risk and equipment with moving parts should have a visual check before each use and may require a more formal check at specified intervals. This must be carried out by a competent person in addition to the daily checks carried out by the operator.

Inspection of equipment that poses a significant risk, e.g. dumpers, ride-on rollers, etc, will be carried out by a competent person in accordance with the company's inspection regime. These inspections are in addition to the daily checks carried out by the operator.

For the majority of equipment the formal inspection will be undertaken weekly. Some equipment will require more frequent inspections, e.g. equipment used in confined spaces may require an inspection before each shift.

RECORDING INSPECTIONS

Records of inspections must be made and kept. Examples of inspection registers can be found at the end of this section. Records can be attached to the equipment itself or stored electronically in a tamper-proof form. They are to be easily accessible by those who use the equipment or otherwise need the information. If the company uses equipment acquired from another user or provides equipment for use by another user and it is subject to an inspection regime that equipment must be accompanied by physical evidence of the last inspection.

It is the company's practice to keep all records of inspection and maintenance for future reference.

MARKING

A CE marking stamped upon equipment indicates that there is a European product directive and that the equipment has been manufactured to a certain standard. However, it does not guarantee that the equipment complies with UK health and safety standards. Therefore, the company shall ensure that all equipment, whether CE marked or not, complies with UK health and safety requirements and is safe to use.

MOBILE WORK EQUIPMENT

Any work equipment which is intended to travel between different locations for the purpose of carrying out work whilst it is travelling or carrying out work when at its new location is classed as mobile work equipment. Examples include dumpers, forklift trucks, mobile cranes, land rovers, ride-on rollers, remote-controlled rollers, concrete wagons, etc.

Equipment that requires manual effort to power it is not considered mobile work equipment, e.g. pallet trucks, sack barrows, wheelbarrows and bogeys. Portable work equipment that is moved from one place to another but used in a static position is also not considered to be mobile work equipment, e.g. compressors, concrete pumps and cranes that do not have pick-and-carry duties.

However, some equipment not considered to be mobile work equipment can become classed as mobile if it is towed, e.g. man-riding cars used in tunnelling. The requirements in Part III of PUWER apply to this type of equipment when it is towed and, in each case, the company shall consider whether towing this equipment creates an additional risk to the operator and any passengers and shall implement any control measures detailed below that may be necessary.

EMPLOYEES CARRIED BY WORK EQUIPMENT

The company is committed to preventing employees falling out of work equipment, whether it is moving or stationary. To this end, provision of the following shall be considered:

- Cabs.
- Work platforms.
- Seating and restraining systems, such as safety belts or handholds.

Where risk assessment shows that there is a need to protect employees from falling objects whilst being carried by work equipment the company shall ensure that cabs or falling object protection structures (FOPS) are fitted. The need for this type of protection will depend on the environment and the activities carried out.

RESTRAINING SYSTEMS

Where possible, full-body seat belts, lap belts or a purpose-designed restraining system shall be fitted to all work equipment that requires a restraining system. However, some work equipment will not be suitable for the fixing of restraining systems as there may not be adequate fixing points on the body of the vehicle or the operators may be doing an activity that will increase in risk should they wear a restraining belt.

Road transport vehicles that are also used to transport people around site are considered to be work equipment. The driver and front seat passengers must wear seat belts at all times. Passengers in the back of a van sitting in front-facing seats must wear seat belts if provided. It is considered unsafe to fix seat belts for those sitting in bench seats along the length of the van. Drivers are to ensure that vehicles fitted with this type of seat travel at restricted speeds when carrying passengers.

ROLL-OVER PROTECTION

If equipment that travels whilst being used as work equipment could roll over and injure the operator or passengers or if it can roll more than 90 degrees the need to fit a roll-over protection (ROP) structure shall be assessed in order to ensure protection for the operator and passengers.

If it is reasonably practicable to comply with the requirement for ROP, and the situation requires it, then the company shall do so. Once the type of ROP most appropriate for the equipment has been determined the remaining risk to anyone carried by the equipment shall be established. If there is the chance of them being crushed by the equipment rolling over then a suitable restraining system shall be fitted.

If equipment cannot be fitted with roll-over protection, as it was not designed for this purpose, the company shall ensure that an engineering analysis is carried out by a competent person to determine what control measures can be taken. If the fitting of ROP would increase the risk to safety, i.e. it would destabilise the equipment or affect the integrity of the equipment, then the company does not have to comply with this requirement.

Similarly, if it would not be reasonably practicable to operate the mobile work equipment because of the ROP structure the company does not have to comply with this requirement. In areas where limited headroom would prevent the use of a ROP structure on a standard machine a smaller machine or specialist equipment shall be considered before a decision is taken to remove the roll-over protection.

If the equipment is stationary whilst carrying out the work the ROP requirement does not apply. However, if the equipment moves around on site between operations the risks to employees shall be assessed. Company owned vehicles driving on the road are work equipment and precedence shall be given to road traffic laws when the vehicles are used on the public highway.

SELF-PROPELLED WORK EQUIPMENT

The following requirements apply to mobile work equipment that is propelled by its own motor when in use, e.g. dumpers, forklift trucks, rollers, etc.

The company shall ensure that an unauthorised person cannot start up this type of equipment. All such equipment shall require a key or other starter device and only authorised persons shall have access to them.

Effective devices for braking and stopping shall be fitted to all self-propelled equipment. In the event of the main braking device failing, there shall be a secondary facility that is easily accessible or an automatic system to prevent the equipment from running away.

Operators of self-propelled mobile plant must have a good direct field of vision from their operating position. If there are blind areas then consideration shall be given to using mirrors, avoiding reversing, using a banksman and fitting reversing alarms where appropriate.

Where equipment is used in the dark it shall be equipped with suitable and sufficient lighting. Firefighting equipment shall be provided if the work equipment is carrying something that is a fire hazard.

PROVISION AND USE OF WORK EQUIPMENT - REPORT OF INSPECTION

Site address:

Company for whom inspection carried out:

Date	Description of equipment and means of identification	Result of inspection	Next inspection due	Carried out by

Provision and Use of Work Equipment - Report of Inspection

EQUIPMENT MAINTENANCE REGISTER

Description:

Serial no:

Chassis no:

Identification no:

Purchase date:

Manufacturer's recommended maintenance period:

Due date:			
Actual date:			
Maintenance carried out:			
Defects rectified:			
Electrical integrity:			
Visual check:			
Competent person:			
Signed:			

Equipment Maintenance Register

ELECTRICAL EQUIPMENT - INSPECTION & TEST FREQUENCIES

Type of Premises	**Type of Equipment**	**User Check** (Only recorded if a fault is found)	**Formal Visual Inspection** (Must be recorded - may form part of Combined Inspection & Testing)	**Combined Inspection & Testing** (Must be recorded)
Construction Sites	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Weekly	Monthly Monthly Monthly Monthly Monthly	3 Monthly 3 Monthly 3 Monthly 3 Monthly 3 Monthly
Industrial, including commercial kitchens	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	Weekly Weekly Before each use Before each use Before each use	None None Monthly Monthly Monthly	Annually Annually Annually 6 Monthly 6 Monthly
Equipment used by the Public	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	For some equipment, such as children's rides, a daily check may be necessary by a supervisor / member of staff	Monthly Monthly Weekly Weekly Weekly	Annually Annually 6 Monthly 6 Monthly 6 Monthly
Schools	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	Weekly Weekly Weekly Weekly Before each use (all checks to be made by a teacher / member of staff)	None None 4 Monthly 4 Monthly 4 Monthly	Annually Annually Annually Annually Annually
Hotels	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually 6 Monthly	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually
Offices and Shops	Fixed Equipment IT Equipment Movable Equipment Portable Equipment Hand-Held Equipment	None None Weekly Weekly Before each use	2 Yearly 2 Yearly Annually Annually 6 Monthly	4 Yearly 4 Yearly 2 Yearly 2 Yearly Annually

Note: The information on suggested inspection frequencies given above is taken from the Institution of Electrical Engineers Code of Practice for In-Service Inspection and Testing of Electrical Equipment. It is more detailed and specific than HSE guidance, but is not considered inconsistent with it.

Suggested Inspection and Test Frequencies for Electrical Equipment

ELECTRICAL EQUIPMENT (CONSTRUCTION) - INSPECTION & TEST FREQUENCIES

Equipment/ Application	Voltage	User Check	Formal Visual Inspection	Combined Inspection & Test
Battery-operated power tools and torches	Less than 25v	No	No	No
25v portable hand lamps (confined or damp situations)	25v secondary winding from transformer	No	No	No
50v portable hand lamps	Secondary winding centre tapped to earth (25v)	No	No	Yearly
110v portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55v)	Weekly	Monthly	Before first use on site and then 3 monthly
230v portable and hand-held tools, extension leads and portable floodlighting	230v mains supply through 30mA RCD	Daily/Every shift	Weekly	Before first use on site and then monthly
230v equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs (Fixed)		Daily/every shift	Weekly	Before first use then 3 monthly
RCDs (Portable)		Daily/Every shift	Weekly	Before first use then monthly
Equipment in site offices	230v office equipment	Monthly	6 Monthly	Before first use on site and then yearly
Fixed Electrical Plant	415v	N/A	Weekly	Annually

Inspection and Test Frequencies for Electrical Equipment - Construction Sites

STATUTORY REGISTERS INDEX

	Examinations			Inspections		
Type of Plant/ Equipment for Task	Thorough Examination	Carried out by	Recorded on	Inspections	Carried out by	Recorded on Form No.
Scaffolding	*	*	*	Weekly or after severe weather conditions	Competent person (e.g. Scaffolder)	Company's own Register
Excavations, Earthworks, Trenches, Shafts, Tunnels	Weekly or more often if part has been affected eg collapse or explosives	Competent person (eg Supervisor)	Company's own Register	Daily - before shift starts	Competent person (eg Supervisor)	Company's own Register
Cofferdams and Caissons	Before men are employed therein and at least weekly	Competent person (e.g. Supervisor)	Company's own Register	Daily and before men are employed therein	Competent person	Company's own Register
Lifting equipment used to lift people, eg mobile elevating work platforms, scissor lifts, man riding baskets, rope-access equipment, passenger lifts.	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register
Lifting equipment used to lift goods, eg cranes, vehicle hoists, goods lifts, gin wheels, fork lift trucks, lorry loaders (hiab's) and goods lifts.	Before first use unless accompanied by certificate of conformity. Every 12 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register
Lifting accessories, eg chains, ropes, slings, components for attaching loads for lifting eg hooks, eyebolts, lifting beams or frames etc	Before first use unless accompanied by certificate of conformity. Every 6 months and after substantial repair or alteration	Competent person eg Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person	Company's own register
"Installed" lifting equipment, eg hoists, tower cranes or gantry cranes	After each installation. After exposure to weather conditions likely to affect stability and every 12 months, and after substantial repair or alteration	Competent person e.g. Insurance Engineer, Manufacturer	Company's own register	Weekly	Competent person (eg Crane Driver)	Company's own register

Be aware that any lifting equipment which normally undergoes 12 monthly inspection, e.g. a mobile crane, needs a six monthly inspection if the use is changed to lift people, e.g. with a man riding basket.

Statutory Registers Index

LIFTING OPERATIONS AND LIFTING EQUIPMENT

INTRODUCTION

The Lifting Operations and Lifting Equipment Regulations (LOLER) apply to all types of lifting operations and lifting equipment, including lifting gear. Lifting equipment is defined as work equipment so in addition to complying with LOLER it must also comply with PUWER, the Provision and Use of Work Equipment Regulations.

DUTIES

The company recognises that, as an employer, it has a duty to our employees and self-employed persons working for us to ensure that equipment provided complies with the regulations.

LIFTING EQUIPMENT

LOLER applies to any item of equipment used for lifting or lowering loads and any operation concerned with the lifting or lowering of a load. The definition of lifting equipment and the inclusion of lifting operations will bring equipment not previously considered to be lifting equipment into the scope of the regulations.

The regulations apply to all industries and therefore all lifting equipment must comply with the requirements of LOLER.

Lifting equipment covered by the regulations includes cranes, mobile elevating work platforms, scissor lifts, vehicle hoists, vehicle tail lifts, goods lifts, gin wheels, ropes used for access, forklift trucks, lorry loaders (hiabs), passenger lifts, hoists used in hospitals, etc.

Accessories for lifting, commonly known as lifting gear, include chains, ropes, slings and components kept for attaching loads to machinery for lifting, e.g. hooks, eyebolts, lifting beams or frames, etc.

The company shall ensure that lifting equipment selected is suitable for the operation or activity it is to carry out. Factors to be considered will include the load to be lifted, the number of people to be carried and the environment it will be used in.

OPERATORS

Operators must be able to competently operate the lifting equipment they are to use. Therefore, before being permitted to operate such equipment they shall have received relevant training, e.g. hold a certificate of training achievement, have experience in operating the equipment and be able to demonstrate their competence in operating the equipment.

Particular regard shall be paid to the judgement and maturity of any person permitted to operate lifting equipment.

Whilst there is no lower age limit for operating lifting equipment the requirement to carry out a risk assessment for a young person (i.e. under the age of 18 years) will still apply.

In the case of drivers of forklift trucks, following satisfactory completion of training the employee shall be given written authorisation to operate the type or types of truck for which training has been successfully completed. Authorisations shall be issued on an individual basis and recorded by the company. Authorisations shall state the operator's name, the date of authorisation, the truck or trucks to which they relate and any special conditions, such as area limitations.

Operators of lifting equipment shall be provided with a suitable working position and, for mobile lifting equipment, the requirements of PUWER shall be complied with.

Where the environment may affect operators, adequate protection shall be provided. The environment may include the weather and any effects created by work being carried out, e.g. dust or noise. Protection may include the provision of a cab, and heating or ventilation.

The company shall ensure that access, egress and a safe place of work is provided for operation, maintenance and inspection purposes.

OPERATING CONDITIONS

A competent person shall be appointed by the company to plan and supervise all lifting operations, taking into account the location, the load to be lifted, the duration and the specific operation to be carried out. The level of planning required shall be relevant to the activity.

Loads are to be prevented from being released unintentionally.

Where practicable, loads shall not be carried or suspended above areas occupied by persons.

All lifting equipment and lifting gear shall be clearly marked to indicate the safe working load (SWL) . If the SWL is dependent upon the configuration of the equipment this information shall be marked on the equipment for each configuration or shall be available with the equipment.

Cranes and other equipment with a significant risk of overturning or overloading shall be fitted with a rated capacity indicator, e.g. an automatic safe load indicator (ASLI).

LIFTING EQUIPMENT FOR LIFTING PERSONS

Lifting equipment used for lifting persons must be suitable, e.g. a passenger hoist or boatswain's chair. Such equipment must be clearly marked that it is equipment for lifting personnel - with the SWL and with details of how many people it can carry.

Persons carried by lifting equipment must be protected from being crushed or trapped, and from falling. This can be achieved by using edge protection or a suitably enclosed car. Gates or doors should not allow any person to accidentally fall from the car.

There must also be a suitable device to prevent the carrier from falling, e.g. an overspeed brake on a passenger hoist.

Where equipment is not suitable for lifting persons but may inadvertently be used as such, e.g. a goods hoist, it must be clearly marked as not suitable for lifting persons.

THOROUGH EXAMINATION AND INSPECTION

The thorough examination and inspection requirements under LOLER have replaced the previous testing inspection and examination regimes.

A thorough examination may include visual examination, functional tests and a strip down of the equipment. The company shall seek advice from a competent person and manufacturer's instructions regarding what should be included in a thorough examination for each piece of equipment.

The company shall identify any additional inspections of the equipment that may be required. Factors that must be taken into account shall include the work being carried out, any site-specific risks that may affect the condition of the equipment and the intensity at which the equipment is used.

A competent person must undertake all thorough examinations and inspections. The level of competence will depend upon the type of equipment and the level of thorough inspection or examination required.

A thorough examination must be carried out:

a. When the equipment is put into service for the first time, unless:
   - It is new equipment that has not been used before and it is accompanied by a declaration of conformity made not more than 12 months before the lifting equipment is put into service;
   - The equipment has come from another user and a copy of the previous report of a thorough examination accompanies it.
b. Where safety depends upon the installation conditions to ensure that it has been installed correctly and is safe to operate:
   - After installation and before being put into service for the first time;
   - After assembly and before being put into service at a new site or in a new location.

   (Note: "Installed" applies to lifting equipment erected or built on site, such as hoists and tower or gantry cranes. It would not apply to equipment such as a mobile crane that is not "installed").
c. At least every 6 months if equipment is used for lifting persons.
d. At least every 6 months in the case of accessories used for lifting (lifting gear).
e. At least every 12 months in the case of all other lifting equipment.
f. After exceptional circumstances that are liable to affect the safety of the lifting equipment.

(See columns a-f on the form "Report of Thorough Examination (Section B)" below.)

The inspection intervals detailed above are to be followed except in the case where a nominated, competent person has developed an examination scheme for individual items of plant. However, the thorough examination required after exceptional circumstances (under f. above) is required even if an individual examination scheme has been developed.

Additionally, unless otherwise indicated by the manufacturer, all lifting equipment will be inspected at weekly intervals, normally by the driver.

REPORTS

Following each thorough examination the person carrying out the thorough examination must make out a report signed by themselves (or someone on their behalf) in the register provided for the purpose, which shall remain with the equipment to which it refers. If the equipment is hired or leased a copy of the report shall be provided to the person from whom the equipment has been hired or leased.

Following each inspection the person carrying out the inspection is to record the results in the register provided for the purpose.

If any defects which could become a danger to people are noted during thorough examination or inspection the equipment must not be used until the defect is rectified.

In the event of a defect involving an existing or imminent risk of serious personal injury being identified during a thorough examination a copy of the report shall be sent to the relevant enforcing authority as soon as possible.

Reports of thorough examinations and inspections shall be kept available for inspection at the place where the lifting equipment is being used and shall be readily available to the Health and Safety Executive or local authority inspectors if required by them.

No lifting equipment shall leave the company's undertaking unless accompanied by physical evidence that the last thorough examination has been carried out.

The company shall keep reports of thorough examinations:

- In the case of a thorough examination of equipment first put into use by the company - until the company no longer uses the lifting equipment (except for a lifting accessory).
- In the case of a thorough examination of lifting accessories first put into use by the company - for 2 years after the report is made.
- In the case of a thorough examination of equipment dependent upon the installation conditions - until the company no longer uses the lifting equipment at that place.
- In the case of all other thorough examinations - either until the next report is made or for 2 years, whichever is the longer.

Reports of inspections shall be kept available at least until the next report is made.

The following information is to be contained in a report of a thorough examination:

- The name and address of the employer for whom the thorough examination was made.
- The address of the premises at which the thorough examination was made.
- Particulars sufficient to identify the equipment including, where known, its date of manufacture.
- The date of the last thorough examination.
- The safe working load of the lifting equipment or, where its safe working load depends on the configuration of the lifting equipment, its safe working load for the last configuration in which it was examined.
- In relation to the first thorough examination of equipment after installation or after assembly at a new site or in a new location:
  - That it is such a thorough examination:
  - If such is the case, that it has been installed correctly and would be safe to operate.

- In relation to a thorough examination of equipment other than a thorough examination to which paragraph 6 relates, whether it is a thorough examination:
  - Within an interval of 6 months under Regulation 9(3)(a)(i);
  - Within an interval of 12 months under Regulation 9(3)(a)(ii);
  - In accordance with an examination scheme under Regulation 9(3)(a)(iii);
  - After the occurrence of exceptional circumstances under Regulation 9(3)(a)(iv).
- In relation to every thorough examination of equipment:
  - Identification of any part found to have a defect, which is or could become a danger to persons and a description of the defect.
  - Particulars of any repair, renewal or alteration required to correct a defect found to be a danger to persons:
- In the case of a defect which is not yet but could become a danger to persons;
  - The time by which it could become such a danger.
  - Particulars of any repair, renewal or alteration required to correct it.
- The latest date by which the next thorough examination must be carried out.
- Where the thorough examination included testing, particulars or any test.
- The date of the thorough examination.
- The name, address and qualifications of the person making the report; that they are self-employed or, if employed, the name and address of their employer.
- The name and address of a person signing or authenticating the report on behalf of its author.
- The date of the report.

LIFTING OPERATIONS AND LIFTING EQUIPMENT - REPORT OF INSPECTION (SECTION A)

Site address: **Company for whom inspection carried out:**

Inspection carried out by: **Position:**

Date of inspection	Description of equipment and means of identification	SWL	Result of inspection	Signed

Lifting Operations and Lifting Equipment - Report of Inspection (Section A)

LIFTING OPERATIONS AND LIFTING EQUIPMENT - REPORT OF THOROUGH EXAMINATION (SECTION B)

Site address: **Company for whom inspection carried out:**

Inspection carried out by: **Position:**

Date of thorough examination	Description of equipment and means of identification	SWL	Type of thorough examination						Details of any tests carried out	Defects identified	Repairs, alterations and remedies carried out	Date of next thorough examination	Signed
			A	B	C	D	E	F					

Lifting Operations and Lifting Equipment - Report of Thorough Inspection (Section B)

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GUIDANCE NOTE	CONCRETE CRUSHING PLANT	Code: G006	Issue: B

Mobile crushing plant is used in a range of industries and its operation is high risk. Managers, supervisors and operatives involved in the use of this type of plant must be fully aware of the risks involved with its operation and maintenance. All operators, including maintenance staff, must be trained and authorised to operate this type of machinery. A Safe System of Work (SSoW) must be in place for all operations and maintenance events. A copy of the manufacturer's instructions should be readily available.

Pre-checks/Guarding

Failing to ensure that adequate guards are in place before the machine is used will present a significant risk which could result in substantial harm. The supervisor trained operative must ensure that:

- All guards are in place and that interlocking devices are functioning.
- Belt scrapers are correctly adjusted and maintained
- Conveyor skirts are maintained and in good condition.
- Guard rails are fitted to access platforms.
- Where a potential to fall is likely then appropriate measures must be put in place to prevent the fall. It should be noted that harnesses fitted with scaffolder's type lanyards are not suitable for this type of operation.
- Traffic routes around the working area are organised, controlled and have suitable speed restrictions in place.
- Those working within the vicinity of the machine are wearing appropriate PPE i.e. dust masks, gloves, safety goggles, hard hat, overalls and protective footwear.

Positioning

When considering the positioning of the machine it must be ensured that:

- Sufficient space is allowed for the deployment of the conveyor arms and spoil heaps.
- Sufficient space is allowed for feeding.
- The ground is level and capable of supporting the load of the machine including processing / processed materials and the loading machine.
- The operation will not affect nearby pedestrians and traffic routes and that there is adequate access for operatives to and from the work area.
- Emissions from the process such as dust and noise are controlled wherever possible by means such as dust suppression.

Feeding

The most common methods of feeding used is by excavator or loading shovel. Other methods of feeding such as by conveyor are commonly found in quarries. Where the feed is from an excavator then:

- A firm, level pad will need to be formed at such a height that it allows the operative to see the feed hopper from the cab. Safe access / egress to the cab must also be provided.
- Set up an exclusion zone covering the reach radius of the machine taking into account materials which could fall from either the spoil heap or from the bucket as it swings.
- Ensure the bucket is not too big for the hopper to avoid overloading.

When feeding is from a conveyor then:

- Ensure the conveyor has adequate guards in place and that sufficient emergency stop buttons are available and readily accessible.
- Consider the possible ejection of materials particularly where the materials enter the hopper.

Before any materials are fed into a crusher it should be ensured that:

- Materials to be loaded are not too large for the machines capacity. Pre-crushing or sizing may be required.
- Material to be fed does not contain unsuitable materials that may affect the running of the machine such as re-bar, etc. Pre-crushing and magnets can be used to reduce this.
- Material to be fed into the machine does not contain asbestos. A type "3" asbestos survey should have been conducted before the demolition.

Operation

All personnel must be suitably trained before operations can begin. The SSoW must be followed and appropriate PPE must be worn. A well organised crushing process should not need the operative to be present on the crusher platform when the crusher is running as this presents the following significant hazards:

- Being struck by objects in the crusher or by those being loaded
- Being struck by the bucket of the loading machine.
- Falling from the crusher platform.
- Being drawn into the crusher hopper when trying to clear materials.
- Exposure to hazardous dusts such as silica and caustic concrete dust.
- Exposure to whole body vibration
- Exposure to significant levels of noise.

Blockages

The manual clearing of blockages within a crusher is a high risk task and as such a specific risk assessment must be undertaken. To reduce the severity of blockages the machine should be stopped as soon as a blockage is thought to exist. Any operative involved with an unblocking operation will need to be adequately trained and supervised. Wherever possible blockages should be cleared by mechanical means and then by hand using tools such as bars and hammers. Blockages must not be cleared without the machine, including the feeder, first being isolated and locked off. The following hazards need to be considered when conducting the risk assessment:

- Access - height, slipping, small spaces etc.
- Materials striking or falling onto the operative.
- Drawing in / trapping / crushing caused by the machine start up (isolate and lock off!)
- Manual handling - Heavy, sharp, awkward or unstable loads.
- Stored energy sources causing the sudden movement of the machinery or materials within.

Stalled Crushers

Whenever a crusher stalls it must be assumed that the machine has become blocked. This will often be caused by unwanted metal objects such as re-bar and other tramp metal. The clearance of the machine in these cases should be covered by a written procedure. Never open the cover plates to the screw or impact mechanisms or any other part of the machine whilst it is turned on. Switch it off first. Ensure that any access plates are properly replaced. The following issues need to be taken into account:

- Fatalities have occurred in the past when carrying out this type of operation.
- The manager / supervisor must be notified of the stall.
- The area should be cleared of personnel to avoid the risk of being struck by ejected materials.
- The machine, including the feeder, should be isolated and locked of before any attempt is made to inspect or clear it.
- The inspection of the crushing cavity of a jaw crusher should only be done from below and not from above.
- The inspection of the machine must be carried out by a competent person working under a permit to work system.

Key points

- Minimise blockages through pre-sorting.
- Ensure fixed guards do not allow operatives to reach in.
- Make use of viewing aids such as viewing panels, CCTV and mirrors to monitor the process.
- Make sure feed conveyors have a reversing facility.
- Make sure daily visual checks are carried out by a competent person.
- Ensure an efficient defect reporting system is in place.
- Ensure all isolation switches are clearly labelled showing their capability and are able to be locked off when required.
- When locking off locks must be suitable and the keys controlled.
- Ensure that the manufacturer's instructions are available and specific operating instructions are followed.
- Monitor operatives and ensure appropriate PPE is worn and safe systems of work are adhered to.
- Ensure the working area is cleared of potential trip hazards regularly.

GUIDANCE NOTE	SITE TRANSPORT	Code: G043	Issue: A

INTRODUCTION

Transport is defined as vehicles used to carry persons or materials, and on construction sites this includes trucks, tipper lorries, tractors and trailers, tankers, dumpers and locomotives.

DRIVERS

All persons driving on site shall be:

1. Over 18 years old, unless under training and direct supervision;
2. In possession of a current driving licence;
3. And, where applicable, unless under training and direct supervision, hold a relevant Certificate of Training Achievement for that particular piece of equipment.

Only persons authorised to do so are to operate any form of transport.

Drivers shall ensure that their vehicles are correctly loaded, do not exceed their capacity and that the loads are secure.

All drivers shall be in possession of a hard hat and these shall be worn at all times on site, when not in a protected cab.

VEHICLES

All vehicles, unless they are required to travel on public roads for less than 6 miles a week, shall be taxed and registered in accordance with the Road Vehicles (Registration and Licensing) Regulations, as amended.

Site vehicles shall, where appropriate, be fitted with lights, horns and mirrors.

SITE CONDITIONS

Where practicable, site roads shall be level, provide a good surface for traction and be planned to avoid overhead obstructions and underground services. Where possible a one-way system shall be instigated.

A maximum speed limit will be established on site and shall not exceed 20 mph. Where there is a requirement to cross the public highway a traffic management system shall be used, such as traffic lights or a trained person directing traffic.

Where a build up of mud on the public highway is likely, signs shall be erected to give due warning to motorists, wheel washing shall be carried out prior to vehicles leaving the site and road sweeping shall be carried out to reduce the debris on the highway.

Where slopes are present on the site, the angle shall be established to ensure that vehicular access is safe. Where the slope is too great to be safe for vehicles, signs and, where practicable, barriers shall be erected.

OVERHEAD LINES

All overhead services shall be identified, marked and protected as detailed in the section "Overhead and Underground Services".

REPAIR AND MAINTENANCE

All transport shall be maintained strictly in accordance with the manufacturer's instructions.

All vehicles shall be checked, whilst being serviced, to ensure that all welds are sound in addition to the normal service checks.

LOADING/UNLOADING

Vehicles shall not be overloaded. The load is to be evenly distributed, secured and must not project beyond the sides or rear of the vehicle. Where a long load has to project over the rear of a vehicle, that load shall be marked in a manner clearly identifiable to following vehicles and pedestrians.

Where the vehicle is being loaded by mechanical means the driver shall leave the vehicle and take up a safe position.

During unloading ropes and other load fixing devices shall be removed with care to ensure that the load does not slip and cause injury to persons or damage to the load.

TOWING

When required to tow, the driver shall ensure that the vehicle is suitable to tow the trailer or plant and that the correct towing attachments are used.

Lifting gear shall not be used for towing. Only ropes and chains designated for towing shall be used and the following precautions are to be followed:

1. The safe working load of the rope or chain is not to be exceeded;
2. Ropes attached to coupling points shall be provide with eyes fitted with thimbles;
3. The rope or chain shall be securely attached to the coupling points and shall be as low as possible;
4. The towing vehicle shall be provided with sufficient protection to ensure that the driver is not struck by the rope or chain should it break;
5. All personnel shall keep clear of the rope or chain, and no one shall be permitted to stand in the path of a rope or chain under strain.

DRIVER'S RULES

1. Check the water, oil, fuel, lights, tyre pressure, brakes, steering and hydraulics daily;
2. Ensure the vehicle is not overloaded;
3. Ensure that starting handle shafts, drive shafts, belts, worm drives and flywheels are guarded;
4. Report any defects immediately, do not use the vehicle if you consider it unsafe;
5. Keep vehicle tidy, free from waste, tools, etc.;
6. Do not carry passengers, other than in the seats provided;
7. Do not attempt to mount or leave a moving vehicle, or permit passengers to do so;
8. Do not make adjustments with the engine running;
9. Never leave the machine with the engine running;
10. Never reverse without checking that it is safe to dc so;
11. Do not speed;
12. Keep the machine in low gear when travelling down hill;
13. Set the gear to neutral before starting the machine;
14. Do not smoke during refuelling;
15. Do not use petrol for cleaning purposes;
16. Before tipping loads into excavations ensure that there is an adequate stop and that no one is working in the vicinity of the tip area.

GUIDANCE NOTE	SAFE TIPPING ON SITE	Code: G054	Issue: A

SAFE TIPPING PROCEDURES

Accidents can occur during the tipping of vehicles, for example employees being struck by part of a falling load, being struck or run over by a moving or overturning vehicle, or falling from a height.

The following procedures should be followed:

1. Tipping operations should only be carried out under the control of a competent banksman.

2. The banksman, as well as needing to comply with all site PPE rules, will require; hard hat, safety shoes, hi-visibility tabard or similar and dependant on the load respiratory protection.

3. Tipping should only be carried out in areas away from passing traffic, pedestrians and those not involved in the operation.

4. Drivers visiting site should report to the Site Manager for instruction before commencing tipping operations.

5. Tipping operations should only be carried out on ground that is level and stable, and at a location free from overhead hazards such as power lines etc. The vehicle should remain level if it is moved forward during tipping.

6. At sites that are not level and stable the Site Manager will need to ensure that tipping faces are suitable and safe for the vehicles used by ensuring that the faces are compacted, and that there are no significant side slopes or unstable ground.

7. Before tipping operations start, the driver should check that the load is evenly distributed across the vehicle to prevent over-loading of the tipping gear. The driver should also check that the load will discharge smoothly and safely. Rear doors of the 'barn door' type should be secured in the open position.

8. In strong winds the body of the tipper must be in line with the wind direction and not across the line. The raised back of the tipper can act as a sail.

9. Due to the need for the driver to leave the cab of his/her vehicle it will be necessary for them to comply with all site rules e.g. PPE requirements.

10. The tailgate should be released by the driver before tipping, and removed if necessary.

11. The banksman should never stand or walk immediately behind the vehicle, or allow anyone to do so, when the body is raised or during tipping.

12. When raising or lowering the body, the driver should never leave the vehicle and should ensure that the cab doors are closed.

13.

The vehicle should never be driven in order to shake free a stuck load.

14. After discharge the operator should always ensure that the body is completely empty.

15. If the vehicle begins to topple over the driver should brace him/herself against the back of the driver's seat and hold firmly on to the steering wheel. The driver should never try to jump out of a lorry that is falling over.

16. Vehicles should not come into contact with power cables. However, if this does happen, and the situation cannot be made safe immediately, the driver should not attempt to leave the vehicle by jumping clear as they may slip or come into contact with the metal structure of the vehicle. As this would complete an electrical circuit and cause serious injury. The driver should wait for rescue by the emergency services, the banksman is to ensure that no one else comes into contact with the vehicle while it is touching the power cable.

GUIDANCE NOTE	VEHICLE SAFETY IN THE WORKPLACE	Code: G056	Issue: A

INTRODUCTION

This Safe System or Work is for guidance to help ensure that vehicle movements at the workplace, and activities such as loading, maintenance etc are carried out safely.

It applies to any vehicle or piece of mobile equipment which is used by employers, employees, self-employed people or visitors in any work setting (apart from travelling on public roads). This covers a wide range of familiar vehicles such as cars and vans, lift trucks, heavy goods vehicles, dumpers etc. as well as less common vehicles and plant.

Vehicle activities must be properly managed to ensure a safe workplace.

Employers have a duty to provide and maintain safe systems of work, and to take all reasonable practicable precautions to ensure the safety of their workers and members of the public who might be affected by their activities. Risk assessments must be carried out to assess the risks to workers and anyone else arising from the company's work activities.

Where two or more employers share a workplace, each employer must co-operate with the other employers and take all reasonable steps to co-ordinate the measures they take to comply with their legal duties.

All employees must take care of their own and others' safety and co-operate with management in meeting their obligations.

RISK ASSESSMENTS

The following will assist in identifying and assessing the risks

1. Identify the hazards associated with vehicle activities at the workplace. Look at each work activity associated with vehicles, e.g arrival and departure of vehicles, their movement within the workplace, work on loading and unloading etc. Ascertain what the dangers are and what is causing those dangers. E.g.

    - Is there a danger to people being struck or run over by vehicles and what is the cause

    - Is there a danger of people falling from vehicles, for example while gaining access to or alighting from the vehicle or while involved in loading/unloading or other activities, and what is the cause is.

2. Identify who might be harmed by each of the hazards. This is likely to include drivers, other employees, customers and possible members of the public.

3. When each hazard has been identified the risk should be evaluated, i.e. the likelihood that harm will occur and its severity. Assess whether existing precautions are adequate or whether more precautions are needed. If it has been decided that some risks have not been controlled well enough steps will need to be taken to reduce them so far as is reasonably practicable.
   - It is recommended that all findings from the assessment are recorded. This can be done writing down the significant hazards and recording the conclusions.
   - Conclusions could be for example: Risk of collision as a result of a blind bend: need to install fixed mirror on corner of building. All employees must be informed on the findings.

4. Should any change be made to the workplace with regard to introduction of new vehicles or change or traffic routes be made these may lead to new hazards. Where there is a new hazard the risk assessment will need to be revised. It is good practice to review risk assessments on a regular basis.

THE WORKPLACE

Check the layout of routes is appropriate for the vehicle and pedestrian activities at the workplace.

1. Are vehicles and pedestrians kept safely apart
2. Are suitable pedestrian crossing points on vehicle routes provided
3. Are there suitable parking areas for all parking needs
4. Do vehicle routes avoid sharp or blind bends.
5. Is there scope for introducing a one-way system on vehicle routes within the workplace to reduce the risk of collisions

Check that vehicle traffic routes are suitable for the type and quantity of vehicles which use them e.g.

1. Are they wide enough
2. Are they well constructed and do they have firm and even surfaces
3. Are they free from obstructions and other hazards
4. Are they well maintained

Check that suitable safety features are provided where appropriate. E.g.

1. Are roadways marked where necessary, to indicate the right way at road junctions.
2. Is there a need for direction signs, speed limit signs and where applicable, signs such as Give Way, No Entry etc.
3. Is there a need for features such as fixed mirrors to provide greater vision at blind bends, road humps to reduce vehicle speeds, or barriers to keep vehicles and pedestrians apart

THE VEHICLES

Vehicles should be checked at the workplace to ensure that they are safe and suitable for the work for which they are being used. E.g.

1. Do they have suitable and effective service and parking brakes
2. Are they provided with horns, lights, reflectors, reversing lights and other safety features as necessary
3. Do they have seats and where necessary, seats belts that are safe and allow for driver comfort
4. Are there guards on dangerous parts of the vehicles, e.g. power take-offs, chain drives, exposed exhaust pipes
5. Do drivers need protection against bad weather conditions or against an unpleasant working environment such as dust, cold, dirt, fumes and excessive noise and vibration
6. Is there a safe means of access and exit from the cabs and other parts that need to be reached
7. Is there a need for driver protection against injury in the event of an overturn, and to prevent the driver being hit by falling objects
8. Vehicles should be checked subject to appropriate maintenance procedures

DRIVERS AND OTHER EMPLOYEES

Drivers and other employees should be adequately trained and capable of performing their work activities in a safe and responsible manner.

1. Check previous experience of drivers and test them to ensure that they are competent.
2. Provide training on how to do the job and information about particular hazards
3. Carry out refresher training for drivers and other employees to ensure their continued competence

Drivers and other employees should be checked to assess their work activities.

1. Do drivers drive with care. e.g. use the correct routes, drive within the speed limit at the site and follow all other site rules
2. Do drivers park safely and in safe locations
3. Are employees using safe working practices when loading/unloading, securing loads, carrying out maintenance etc.
4. Do drivers and other employees rush to complete their work on time, or is there a risk of accidents caused by fatigue as a result of excessive working hours.

Consult the employees to check that the level of management control/supervision is suitable

1. Are supervisors, drivers and other employees, including contractors and visiting drivers, aware of the site rules and aware of their responsibilities in terms of maintaining a safe workplace a safe working practices.
2. Are all workers supervised and held accountable for their responsibilities.

VEHICLE ACTIVITIES

Reversing

Checks should be made to ensure that reversing manoeuvres are kept to a minimum. Where reversing is necessary it should be undertaken safely and in safe areas. E.g.

1. Is there scope for introducing one-way systems on routes to reduce the need for reversing manoeuvres
2. Is there a need to identify and mark 'reversing areas' so that these are clear to both drivers and pedestrians
3. Can non-essential personnel be excluded from areas where reversing is common
4. Is a signaller (banksman) needed to direct reversing vehicles
5. Are there external side-mounted and rear-view mirrors on vehicles to provide optimum all-round visibility
6. Do all vehicles have reversing alarms

Parking

When parking vehicles drivers must take care that they park in safe locations. E.g.

1. Do Drivers use the designated parking areas
2. Do Drivers always ensure that their vehicles and trailers are securely braked and secured before leaving them parked

Loading and unloading

Loading and unloading operations must be carried out safely at all times. E.g

1. Are loading/unloading operations carried out in an area away from passing traffic pedestrians and others not involved in the loading/unloading operation
2. Are loading/unloading activities carried out on ground that is flat, firm and free from pot-holes
3. Are the vehicles braked and/or stabilised, as appropriate to prevent unsafe movements during loading and unloading operations
4. Is the loading/unloading carried out so that, as far as possible the load is spread evenly to avoid the vehicle or trailer becoming unstable
5. Are checks made to ensure that loads are secured and arranged so that they cannot move about if the driver has to brake suddenly or if the vehicle has to negotiate steep inclines
6. Are checks completed to ensure that vehicles are not loaded beyond their capacity

GUIDANCE NOTE	ELECTRICAL SAFETY IN VEHICLE SERVICING AND MECHANICAL REPAIR	Code: G065	Issue: A

FIXED ELECTRICAL INSTALLATIONS

- Ensure that all equipment is designed for the environment in which it is to be used and suitably protected.
- Locate switchgear where it won't be damaged but make it readily accessible and unobstructed for repair. Ensure that switchgear suitable for the supply and distribution system is provided.
- Provide fused switches or circuit breakers at the main switchboard to control supplies to individual circuits and distribution boards.
- Label all switches and fuseways clearly to indicate the circuit or function controlled. Keep switch and distribution board covers closed.
- Protect wiring against mechanical damage, preferably by using PVC insulated wires in steel conduit and/or trunking or PVC steel wire armoured cable with an outer PVC sheet. Plastic covered minerally insulated cable may also be used.
- In workshops all parts of the fixed electrical installation should be one metre above floor level - to remove the risk of igniting spilt petrol or flammable liquids.
- Provide a generous number of socket outlets on stanchions and walls above bench level to reduce the number and length of trailing leads.
- Suitable lighting in mechanical repair areas includes pendant type lights with tungsten filaments or fluorescent fittings lamps. Twin fluorescent lamps with phase displacement between lamps will reduce the danger of stroboscopic effects from rotating parts which make moving parts appear stationary.
- In vehicle washes lights should be totally enclosed and hose-proof. Fix lights to the runways of vehicle lifts where it is necessary to light the underside of vehicles.
- Only totally enclosed hose-proof type handlamps operating at 24 volts or less from a double wound transformer should be used in the wet.
- Additional precautions have to be taken in paint spraying and during work on fuel systems to prevent the ignition of flammable vapours.

HAND LAMPS

Unsuitable and poorly maintained hand lamps cause many electric shocks. They should either be:

(a) "all insulated" or "double insulated", the bulb protected by a robust cage of insulating material or a transparent insulating enclosure; or

(b) supplied by reduced voltages such as 110 volts (centre tapped to earth) and SELV which does not exceed 50 volts ac supplied from a double wound transformer which gives electrical separation mains input power or 120 volts dc (ripple free). SELV bulb filaments are heavier and more robust than normal types and are more suited to rough usage.

LOW VOLTAGE AND INSULATED HANDLAMPS OFFER NO PROTECTION AGAINST THE RISK OF IGNITING PETROL OR OTHER FLAMMABLE VAPOURS AND MUST NOT BE USED WHERE SUCH VAPOURS MAY ACCUMULATE ESPECIALLY IN VEHICLE INSPECTION PITS AND PAINT SPRAYING AREAS.

Isolate lamps from supplies before changing bulbs.

Ensure cables are properly connected to plugs and lamps the cable restraint or grip should effectively clamp the sheath of the cable to prevent the cable cores from pulling free of terminal posts.

Maintenance of electrical equipment

1. Plan effective and economic maintenance by a competent person.

2. Use a qualified electrician.

3. Inspect wiring, installations and equipment periodically.

4. Inspect portable equipment and flexible leads and connected plugs frequently; weekly checks would not be excessive

5. Keep records of inspection and maintenance noting dates of inspections and remedial work carried out.

PORTABLE ELECTRICAL EQUIPMENT

Portable 240 volt tools and equipment, sockets and flexible leads are often sources of electric shock and burn accidents, some of which are fatal. Air operated hand tools do not pose a risk of electric shock.

Use industrial type plugs and sockets to British Standard BS 4343; these are robust, available as drip and weather proof types and are keyway and colour coded; the latter may help prevent low voltage appliances being plugged into higher voltage sockets.

Extension leads should be flexible - never use semi-rigid cable of the type used for domestic wiring; neoprene-covered cable resists damage from oil. Extension leads with 13 amp fittings should always have an earth wire.

Electric portable tools should preferably be operated by 110 volts supplied from socket outlets suitably located and fed from a transformer with the 100 volt secondary output winding centre-tapped to earth so that the maximum possible shock voltage to earth is 55 volts.

"Double insulated" or "all insulated" tools are a valuable precaution against electric shock where a 240 volt supply to portable tools has to be used. These however are not suitable for wet environments.

Low voltage equipment offers no protection against the risk of flammable vapours being ignited by electrical equipment.

GUIDANCE NOTE	DRIVING VEHICLES ON COMPANY BUSINESS	Code: G066	Issue: B

Drivers shall be responsible for ensuring that:

- Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy;
- They comply with the road traffic regulations at all times;
- Maintenance is carried out as required by manufacturers' instructions;
- All defects on vehicles and any ancillary equipment are reported and any additional maintenance is carried out as and when required;
- They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation;
- They comply with the requirements of the Company's Safety Policy;
- They do not use a hand-held mobile telephone in any vehicle unless the vehicle is parked and the engine is switched off;
- Information is given to management of any medical or legal impediment to their driving licence or any pending prosecutions;
- They complete the mileage record book for all journeys;
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

Mobile Telephones

Using a hand-held mobile telephone while driving a motor vehicle is illegal. Drivers caught using a mobile phone in this way will be issued with a fixed penalty fine (currently £60) and will receive an endorsement on their driving licence (currently 3 points).

The Regulations require a driver to be in a position to maintain control of their vehicle at all times; therefore, the police may stop anyone caught using their mobile telephone whilst driving, even though they may appear to be in control of the vehicle. The definition of driving within the Regulations includes situations where the vehicle is stationary but the engine is still running. In order to avoid committing an offence under this section, a driver will need to have parked and switched the engine off before using the telephone.

REMEMBER, YOU CAN STILL BE PROSECUTED FOR USING A HANDS-FREE DEVICE IF YOU ARE DEEMED NOT TO BE IN CONTROL OF YOUR VEHICLE.

Vehicle

The following vehicle checks are considered good practice:

- Carry out pre-drive routine including checks of fuel level, operation and cleanliness of lights, condition of tyres / wiper blades, warning lights, etc.
- Ensure defects are reported and fixed as soon as possible;
- Ensure scheduled service / maintenance has been carried out. Service and general maintenance information can be found in the service manual or a reputable service provider;
- **DO NOT DRIVE THE VEHICLE IF YOU THINK IT IS UNSAFE.**

Rules of the Road

Observe the following rules (as per the Highway Code):

- Do not exceed speed limits;
- Obey traffic signs and signals;
- Give way to drivers who have the right of way or priority;
- Never drive under the influence of alcohol or drugs;
- Always wear your seat belt;
- Drive sensibly and defensively;
- Ensure mirrors and seat are correctly positioned before you start;
- Avoid "tailgating" - observe the "2-Second" rule;
- Don't dazzle others - dip your headlights;
- Look well ahead and anticipate what may happen.

Bad Weather Driving

- Reduce speed;
- Increase distance between you and the vehicle ahead;
- Use engine / gears to slow down and apply brakes gently;
- Watch out for puddles, icy patches, and sudden pockets of fog;
- Use wipers, windscreen heater / demister, and turn on headlights.

Extra Considerations / Precautions

- Do you know the contact number for breakdown / recovery service?
- In case of emergency do you have a fire extinguisher, first aid kit, drinking water, warm clothing?
- Do you have spares including fuses, fan belt; screen washer fluids?
- Do you have a torch, reflective warning devices?
- Do you have battery jump leads, and / or a tow rope?
- Is the spare wheel / tyre legal and properly inflated?
- Is the car jack / wheel brace in the vehicle?

GUIDANCE NOTE	PORTABLE ELECTRICAL APPLIANCES	Code: G075	Issue: A

ELECTRICAL SAFETY

All portable electrical appliances are to be protected by the use of an earth leakage circuit breaker, installed either locally or at the main circuit board, and are to be manufactured to BS EN 50144-1 or a similar European standard.

Checks are to be carried out to ensure that the power supply is within the operating range of the appliance, as indicated on the appliance plate. All plugs and sockets should conform to BS EN 60309-2.

All electrical appliances are to be either "double insulated" or earthed. The former is recommended.

GENERAL PRECAUTIONS

Whenever any maintenance or repairs need to be made, appliances are to be disconnected from the mains supply. Use of the control switch on the appliance is not sufficient. The plug is to be removed from the socket and should be visible to the person carrying out such maintenance or repair.

The fuses or other protection fitted shall not be altered or rendered inoperative without prior authorisation.

All attachments shall be firmly affixed.

No portable electric appliance shall be used unless the covers are in place and are secured against accidental displacement.

All portable electrical appliances shall be stored in a cool dry place in a tidy manner.

INSPECTION AND MAINTENANCE

Each appliance shall be clearly marked with a unique identification number, to enable records to be kept of the inspections and maintenance carried out. Any appliance without an identification number shall not be used until it has been inspected and recorded and an identification number marked onto it.

All electrically operated appliances shall be inspected prior to use for signs of faults in the wiring, switching, guarding, etc. Any defective equipment shall be taken out of use and a label, clearly identifying it as defective, shall be attached to the appliance.

Maintenance shall be carried out on a regular basis by a competent person and a register shall be kept of such inspections and maintenance.

Reference should be made to the "**Suggested Inspection and Test Frequencies for Electrical Equipment"** tables in the Health and Safety Policy, Part 2, Section G.

GUIDANCE NOTE	BANKING VEHICLES	Code: G093	Issue: A

INTRODUCTION

Every year about 70 people are killed in workplace transport related accidents. In addition there are more than 1000 major injuries (i.e. accidents which result in broken bones, amputations etc) and around 5000 injuries that cause people to be off work for more than three days.

Most transport-related accidents involve people being hit or run over by moving vehicles, people falling from vehicles, people being struck by objects falling from vehicles (usually part of the load) or being injured as a result of vehicles overturning.

Where possible vehicle and pedestrian routes should be signed and segregated, but where this is not possible a signaller/banksman must be used especially when loading and unloading vehicles and equipment.

A banksman should be a trained and competent person authorised by the site management.

BANKSMAN

1. Whilst acting as banksman hi-visibility jacket or vest and hardhat must be worn at all times. This will make him clearly and easily visible to the driver.
2. He must be in constant contact with the driver with either hand signals or where line of sight or distance impairs vision by means of radio communication. Spoken instructions are to be avoided (other than by radio communication) as work sites are by nature noisy places and instructions may be misinterpreted or unheard.
3. Both the banksman and driver must be aware of the means of communication being used and be fully conversant with the relevant hand signals or instructions before the operation starts.
4. The banksman is to be in control of the operation.
5. The banksman should be controlling the operation from a safe place and not putting himself in danger from the operation or any other activity.
6. The banksman must control other vehicle or pedestrian movement during the operation so as not to put them at risk and if necessary set up an exclusion zone for the duration of the operation.
7. The operation is to be stopped if the banksman loses sight or communication with the driver until communication is restored.

THE DRIVER

1. Must be in constant contact with the banksman.
2. Must understand the signals/communication system in place.
3. If he loses sight or communication with the banksman, stop and wait until communication has been restored.
4. Must follow instruction given by the banksman.

SECTION H

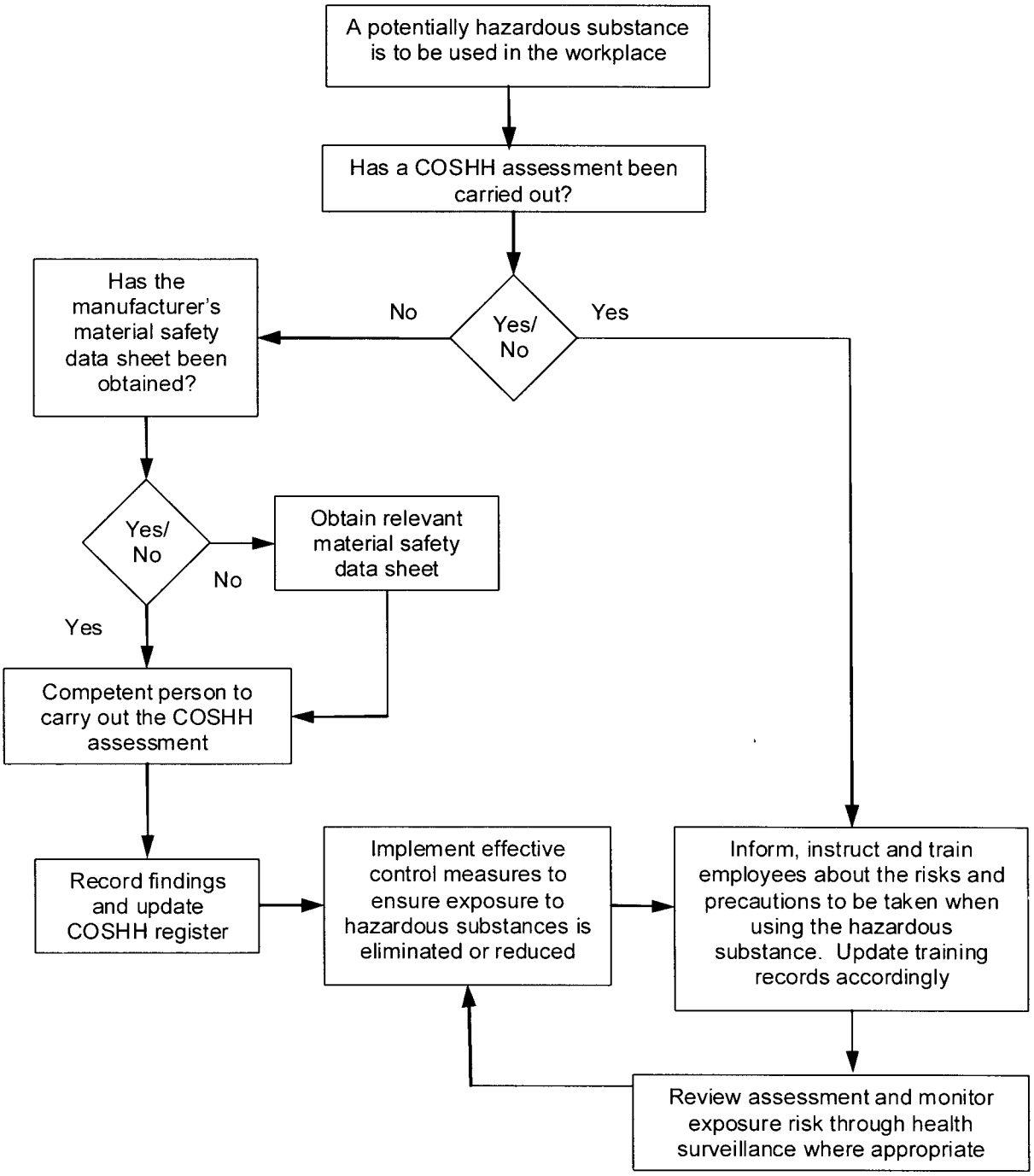
Arrangements for the Safe Handling and Use of Substances

Paul Sayer will be responsible for identifying all substances that require a COSHH assessment and for checking that new substances can be used safely before they are purchased.

Paul Sayer will be responsible for undertaking COSHH assessments, or they may, at their discretion, delegate this responsibility to another competent employee.

Paul Sayer will be responsible for ensuring that all actions identified in the COSHH assessments are implemented, that all relevant employees are informed about the significant findings, and that assessments will be reviewed every year or when the work activity changes, whichever is sooner.

Procedure for the Safe Handling and Use of Substances



See guidance section for details

Asbestos Management

INTRODUCTION

Breathing in air containing asbestos fibres can lead to asbestos related diseases, mainly cancers of the lung and chest lining. Past exposure to asbestos is currently believed to kill 3,000 people a year in this country and this number is expected to increase over the next 10 years. There is no cure for asbestos related disease.

Asbestos is only a risk to health if asbestos fibres are released into the air and breathed in.

Although it has been illegal to use asbestos in the construction or refurbishment of any premises for several years, many thousands of tonnes were used in the past and much of it remains in place. If these materials remain in good condition and are not disturbed there is no risk to the health of the premise's occupants or visitors. However, if damaged or disturbed, asbestos fibres can be released into the air and breathed in.

THE DUTY TO MANAGE ASBESTOS

The Control of Asbestos Regulations requires all persons who have maintenance or repair responsibilities for non-domestic premises to manage the risk from asbestos.

If you are this duty holder you must:

1. Find out whether your building contains asbestos and what condition it is in.
2. Assess the risk.
3. Prepare and implement a plan to manage that risk.

IDENTIFYING AND LOCATING ASBESTOS

The first step to preparing a suitable management plan is to take all reasonable steps to locate any asbestos-containing materials (ACMs) on the premises. This can be done in several ways:

- Inspect any building plans or other relevant documents such as builders' invoices or the health and safety file for details of materials used in construction or refurbishment.
- Carry out a thorough inspection of the premises both inside and out to identify ACMs.
- Consult architects, employees or safety representatives, who may have further information and who have a duty to co-operate and make this information available.

Should the age of the building or the information obtained provide strong evidence that no ACMs are present the duty holder needs only to record why this evidence indicates no asbestos is present.

It should always be presumed that a material contains asbestos unless there is strong evidence to the contrary.

Prior to carrying out any inspection or survey, a risk assessment must be carried out of the likely hazards, such as from the use of any access equipment and exposure to asbestos.

In some cases where the premises are small and no maintenance work is planned it may be appropriate for the duty holder to carry out their own inspection. In all other cases a trained and competent person should be employed to carry out a survey.

The organisation instructed to carry out this survey should be able to produce evidence of their training, suitable liability insurance and confirmation that HSE guidance MDHS 100 "Surveying, Sampling and Assessment of Asbestos Containing Materials" is to be followed.

Where asbestos or materials presumed to contain asbestos are found this must be recorded and kept available to all persons on the premises. There may be areas inaccessible to the surveyor, such as ceiling voids, ducts or roofs; these areas should be recorded as presumed to contain asbestos unless there is strong evidence to the contrary.

MDHS 100

There are three levels of asbestos survey referred to within the HSE guidance MDHS 100 "Surveying, Sampling and Assessment of Asbestos Containing Materials":

Type 1 - Location and Assessment Survey (Presumptive Survey) - The purpose of this survey is to locate, as far as reasonably practicable, the presence and extent of asbestos containing materials on the premises. All areas should be accessed or be presumed to contain asbestos. Any material which can reasonably be expected to contain asbestos must be presumed to contain asbestos, and where it is highly likely to contain asbestos there should be a strong presumption that it does. All materials which are presumed to contain asbestos must be assessed.

Type 2 - Standard Sampling, Identification and Assessment Survey (Sampling Survey) - The purpose and procedures used in this type of survey are the same as for type 1, except that representative samples are collected and analysed for the presence of asbestos.

Type 3 - Full Access Sampling and Identification Survey (Pre-Demolition/Major Refurbishment Survey) - This type of survey is used to locate, as far as reasonable practicable, all asbestos-containing materials in the building and may involve destructive sampling in order to gain access to all areas likely to be disturbed by the proposed works. A full sampling programme is undertaken to identify the presence and quantity of asbestos-containing materials on the premises. This type of survey does not specify the condition of the asbestos-containing materials as it is intended as a basis for tendering for the removal prior to demolition or refurbishment.

MANAGEMENT PLAN

Once identified, the condition of the ACMs must be assessed. The duty holder should check whether the materials have become detached from their base, been damaged or have their coatings peeled and broken off, and if debris or dust can be found nearby.

The duty holder must next decide whether, due to the amount, condition and location of the ACMs identified there is a risk to people working on or near it. Factors to consider include:

- The amount and condition of the asbestos.
- The location of the asbestos.
- Whether there is easy access to the asbestos.
- Whether the asbestos is likely to be disturbed by work processes or accidentally.
- The number of persons working nearby.
- Whether work or maintenance is planned in the vicinity.

If the asbestos is in good condition, not likely to be damaged, worked on or disturbed it is usually safer to leave it in place and manage it.

If it is decided to leave ACMs in place, a register should be drawn up detailing where all ACMs are to be found, including an annotated plan of the premises. Each ACM should be labelled and persons working within the premises advised of their presence. Furthermore a permit-to-work system should be adopted to prevent ACMs being disturbed during any future works.

If the asbestos is in poor condition or likely to be disturbed in any way it must either be repaired, encapsulated or removed by a competent contractor. This may need to be carried out by a licensed contractor.

The final steps are to check what has been done and regularly review and monitor the effectiveness of the plan. The duty holders must satisfy themselves that the ACMs have not deteriorated or are unlikely to be disturbed by a change in the type of occupancy or forthcoming works.

CHECKLIST

Find	You must check if materials containing asbestos are present.
Condition	You must check what condition the material is in.
Presume	You must assume the material contains asbestos unless you have strong evidence to the contrary.
Identify	If you are planning maintenance or refurbishment or if the material is in poor condition, you may wish to arrange for the material to be sampled by a specialist.
Record	You must record the location and condition of the material on a plan or drawing.
Assess	You must decide if the condition or location means the material is likely to be disturbed.
Plan	You must prepare and implement a plan to manage these risks.

ACTION PLAN

The following table indicates the recommended action to be taken should asbestos-containing materials be located within the premises:

Minor Damage • The material should be repaired and/or encapsulated. • The condition of the material should be monitored at regular intervals. • The material should be labelled. • All persons should be informed of the presence of asbestos.	**Good Condition** • The condition of the material should be monitored at regular intervals. • The material should be labelled. • All persons should be informed of the presence of asbestos.
Poor Condition • Asbestos in poor condition should be removed.	**Asbestos Disturbed** • Asbestos likely to be disturbed should be removed.

All work must be carried out in accordance with the Control of Asbestos Regulations and may require a licensed contractor to undertake it.

DEALING WITH SUSPICIOUS MATERIALS

On discovery or disturbance of ACMs, or any other suspicious material, the following procedure must be followed:

1. Stop work.
2. Inform others locally not to further disturb the material.
3. Where appropriate, seal and cordon off the area and post appropriate warning signage.
4. Where appropriate, follow decontamination procedure as per the emergency procedures in the plan of work.
5. Inform the senior person on site who will assess the situation and call for advice and assistance where appropriate.
6. Do not return to task until the area is given the all clear and you are instructed to do so.

The work area must be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature and appropriate remedial action is taken.

Guidance for the Safe Handling and Use of Substances

INTRODUCTION

Regulation 6 of the COSHH Regulations requires an employer to formally assess all operations and/or processes which are liable to cause exposure to hazardous substances.

This section provides a logical, step-by-step approach to the carrying out of the assessment and the evaluation of the risks to health caused by exposure to hazardous substances. The objective of the assessment is to ensure that the correct decisions are made on the control of hazardous substances in the workplace.

The assessment also demonstrates that the company has considered all the factors relevant to the work and that informed judgements have been made with regard to the risk, the actions necessary to achieve and maintain adequate control of the risk, the requirements for monitoring exposure to the substances, and health surveillance of employees who may be at risk.

In order for the assessment to be considered suitable and adequate, the detail and expertise with which it was carried out must reflect the nature and degree of risk arising out of the work being assessed, as well as the complexity and variability of the processes involved.

SURVEY AND DATA SHEETS

The first process is to survey the site for substances. Once this is done, obtain the material safety data sheet (MSDS) for each substance and formally assess the use of those substances which are hazardous in use. The safety data sheet has the following purposes:

- It acts as a formal system of approval for substances being introduced into the workplace, in that only substances which have a safety data sheet should be purchased or used.
- It provides all the information on a hazardous substance that the employer is required to provide to their employees under Regulation 12 in a standard and rational format.
- It provides all the essential information necessary to carry out the formal assessments as required under Regulation 6.

When the assessment is completed, the sheet should be filed in a COSHH safety data sheet file and be updated if and when the supplier provides further information or there are alterations to the information.

CLASSIFICATION OF SUBSTANCES

Once the data sheets on substances in the workplace have been gathered, it is necessary to classify each substance that has been identified as hazardous to health under the COSHH Regulations. This can be achieved by scrutinising the information gained on the substance using the criteria set out below.

For the purpose of the COSHH Regulations a hazardous substance is defined as any substance, including any mixture, which is:

- A substance listed in Part 1 of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which the general nature of the risk is given as very toxic, toxic, harmful, corrosive or irritant. This information should be displayed on the labelling on the container of all such substances introduced to the work area.
- A substance which has been assigned a workplace exposure limit (WEL) by the Health and Safety Commission and published in the HSE guidance note EH40 - Occupational Exposure Limits.
- A biological agent which creates a hazard to the health of any person.
- Dust of any kind, except dust which is a substance within paragraph 1 or 2 above, when present at a substantial concentration in the air.
- A substance, other than those already given, which creates a hazard to the health of any person because of its chemical or toxicological properties and the way it is used or is present in the workplace.

For paragraph 5 above it may be possible to reach a decision as to the hazardous nature of the substance using your existing knowledge of exposure experience, process, etc. In other cases it may be necessary to draw upon the experience of others such as a competent occupational hygienist, health adviser or toxicologist.

SUBSTANCES TO BE ASSESSED

Once the classification of substances has been carried out, all substances identified as hazardous will need to be formally assessed in accordance with Regulation 6.

COMPETENCY TO ASSESS

The assessment must be carried out by the person with the duty delegated to them in their responsibilities. Each assessment is required to be done competently, in order to comply with the regulations. Therefore, the decision as to who should carry out that assessment will depend on the knowledge and experience required for the particular assessment and the complexity of the operation and/or process.

In order to carry out a correct assessment, the assessor should have a thorough practical understanding of what occurs, or what might occur, in the workplace. Managers may have this understanding and it is usual for them to do the assessments. Should the decision be taken to seek assistance with the assessment then it should be carried out with a combination of both in-house and outside expertise.

Personnel given the task of carrying out the assessment and any works arising from it will need to be provided with the necessary facilities and authority to do so competently. They will be given sufficient time and authority to gather the necessary information, talk to the appropriate persons, examine any records and inspect the workplace.

The assessor must have an understanding of the COSHH Regulations and their aims, and should have read and understood this manual.

PROCEDURE

In order to carry out a competent assessment the following procedure is to be followed:

1. **Review the information** - A review of the information available on the operation/process/substance should be carried out. This should comprise the supplier's safety data sheets, records of any tests and examinations carried out on control measures and the results of any exposure monitoring and health surveillance previously carried out.
2. **Study the operation and/or process** - Having reviewed the information in 1 above, the operation and/or process itself must be closely studied. It is important to understand exactly what happens during the operation and/or process and to ask questions of those involved in order to appreciate the hazards involved. The supervisor and operator of the operation/process should be in attendance during this study to ensure that all the relevant details are established.
3. **Evaluate the risk** - In order to evaluate the risks to health, the following must be considered:
   - The hazardous properties of the substance (the information reviewed in 1, above, should supply this.)
   - Information on health effects provided by the supplier, including information contained in any relevant safety data sheet.
   - The level, type and likely duration of exposure.
   - The circumstances of the work, including the amount of the substance involved.
   - Activities, such as maintenance, where there is potential for a high level of exposure.
   - The effect of preventative and control measures, which have been or will be taken in accordance with Regulation 7.
   - Conclusions regarding the risk.

These factors are dealt with in more detail below.

The possibility of exposure can be broken down into five areas:

1. **Risk of exposure** - Whether it is reasonably foreseeable that an accidental leakage, spillage or discharge of the substance could occur.
2. **Frequency of exposure** - If it is reasonably foreseeable that exposure could occur, how often is that exposure like to be? This can normally be ascertained from past experience and general knowledge.
3. **People at risk** - There is a need to identify the people at risk of exposure to the substance, whether they are exposed by working directly with it or are in the vicinity of the work, or areas, where the substance is handled, transported, processed, collected, packaged, stored, disposed of, or discharged. This includes members of the public and other non-employees.
4. **Routes of entry into the body** - Whether the hazard of exposure is due to inhalation, swallowing, absorption through or contamination of the skin.
5. **The quantity to which people are likely to be exposed** - It is necessary to evaluate and assess the quantities to which people are likely to be exposed. The concentration of the substance can, sometimes, be evaluated with the use of indicator tubes, dust lamps, etc. However, detailed measurements may need to be carried out to confidently establish these levels. Whenever levels are monitored or measured they should always take into account the circumstances that could be expected to give rise to the highest levels of exposure.

The likely duration and concentration of the exposure must always be known precisely in any of the following situations, where:

- Exposure routinely and frequently occurs.
- A high level of exposure can be foreseen.
- The substance has been assigned a workplace exposure limit (WEL).
- The substance is known to be particularly hazardous.

Where the magnitude or significance of the exposure is uncertain, detailed measurements will normally be required to enable the requirements for the prevention or adequate control of exposure to be assessed. The likely duration of exposure can normally be ascertained from past experience and general knowledge.

CONCLUSIONS REGARDING THE RISK

Once all the information has been gathered and collated it should be possible to reach conclusions regarding the risks to health resulting in exposure to the hazardous substance. If it is felt that there is still insufficient information to reach reasonable and valid conclusions further information and advice should be sought.

Where the risk assessment indicates that health monitoring is required for ensuring the maintenance of adequate control of the exposure of employees to substances hazardous to health, or otherwise requisite for protecting the health of employees, it will be necessary to introduce a system of monitoring the exposure of employees to substances hazardous to health. Records of this monitoring must be kept for at least 40 years where the record is representative of the personal exposures of identifiable employees, or for at least 5 years in any other case from the date of the last entry.

EXPOSURE JUDGED NOT TO BE A RISK TO HEALTH

The following examples are considered reasonable grounds for reaching the conclusion that the substance does not present a risk to health:

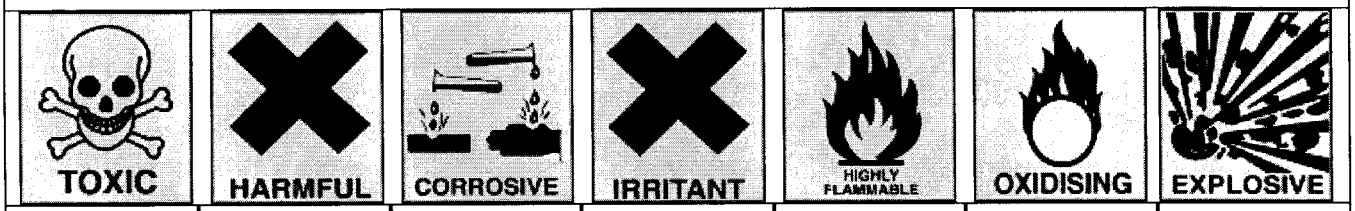
- The process and/or operation is carried out to the same or better standard as the Health and Safety Executive, Industrial Advisory Committee or trade association guidance on good practice, which give assurance of insignificant exposure.
- The quantities of substances or rate of use are too small to constitute a risk to health under foreseeable circumstances, even if all the control measures fail.
- Measurements have previously been taken of the process and/or operation, including in a "maximum exposure" situation, which have confirmed that exposure is not a risk to health at any time and that the conditions of the process, operation and substances are demonstrably the same.
- The process and/or operation is performed strictly in conformance with well-documented procedures, information and the conditions as detailed by the suppliers of the plant and/or substance in which they give valid assurance that the operation, process and/or substance will not give rise to risks to health.

Risks should not be judged as negligible unless there is certain and valid evidence to back up this judgement. Where this is not available the risks must be identified and precautions instituted to protect the health of those exposed.

EXPOSURE JUDGED TO BE A RISK TO HEALTH

Where exposure is either known, or found to be occurring, in situations where prevention is reasonably practicable the risk must be considered unacceptable.

COSHH ASSESSMENT SHEET Sheet Number: This assessment is generic in nature and must be specifically adapted to meet particular site requirements or conditions by site management/user.	
COMPANY NAME	
OPERATION / PROCESS	
LOCATION	
PRODUCT/SUBSTANCE USED	DATA SHEET N°
HAZARDOUS CONTENT	WORKPLACE EXPOSURE LIMIT (WEL)
EXPOSED PERSONS	
FREQUENCY OF EXPOSURE	DURATION OF EXPOSURE
HAZARDS	
CONTROL MEASURES TO BE PUT IN PLACE	



EXPOSURE ASSESSMENT: OPERATORS AND OTHERS		
ASSESSOR	POSITION	DATE

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant/low/medium/high		
Is residual risk level acceptable?		
Serious or imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick) Contractor Subcontractor	Site Copy Other	Employees Client
On-Site Assessment Signed	Print Name	Date

ASSESSMENT REGISTER

Once an assessment has been carried out for an operation and/or process a copy of that particular assessment record should be filed. To readily identify the operations and/or processes assessed, each assessment should be recorded in the assessment register.

This register should be completed as follows:

- Operation and/or Process - Full details of the operation and/or process should be entered to enable easy identification of that operation and/or process.
- Location - The location within the premises should be clearly identified.
- Record Number - The record number of the assessment.
- Date - The date on which the assessment was completed/revised.

As reassessments are completed, these details should also be entered in the assessment register.

EXPOSURE - PREVENTION OR CONTROL

Regulation 7 requires that exposure to hazardous substances must be either prevented or, where this is not reasonably practicable, adequately controlled.

This section of the manual is concerned with explaining what is considered to be "adequate control" and the approach to be followed in order to achieve it.

Control of Exposure

Workplace exposure limits (WELs) are occupational exposure limits set under the Control of Substances Hazardous to Health Regulations. These limits are set to help protect the health of workers. WELs are concentrations of hazardous substances in the air averaged over a specific period of time referred to as a time-weighted average (TWA)'. Two time periods are used: long-term exposure limit (LTEL) of 8 hours and short-term exposure limit (STEL) of 15 minutes. STELs are set to help prevent effects, such as eye irritation, which may occur following a few minutes' exposure.

If the exposure to a substance assigned a WEL, as listed in Table 1 of the HSE guidance note EH40,, is reduced as far as is reasonably practicable and is in any case below that WEL, it shall be considered to be adequately controlled.

When considering how far the exposure should be reduced below the WEL the nature of the risk likely to be caused by the substance must be weighed against the cost, the amount of time needed and the trouble required in taking the measures necessary to reduce that risk.

The non-assignment of a WEL does not necessarily signify that the substance is safe and without risk to health.

The routes of exposure to substances include inhalation, ingestion or absorption through the skin or mucous membranes.

In any of the above, exposure should be controlled to a standard where the level of exposure is such that nearly all the population could be repeatedly exposed daily without any adverse effect. The information necessary to set this standard may be available from a variety of sources, such as the manufacturer or supplier of the substance, occupational health publications or industrial and trade associations.

Prevention and Control Measures

The initial approach to the prevention and control of exposure to harmful substances should always explore the utilisation of operational, process and engineering measures. If it is found that these measures are not reasonably practicable or cannot adequately prevent or control exposure then the provision and use of personal protective equipment should be considered. The provision and use of personal protective equipment should be considered as a last option for achieving the required levels of control.

The measures necessary for the prevention or control of any exposure could be any combination of the following and should be considered in the order given:

1. Prevention of exposure:

   - The elimination of the substance, removing the risk in total;
   - The substitution of the substance with a less hazardous substance, a less hazardous form of the substance or dilution of the substance.

2. Control of exposure:

   - The total enclosure of the operation and/or process;
   - The alteration, modification or replacement of the plant, process and/or operation, or safe system of work to minimise the generation of, or suppress or contain, hazardous substances and to restrict the area of contamination in the event of any spills or releases, both routine and accidental, of those substances;
   - The provision of local exhaust ventilation to totally remove the airborne hazardous substance at source and dispose of it safely;
   - The provision of partial local exhaust ventilation to reduce the exposure to airborne hazardous substances;
   - The provision of sufficient general ventilation to reduce the exposure to airborne hazardous substances;
   - The reduction of the number of persons exposed;
   - The reduction of the length of exposure;
   - The prohibition of smoking, eating or drinking in the workplace;
   - The provision and use of suitable personal protective equipment;
   - The provision of adequate facilities for the cleaning, maintenance and repair of personal protective equipment;
   - The provision of adequate welfare facilities as already outlined;
   - The regular and effective cleaning of the workplace and/or plant to remove contamination;
   - The provision of suitable arrangements for the safe storage and safe disposal of hazardous substances.

Existing Control Measures

The control measures already in existence are to be re-examined and re-evaluated on a regular basis. If these control measures are then considered inadequate consideration will be given to improving, extending or replacing them to ensure that adequate control measures are achieved and maintained.

Company control measures include, but are not restricted to, the following:

- Hygiene Facilities - Adequate washing facilities are provided for use by all persons likely to be exposed to hazardous substances. The facilities reflect the nature and the likely levels of any exposure and are sufficient to permit the user to achieve a standard of personal hygiene commensurate with the adequate control of the exposure and the need to prevent the spread of the substance. Eye wash facilities may need to be provided in case of an emergency.

- Personal Protective Equipment - Where protective clothing is used or there is a risk of contamination of personal clothing and effects then accommodation for that clothing and personal effects, and changing facilities, will be provided. Changing facilities are designed to ensure that personal clothing does not become contaminated with hazardous substances from the workplace, the risk of cross contamination between contaminated clothing and clean clothing is minimised and that they can be easily and effectively cleaned.

- Eating, Drinking and Smoking - Personnel are prohibited from eating, chewing, drinking or smoking in any area which is likely to be contaminated with any harmful substance.

- Eating and Drinking Facilities - Where it is necessary to reduce the risk of exposure by prohibiting the consumption of food or drink in the workplace facilities for this will be provided outside the contaminated area. These facilities will be conveniently placed in relation to the workplace and the hygiene facilities and will be so designed as to ensure that they will not become contaminated with substances emanating from the workplace and can be easily and effectively cleaned.

Maintenance of Personal Protective Equipment

The company undertakes to ensure that personal protective equipment, including protective clothing, is properly stored, checked at suitable intervals, and when discovered to be defective, repaired or replaced before further use.

PPE which may be contaminated by a substance hazardous to health must be removed and kept apart from uncontaminated clothing and equipment and it must be ensured that contaminated clothing is decontaminated and cleaned or, if necessary, destroyed.

COSHH ASSESSMENT REGISTER

OPERATION / PROCESS / SUBSTANCE	LOCATION	RECORD NUMBER	DATE

Guidance Notes for the Safe Handling and Use of Substances

Asbestos Work (General) 3

Contaminated Sites 13

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Painting - Vehicle Repair 19

GUIDANCE NOTE	ASBESTOS WORKS - GENERAL	Code: H001	Issue: A

INTRODUCTION

Due to its unique fire-resistance properties, asbestos has been identified in over 3000 different products, most extensively in buildings. Most buildings built between 1950 and 1980 are likely to contain some asbestos. Asbestos in the form of asbestos cement can also be found in buildings constructed or refurbished between 1980 and 1999.

The main uses of asbestos in buildings were as:

1 sprayed insulating coating on steelwork and concrete;
2 lagging on pipes and boilers;
3 insulation boards on walls, doors and ceilings;
4 asbestos cement as structural sheets, pipes and tanks;
5 some ceiling tiles;
6 some decorative plasters.

HEALTH HAZARDS OF ASBESTOS

All types of asbestos are classified as Category 1 carcinogens. Amphiboles, which include crocidolite (blue asbestos) and amosite (brown asbestos) are considered the most dangerous substances, with the serpentine chrysotile (white asbestos) recognised as being slightly less dangerous due to the nature of the fibres.

Inhaled asbestos fibres can cause a range of asbestos-related diseases:

1 diffuse pleural thickening, preventing the lung from expanding and hence causing breathlessness;
2 asbestosis, which has a latent period from first exposure of up to 30 years and for which currently there is no effective treatment;
3 lung cancer, which has a similar latent period, and also currently has no effective treatment;
4 mesothelioma, where the latent period from first exposure can be between 15 and 55 years and which is almost certainly fatal.

THE REGULATIONS

The Control of Asbestos Regulations 2006 came into force on 13 November 2006, replacing the Control of Asbestos Regulations 2002, the Asbestos Licensing Regulations 1983 and the Asbestos Prohibitions Regulations 1992.

The Regulations move away from licensing particular asbestos-containing materials (ACMs), i.e. asbestos insulation, asbestos insulating board and asbestos coatings. Most work with asbestos will still need to be undertaken by a licensed contractor but any decision will now be determined by the risk.

WORK WITH ASBESTOS

For any work with ACMs, the employer is required to:

1 prevent the exposure of employees to asbestos as far as is reasonably practicable;
2 identify the type of asbestos involved in the work, or assume the type of asbestos is not chrysotile alone;
3 make a suitable and sufficient assessment of the risks to health presented by exposure, before carrying out the work;
4 identify and implement the procedures needed to control exposure;
5 record the significant findings of the assessment;
6 prepare a suitable written plan of work detailing how the work is to be carried out without risk to health;
7 provide employees who are liable to be exposed to asbestos and those who supervise such employees with information, instruction and training on the risks to health and the precautions to be taken;
8 provide washing/changing facilities and facilities for the storage of protective equipment and personal clothing.

MINOR WORKS

Certain works of a minor nature can be carried out by people other than licensed contractors. Such is the case for work carried out during maintenance operations, plumbing and electrical installations. However, a risk assessment must be carried out prior to the work taking place and steps must be taken to protect against exposure to asbestos.

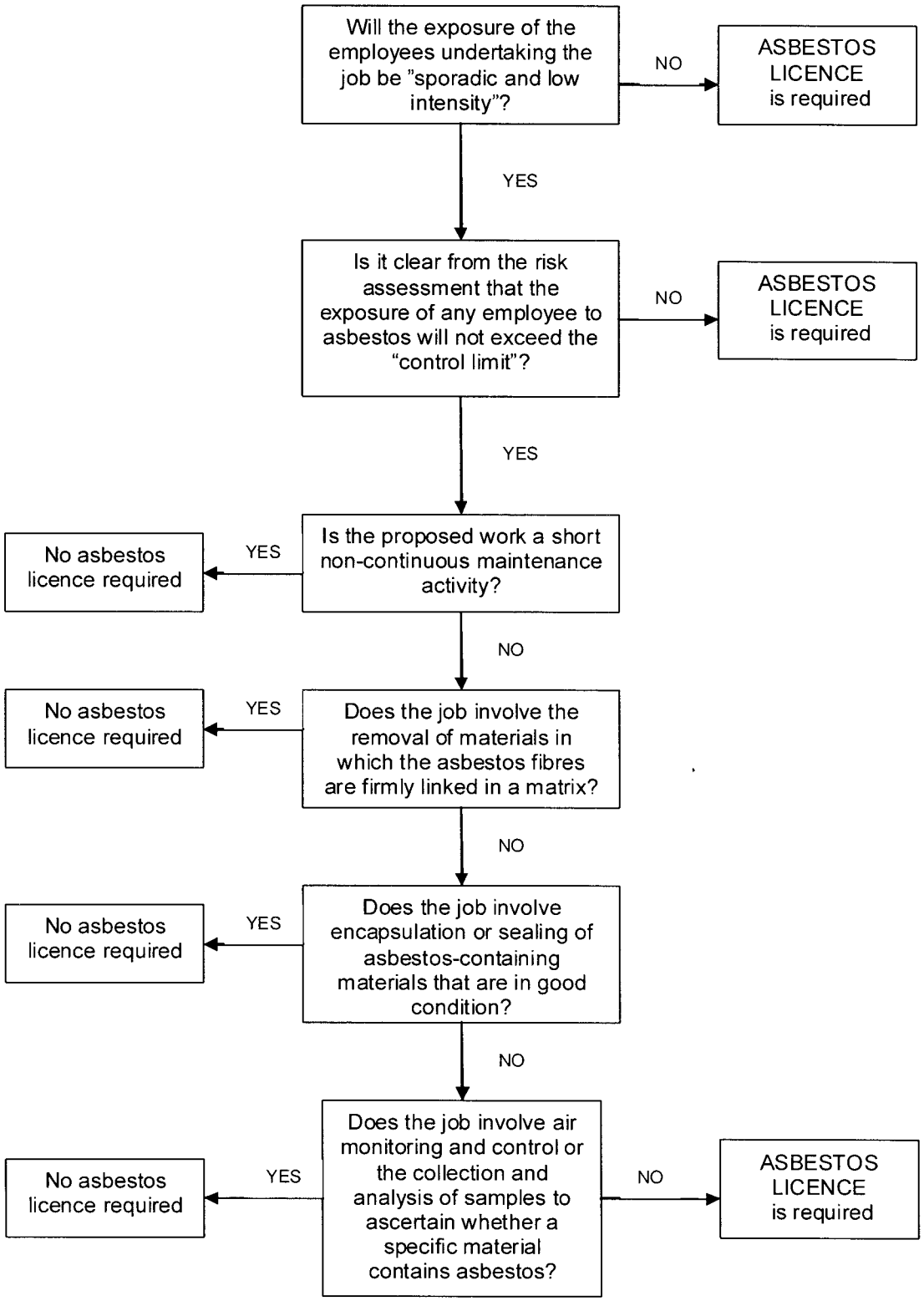
HSE guidance note HS(G)210 - "Asbestos Essentials Task Manual" offers practical guidance on the way minor works should be carried out. Tasks covered by the manual include drilling holes in asbestos insulating board, removal of a single asbestos insulating board ceiling tile, drilling holes in asbestos cement and other bonded materials.

LICENSING

Work with ACMs must not be undertaken unless the employer holds a licence, unless:

1 the exposure of employees to asbestos is "sporadic and of low intensity";
2 it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed "the control limit";
3 the work involves:
   a) short, non-continuous maintenance activities;
   b) removal of materials in which the asbestos fibres are firmly linked in a matrix, such as asbestos cement and asbestos-containing decorative coatings;
   c) encapsulation or sealing of asbestos-containing materials which are in good condition; or,
   d) air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos.

DETERMINING WHETHER AN ASBESTOS LICENCE IS REQUIRED TO WORK WITH ASBESTOS UNDER THE CONTROL OF ASBESTOS REGULATIONS 2006



"Sporadic and Low Intensity" relates to the exposure risk and not the frequency of the asbestos work. Work which is likely to result in exposure at or above the short term exposure limit of 0.6 fibres per cubic centimetre (f/cm^3) of air measured over a 10 minute period, cannot be considered sporadic and low intensity exposure.

"The Control Limit" for all types of asbestos is 0.1 fibres per cubic centimetre (f/cm^3) which is equivalent to fibres per millilitre (f/ml). This is the maximum concentration of asbestos fibres in the air (averaged over any continuous 4 hour period) that must not be exceeded.

a) Short non-continuous maintenance activities

Activities involving asbestos insulation and asbestos insulating board can be considered short non-continuous maintenance activities if any one person carries out work with these materials for less than 1 hour in a seven day period. The total time spent by all workers on the work should not exceed a total of 2 hours.

When calculating the time the work takes, you should include anything ancillary to the work which is liable to disturb the asbestos, including setting up enclosures and clearing any potentially affected area.

Please note that if short non-continuous maintenance activities are carried out by licensed contractors under this exemption then it does not preclude the operatives concerned from carrying out other work with asbestos during the seven day period, it only precludes them from carrying out work under the short, non-continuous maintenance activities exemption within the seven day period.

b) Removal of materials in which the asbestos fibres are firmly linked in a matrix

This exemption is the one that effectively removes decorative textured coatings from the asbestos licensing requirements. The materials to which it applies include:

1 asbestos cement (e.g. corrugated roof sheets, flue pipes, guttering);
2 textured decorative coatings and paints which contain asbestos (e.g. artex);
3 any article of bitumen, plastic resin or rubber which contains asbestos where its thermal or acoustic properties are incidental to its main purpose (e.g. vinyl floor tiles, electric cables, roofing felt).

There may be other materials in which the asbestos fibres can be firmly linked in a matrix such as paper linings, cardboards, felt, textiles, gaskets, washers or rope where the products have no insulation purposes. If this is the case then the exemption from licensing may apply.

c) Encapsulation or sealing of ACMs which are in good condition

This exemption applies to all encapsulation or sealing of ACMs which are in good condition, i.e. undamaged. This is as long as the exposure to employees to asbestos during the work is sporadic and low intensity and it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit.

d) Air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos.

Again this work is need not be carried out by a licensed contractor as long as the exposure to employees to asbestos during the work is sporadic and low intensity and it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit.

Additionally, you will not require a licence to work with asbestos if you are:

1 the client who has engaged a licensed contractor to do the licensable work;
2 the principal or main contractor on a construction or demolition site if the licensable work is being done by a subcontractor holding an asbestos licence;
3 an analyst checking that the area is clear of asbestos at the end of the job;
4 carrying out quality control work such as atmospheric monitoring (air monitoring) outside enclosures while asbestos removal work is in progress or checking outside enclosures that work has been carried out to a standard which meets the terms of the contract;
5 a consultant or other reviewing tender submissions on behalf of the client.

Note: The exemption from licensing for those that use their own employees on their own premises has also been removed. This now means that companies carrying out maintenance on contaminated plant such as negative pressure units and class H vacuum cleaners will require a licence.

ASSESSMENT AND PLAN OF WORK

The Control of Asbestos Regulations require that a suitable and sufficient risk assessment is carried out for any work which is liable to expose employees to asbestos, so as to establish the potential risks and whether or not the work is licensable.

From this assessment, a plan of work with details of the work methods and controls to be used should be provided for both licensable and non-licensable work. The plan of work should always be job-specific; however, information from previous similar jobs can be used provided there are no additional risks and it is appropriate for the site conditions.

For licensable work, the plan of work must be site specific, readily available on site and cover in sufficient detail the following information:

1 The scope of the work as identified by the risk assessment;
2 Details of hygiene facilities, transit route and decontamination arrangements, vacuum cleaners, protective clothing and RPE;
3 Details of the use of barriers an signs, location of enclosures and airlocks, location of skips, negative pressure units, air monitoring, cleaning and clearance certification, emergency procedures.

ADDITIONAL DUTIES FOR LICENSABLE WORK

If the work is licensable there are a number of additional duties. You need to:

1 notify the enforcing authority (HSE or local authority) 14 days prior to work commencing (see Regulation 9);
2 designate the work area (see Regulation 18);
3 prepare specific asbestos emergency procedures (see Regulation 15), and;
4 pay for your employees to undergo medical surveillance (see Regulation 22).

CLEANLINESS OF PREMISES AND PLANT

Once removal of the asbestos has been completed, the premises must be thoroughly cleaned before being handed over for reoccupation. All visible traces of asbestos dust and debris should be removed and a thorough visual inspection carried out.

Where the work is licensable then a certificate of reoccupation should be issued following the 4-stage clearance procedure:

1. a preliminary check on site conditions and job completeness;
2. a full visual inspection inside the enclosure/work area;
3. clearance air monitoring (see note below);
4. final assessment after enclosure/work area dismantling.

Air measurements shall only be taken by those able to demonstrate they can carry out such work to the specified requirements in ISO 17020. Competence should be evidenced through accreditation with a recognised accreditation body such as the United Kingdom Accreditation Service (UKAS).

Analysis of the concentration of asbestos in the air shall be measured using the 1997 WHO recommended method.

From 6 April 2007, any person who issues a site clearance certificate for reoccupation must be accredited by an appropriate body (i.e. UKAS) as competent to perform work in compliance with ISO 17020 and ISO 17025.

WASTE DISPOSAL

All asbestos waste is classified as hazardous waste under the Hazardous Waste Regulations and must be disposed of at a licensed waste disposal site. For most waste, double plastic sacks are suitable provided they will not split during normal use. Large pieces of rigid material, e.g. cement sheets, should be double-wrapped intact in heavy gauge polythene sheeting.

The waste should be clearly labelled and transported by registered carrier in an enclosed vehicle, skip or freight container.

TRAINING

The Control of Asbestos Regulations require that anyone liable to be exposed to asbestos fibres at work undertakes relevant training. This includes maintenance workers and others who may come into contact with or who may disturb asbestos (e.g. electricians, plumbers, etc) as well as those involved in asbestos removal work.

The three main types of training cover:

1. licensable work - such as removing asbestos insulation or insulating board;
2. non-licensable work - such as a roofer or demolition worker removing a whole asbestos cement sheet in good condition or analytical staff and asbestos surveyors;
3. asbestos awareness - for those persons who are liable to disturb asbestos while carrying out their normal everyday work, or who may influence how work is carried out.

All training should be provided by someone who has had adequate personal practical experience and who has theoretical knowledge of all relevant aspects of the work carried out by the employer. All training certificates issued by such people or organisations should be traceable and valid for no more than 1 year.

(Chapter 4 of HSG247 Asbestos: The Licensed Contractors' Guide, sets out the detailed content of the asbestos training modules for operatives, supervisors, managers, directors, supervisory licence holders and ancillary licence holders involved in licensable work).

A GUIDE TO LIKELY FIBRE CONCENTRATIONS

The figures below are a guide to the airborne fibre levels that may be expected close to the operator's breathing zone in a number of different processes. The following points should be borne in mind when using them:

1 They are based on measurements taken by HSE. Different processes in different locations may result in higher or lower concentrations that those listed in the table.
2 They are average concentrations for the time during which the process is actually taking place.
3 Selection of a figure from the list is not in itself an assessment. The person making the assessment must consider whether it is reasonably practicable to use methods that give a still lower value.
4 The estimated dust concentrations given are to help in making assessments of likely exposure and through the assessment to help in the choice of work methods, exposure control methods and protective equipment. The figures are a guide only; results may vary from one operation to the next, and the assessment should allow for that. If there is doubt about the likely exposure to asbestos dust then the precautions taken should be adequate to meet the worst case.
5 These figures are the concentrations found when the processes are carefully carried out. Bad handling practices may result in higher concentrations.
6 All the figures given for typical fibre levels for work with asbestos cement sheets and pipes are shown in fibres per millilitre of air. As shown, many of the tasks create dust levels above the control limit (0.1 f/ml) and therefore must be carried out by an asbestos licensed contractor.

Process		Concentration fibres/ml
Asbestos Stripping Operations		
De-lagging	Dry stripping of Crocidolite	100-1000
	Dry stripping, except Crocidolite	Greater than 20
	Stripping with water sprays	5-40
	Controlled wet stripping (thorough soaking of insulation)	1-5
Removal of insulating board and tiles	Breaking and ripping out	5-20
	Unscrewing and careful removal with application of local exhaust ventilation	Less than 2

Asbestos Cement Sheets and Pipes (Normally Chrysotile)			
Machine cutting without exhaust ventilation	Abrasive disc cutting	15-25	
	Circular saw	10-20	
	Jig saw	2-10	
Machine sawing with exhaust ventilation		Below 2	
Reciprocating saw		Below 1	
Hand saw		Below 1	
Machine drilling		Below 1	
Removal of asbestos cement sheeting		Below 0.5	
Stacking of asbestos cement sheet after removal		Below 0.5	
Remote demolition of asbestos cement structures		Below 0.1	
(CAUTION: subsequent clearance may give rise to concentrations greater than 1)			
Clearing of asbestos cement		Roofing	Vertical Cladding
	Dry brushing (wire)	3	5-8
	Wet brushing (wire)	1-3	1-2
	Water jetting	0-0.5	1-2

(NOTE: Water jetting may produce debris and slurry which is difficult to control and needs to be collected and disposed of as hazardous waste)

Process		Concentration fibres/ml
Asbestos Insulation Board and Tiles (Normally Amosite and Chrysotile)		
Sanding and surforming		6-20
Machine cutting without exhaust ventilation	Circular saw	Greater than 20
	Jig saw	5-20
Machine cutting with exhaust ventilation		1-5
Drilling overhead		5-10
Drilling vertical columns		2-5
Hand sawing		5-10
Scribing and breaking		1-5
Rough handling of insulating board and removal of pieces		Greater than 15
Careful removal of whole boards		Up to 5
(NOTE: The dust levels are likely to be highest if Amosite is present and the material is handled roughly. Bad handling practices may result in much higher concentrations)		
Decorative Plasters		
Scraping painted plaster		0.1 - 0.2
Light hand sanding of unpainted area		Greater than 0.3
Mixing		Greater than 1

REFERENCES

SI 2006/2739	The Control of Asbestos Regulations, 2006
SI 2005/894	The Hazardous Waste (England and Wales) Regulations, 2005
SI 2005/895	The List of Wastes (England) Regulations, 2005
L143	Approved Code of Practice and guidance for work with materials containing asbestos, 2006
HS(G)210	Asbestos Essentials Task Manual

GUIDANCE NOTE	CONTAMINATED SITES	Code: H005	Issue: A

INTRODUCTION

It is becoming more common for redevelopment to be carried out on sites where the previous usage has left some form of contamination. The following are some of the industries, which were or are large-scale producers of contamination:

1. Asbestos;
2. Chemical and allied products;
3. Dock areas;
4. Explosives;
5. Gas works;
6. Metal smelting, refining, treatment and finishing;
7. Mining and extraction;
8. Oil production and storage;
9. Paints and graphics;
10. Pharmaceuticals;
11. Pesticides;
12. Railway storage areas and yards;
13. Scrap yards;
14. Sewage works;
15. Steelworks;
16. Tanning and associated trades;
17. Waste disposal;
18. Wood treatment and preservatives.

Each contaminated site shall be individually surveyed and assessed and safe working procedures drawn up for the specific hazards of that site. These safe systems shall include:

MINIMISING OF EXPOSURE

There are a number of techniques that can be used. These consist of:

1. Placing a barrier layer of material, if specified, as soon as possible;
2. Avoiding entry, where possible, below the ground level by designing foundations, drainage and other services so that the work can be performed from above ground or near the surface;
3. Providing suitable protective clothing for all exposed person;
4. Providing adequate washing and changing facilities;
5. Locating stores and offices away from the contaminated area to reduce the numbers of those at risk;
6. Instructing all personnel on the dangers from the contamination on site;
7. Programming the ground works, where possible, so that they are not carried out in dusty conditions, or damping down the area to prevent or reduce the dust;
8. Prohibiting smoking, eating and drinking on the site.

There are also specific precautions that are necessary for the handling of certain substances, such as asbestos and lead and the relevant section of this manual shall be consulted.

Where any doubt is experienced as to the method of minimising or reducing exposure expert advice shall be taken.

TOXIC OR HARMFUL GASES

If entry into trenches over 1.5m deep cannot be avoided, the following procedures shall be adopted on all sites where toxic or harmful gases are present:

1. A permit to work system shall be established;
2. The area shall be ventilated;
3. Monitoring for gases shall be carried out;
4. Protective clothing and breathing apparatus shall be provided where required;
5. Rescue equipment shall be provided.

Reference shall be made to the sections titled "Confined Spaces" and "Permits to Work".

CONTAMINATED BUILDINGS

Where contaminated buildings are on site, they shall be cleaned of contamination prior to any other work commencing within the buildings.

CONTAINMENT OF CONTAMINATION

Where the dust from the site is likely to be contaminated, dust monitoring and wetting down of the site shall be carried out.

The site boundary shall be located, where possible, at a sufficient distance from the source of the contamination to ensure that contamination leaving the site is at acceptable levels.

Vehicles, which may be contaminated, shall be washed down before leaving the site.

MONITORING OF EMPLOYEES

If employees are likely to be absorbing any of the chemicals on site, an occupational physician, as recommended by the Employment Medical Advisory Service, shall carry out medical examinations. All records of these medicals shall be confidential and copies shall be forwarded to EMAS for retention on their data bank.

AUTHORITIES AND ADVISORY BODIES

Prior to work commencing on a contaminated site the following authorities and/or advisory bodies shall be consulted, where appropriate:

1. Health and Safety Executive;
2. Local Authority Environmental Health Department;
3. Local Authority Waste Disposal Department;
4. Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

DANGEROUS GOODS SAFETY ADVISER

Depending on what type and quantity of contamination is in the soil that is being removed from site the carrier may have to employ the services of a dangerous goods safety adviser if they do not have one appointed in house.

PRECAUTIONS TO BE ADOPTED BY SITE PERSONNEL

In order to reduce the risk of contact with the contamination on site, all site personnel should adopt the following precautions:

1. Wear suitable PPE including respirator to BS EN 149, chemical goggles to BS EN 166/b5 and impervious gloves, disposable overalls etc.
2. Ensure scrupulous personal hygiene.
3. Operatives must wash prior to eating, drinking, smoking or going to the toilet.
4. Operatives must decontaminate (change clothes and wash) prior to coming into contact with others.
5. Overalls to be considered as contaminated waste.

GUIDANCE NOTE	HARMFUL WASTES	Code: H009	Issue: A

INTRODUCTION

The following are some of the industries that were or are large-scale producers of hazardous waste products:

1. Asbestos;
2. Chemical and allied products;
3. Dock areas;
4. Explosives;
5. Gas works;
6. Metal smelting, refining, treatment and finishing;
7. Mining and extraction;
8. Oil production and storage;
9. Paints and graphics;
10. Pharmaceuticals;
11. Pesticides;
12. Railway storage areas and yards;
13. Scrap yards;
14. Sewage works;
15. Steelworks;
16. Tanning and associated trades;
17. Waste disposal;
18. Wood treatment and preservatives.

Prior to the handling of suspect waste, safe-working procedures shall be drawn up for the specific hazards. These safe systems shall include:

Minimising Of Exposure

There are a number of techniques that can be used. These consist of:

1. Placing a barrier layer of material, if specified, as soon as possible;
2. Providing suitable protective clothing for all exposed persons;
3. Providing adequate washing and changing facilities;
4. Handling suspect waste away from offices, stores and workshops to reduce the numbers of those at risk;
5. Instructing all personnel on the dangers from the waste;
6. Programming the works, where possible, so that they are not carried out in dusty conditions, or damping down the area to prevent or reduce the dust;
7. Prohibiting smoking, eating and drinking in the area.

There are also specific precautions that are necessary for the handling of certain substances, such as asbestos and lead and the relevant section of this manual shall be consulted.

Where any doubt is experienced as to the method of minimising or reducing exposure, expert advice shall be taken.

Containment of Contamination

Where the dust from the waste is likely to be contaminated, dust monitoring and wetting down of the site shall be carried out.

The waste shall be located, where possible, at a sufficient distance from the site boundary to ensure that contamination leaving the site is at acceptable levels.

Vehicles that may be contaminated shall be washed down before leaving the site.

Monitoring of Employees

If employees are likely to be absorbing any of the chemicals on site, medical examinations shall be carried out by an occupational physician, as recommended by the Employment Medical Advisory Service. All records of these medicals shall be confidential and copies shall be forwarded to EMAS for retention on their data bank.

Authorities and Advisory Bodies

Prior to work commencing on suspect waste, the following authorities and/or advisory bodies shall be consulted, where appropriate:

1. Health and Safety Executive;
2. Local Authority Environmental Health Department;
3. Local Authority Waste Disposal Department;
4. Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

GUIDANCE NOTE	PAINTING - VEHICLE REPAIR	Code: H023	Issue: A

STORING AND MIXING PAINTS

Many paints and solvents used in vehicle finishing give off vapour which is readily ignited and which is often toxic. The escape of these vapours should be kept to a minimum. Keep only small quantities (not more than 50 litres) on their own in a metal cupboard or bin for immediate use at the workplace, and larger stocks in a fire resisting store with spillage retention and good ventilation.

Keep lids on cans and containers closed to stop vapour escaping. Contain spillages by decanting paint over a tray. Have absorbent material readily available to soak up spillages. Keep contaminated material in a lidded metal bin, and dispose of its contents safely.

Exclude sources of ignition and use suitable electrical equipment. Within two metres of paint mixing areas use only explosion protected lighting and electrical equipment. Do not smoke where paints are stored or used.

Ensure adequate ventilation where paints are mixed. Breathing protection may be needed.

Treat containers emptied of liquid the same as full ones: they will often be full of vapour.

Obtain a licence for the storage of petroleum products from your local Petroleum Officer who works for your Fire Brigade.

PAINT MIXING SYSTEMS

Proprietary paint mixing systems reduce quantities of paints stored and minimise vapour given off during mixing.

Locate the paint mixing unit in a fire resistant well ventilated separate room if possible.

Install only explosion protected electrical equipment within one metre of the mixer unit and ensure that electronic balances are protected or a safe distance away.

Keep quantities of paints and solvents in the system to a minimum and store stocks of paint and solvents and their empty containers in a separate fire resistant store.

Use a work bench with a lip fitted to contain spills.

Provide a metal bin for waste rags and materials.

HEALTH PRECAUTIONS

Assess the hazards and risks and prevent or control exposure in line with the COSHH Regulations.

Identify 2-pack paints from their labels or suppliers' data sheets.

If you suffer from chronic respiratory disease such as chronic asthma do not work with 2-pack paints containing isocyanates.

Consult an occupational health professional before working with 2-pack paints for advice on a suitable health surveillance programme.

Spray only in mechanically ventilated booths or separate workrooms.

Use only mechanically ventilated ovens for accelerating curing. Run them under negative pressure.

Ventilate vapour and spray to a safe place in the open air where they will not be drawn back into the workroom or into nearby premises.

When mixing and spraying wear protective clothing including gloves and eye protection; wear air fed or compressed airline breathing apparatus even for small jobs.

If a full facepiece canister respirator is worn for mixing or for "touch up" jobs change the canister before its recommended life (often as little as 15 minutes) is exceeded. Gauze facemasks and half masks with cartridges do not provide protection.

PAINTS CONTAINING ISOCYANATES

2-pack spray paints containing isocyanates are often used to paint vehicles. In these isocyanate hardeners or activators added to liquid resin and pigments react to produce a polyurethane film.

Vapours and spray mists containing isocyanates are highly irritant to the eyes and respiratory tract and may cause asthma. Asthmatic attacks may occur immediately or may be delayed for up to 12 hours after exposure. Symptoms of over exposure are:

- sore eyes;
- running nose;
- sore throat;
- coughing;
- wheezing, tight chest;
- fever and breathlessness.

At first these complaints will generally clear up at weekends or during holidays, but are likely to return when back at work. Some people may become sensitized as a result of working with 2-pack spray paints. In sensitized people, even minute isocyanate concentrations can lead to severe asthmatic attacks. Fatal cases have been reported but these are rare.

PAINTS AND THINNERS

Spray and vapour from all types of paints and thinners used in motor vehicle repair are harmful if inhaled. Some paints and thinners are more harmful than others. Assess information from suppliers and choose the least harmful for any particular application. Spraying inside a booth or enclosure should minimise risks to those outside but those inside may therefore be exposed to high concentrations of vapour and spray. When choosing breathing protection consider in detail the job to be done. For example, are the insides or undersides of vehicles to be sprayed, where ventilation will be less effective? Different types of breathing protection offer different levels of protection. Compressed airline breathing apparatus with a full facepiece or air fed equipment may be suitable for most spray jobs. Before choosing, assess the work carefully and consult your suppliers of paint and protective equipment.

PAINT SPRAYING

Spraying gives rise to fine aerosol mists and droplets of toxic and flammable liquid. Vapour concentrations may be high. Safe spraying requires:

1. effective segregation

2. adequate ventilation

3. efficient personal protection

4. prevention of sources of ignition.

To control exposure and contain risks from flammable vapour, spray only in enclosures or booths (proprietary or home made), or in controlled spray spaces.

Tips for sprayers

During the refinishing of motor vehicles, the direction, duration and volume of spray is directly under the control of the operator, whose method of work may determine the success of other control measures being applied. Sprayers should:

1. whenever possible stand upstream of the vehicle or part of the vehicle being sprayed. This may be difficult to achieve with side draught booths. Turntables may be used to rotate vehicles. Alternatively down draught booths may be used;

2. not spray above their heads when working in a down draught booth as the spray will be carried downwards by the air flow. When spraying a high sided vehicle in a down draught booth, a suitable platform should be used to make the surface to be sprayed properly accessible and to ensure the correct orientation to the air flow;

3. exercise care when spraying cavities within vehicles. Use lower spray pressures to reduce bounce-back; and

4. when working with another sprayer, work in the same direction and avoid spraying towards one another.

Proprietary spray booths

These are also known as vehicle finishing units and may be separate spray booths or combined with drying or curing ovens. To minimise toxic and flammable risks in spray booths they should be checked and maintained regularly:

1. Ensure that airflow or air pressure differential switches are working to warn if designed exhaust ventilation flow rates are not maintained.

2. Maintain any interlocks fitted between spray guns and exhaust ventilation.

3. Repair damaged spray booth panels to maintain the fire resistance of the unit.

4. Keep clear escape routes and rescue equipment.

5. Ensure that air intakes are not obstructed and that discharge vents are correctly sited and in good repair.

DRYING AND CURING OVENS

Drying and curing ovens may be separate or combined with spray booths. Access to them should be restricted when the ovens are working.

Check that an adequate exhaust flow rate is maintained by monitoring the position and condition of dampers and the effectiveness of interlocking switches and warning devices.

Check that any explosion relief provided is properly maintained; hand pressure should be sufficient to lift the panel. (Explosion relief is required on direct fired ovens, those working at temperatures exceeding 80°C and some ovens in which air is recirculated).

For all proprietary spraying and drying booths ensure that sufficient information is received from manufacturers and suppliers on hazards and safe operation to enable booths to be used safely and maintained properly.

Risks from fuel inside vehicles

Ventilation equipment and explosion reliefs fitted to spray booths and ovens are not designed to remove risks from fuel evaporating or spilling from vehicles. Fuel vapour pressure rises and risks of fuel and vapour leaks (from petrol, diesel and LPG) increase as temperatures inside ovens rise.

To minimise risks of petrol fires and explosions:

1. Remove filler caps on all vehicles before they are heated in the unit.

2. Ensure fuel tanks are reasonably empty (preferably about one quarter full), before they enter the oven; and

3. Check that fuel lines are intact, particularly at joints.

4. If the engine has been removed leaving open-ended fuel pipes from fuel tanks in place, the vehicle should not be treated in a vehicle finishing unit oven.

5. LPG fuel cylinders should be removed from the vehicle before it is put through the drying/baking unit.

SECTION I

Arrangements for Providing Information, Instruction and Supervision

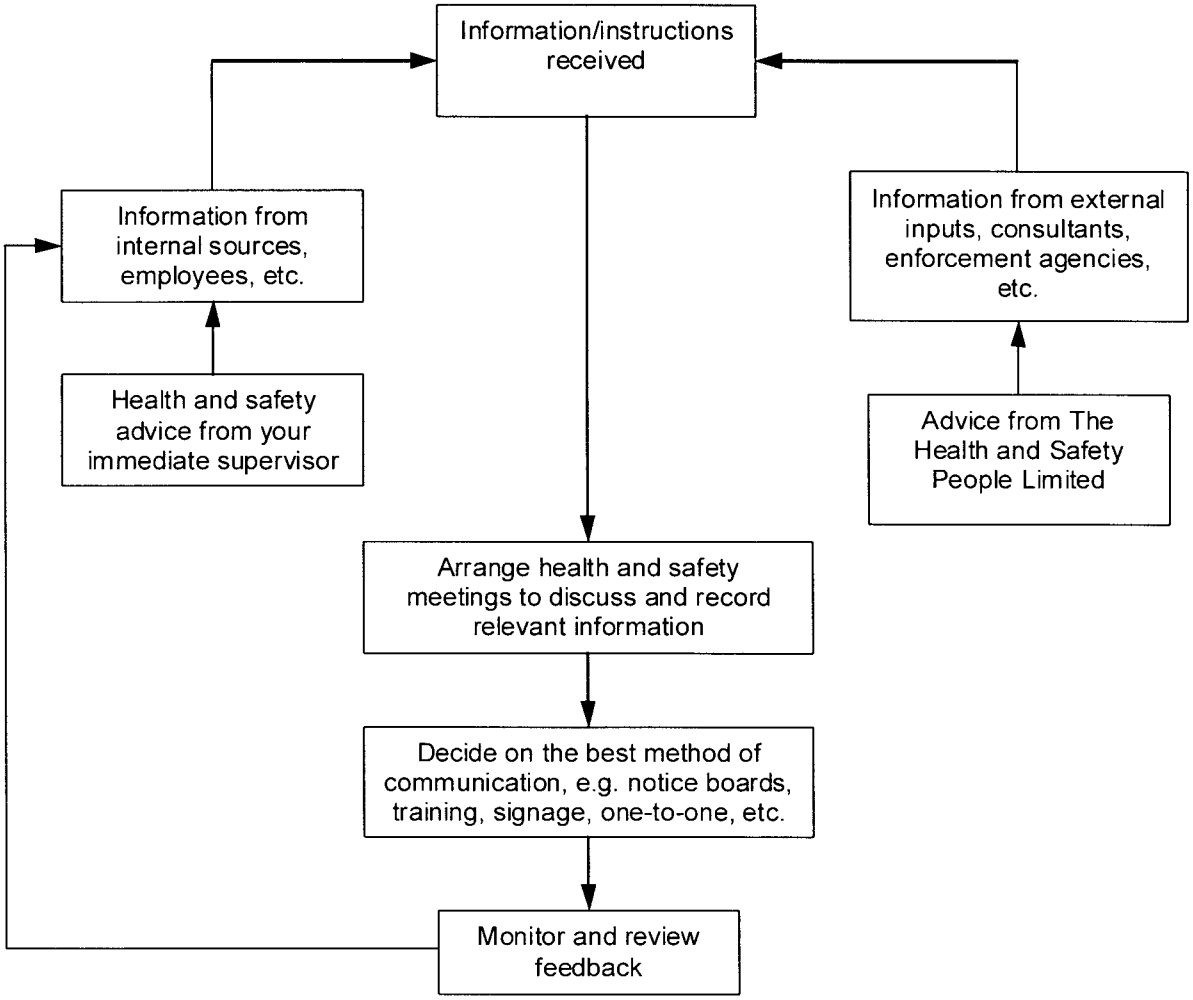
In compliance with our legal duties under the Health and Safety Information for Employees Regulations; either a health and safety law poster shall be displayed in a prominent position in each workplace or the equivalent leaflet will be provided to each worker outlining British health and safety law.

Health and safety advice is available from your immediate supervisor or from The Health and Safety People Limited on 08456 122 144.

Paul Sayer shall ensure that adequate supervision of trainee workers is provided. Day-to-day supervision shall be carried out by the relevant workplace manager or supervisor.

This company does not generally employ young workers (defined as someone under the age of 18 years) in the course of company business (including for training purposes). In the event this should change, adequate supervision for these workers will be organised by this company.

Procedure for Providing Information, Instruction and Supervision



See guidance section for details

Guidance for Providing Information, Instruction and Supervision

SAFETY SIGNS AND SIGNALS

The Health and Safety (Safety Signs and Signals) Regulations apply to all work premises and activities but do not apply to signs relating to the supply of dangerous substances, the transport of dangerous goods by road or rail, or to signs regulating road or rail traffic.

The regulations cover the provision and use of safety signs and signals which are required to be displayed or used when a risk assessment shows that, in spite of protective measures, the risk cannot be eliminated or sufficiently reduced and a significant risk remains.

Safety Signs

Safety signs must conform to the requirements overleaf. Signs should be illuminated where appropriate and must be kept clean and properly maintained.

Signals

These include:

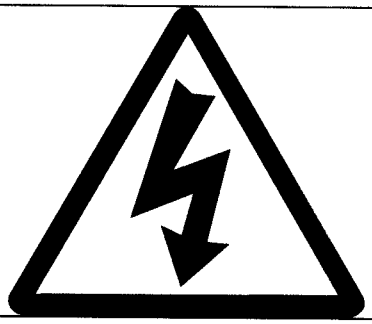
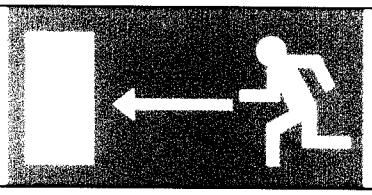
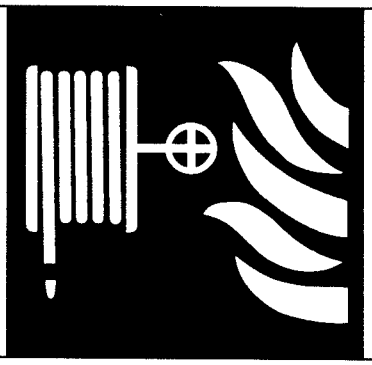
- Acoustic signals and/or verbal communication to signal danger, e.g. to call for emergency evacuation. Such signals shall be tested at frequent intervals.
- Hand-signals or verbal communication to guide persons carrying out hazardous or dangerous manoeuvres, e.g. reversing vehicles.

Training

Employees shall be given sufficient information, instruction and training about the meaning of safety signs and signals and on the relevant action that must be taken.

Further Guidance

Further information is given in the HSE booklet L64 "Safety Signs and Signals: Guidance on Regulations".

TYPE OF SIGN	SHAPE	SYMBOL/COLOUR	
Prohibitory: (e.g. "NO SMOKING")	Round	Black pictogram on white background, red edging and diagonal line	
Warning: (e.g. "ELECTRICAL RISK")	Triangular	Black pictogram on yellow background with black edging	
Mandatory: (e.g. "EAR PROTECTION MUST BE WORN")	Round	White pictogram on blue background	
Emergency escape or first aid:	Rectangular or square	White pictogram on green background	
Fire fighting: (e.g. "EMERGENCY FIRE HOSE")	Rectangular or square	White pictogram on red background	

Safety Signage - Types and Examples

SMOKEFREE WORKPLACES

The **"smokefree"** law applies to virtually all "enclosed" and "substantially-enclosed" public places and workplaces, including both permanent and temporary structures.

Premises are considered enclosed if they have a ceiling or roof and (except for doors, windows or passageways) are wholly enclosed either on a permanent or temporary basis.

Premises are considered substantially-enclosed if they have a ceiling or roof but have an opening in the walls which is less than half the total area of the walls.

SMOKEFREE VEHICLES

Work vehicles must be smokefree if they are used in the course of paid or voluntary work by more than one person, regardless of whether they are in the vehicle at the same time.

SMOKEFREE HOME WORKING

Any part of a private dwelling used **solely** for work purposes must be smokefree if:

- It is used by more than one person who does not live at the dwelling.
- Members of the public attend to deliver or to receive goods and/or services.

SMOKEFREE SIGNAGE

"No smoking" signs need to be displayed in a prominent position at every entrance to smokefree premises. Signs must meet the following minimum requirements:

- At least one must be a minimum of A5 in area (210mm x 148mm) and display the words **"No Smoking - It is against the law to smoke in these premises".**
- Each must display the international no smoking symbol at least 70mm in diameter.

Smokefree vehicles need to display a "no smoking" sign in each compartment of the vehicle in which people can be carried. It must show the international no smoking symbol illustrated opposite.

SMOKEFREE LAW ENFORCEMENT

Failure to comply with the smokefree law is a criminal offence. Local councils are responsible for enforcing the smokefree law in England and have the legal power to enter premises or board vehicles to determine if anyone is breaking the law.

Employers who control or manage smokefree premises and vehicles have a legal responsibility to prevent people from smoking in them and to ensure that the required "no smoking" signs are in place. Employers should ensure that their employees are aware of the law and that they now work in a smokefree environment.

Notwithstanding the requirements of the smokefree law, employers retain a general duty of care under the Health and Safety at Work Act to protect their employees from the effects of second-hand smoke where exposure to it may be considered unavoidable in their workplace.

For further information on the smokefree law visit the Department of Health website: www.smokefreeengland.co.uk.

WORKPLACE DOCUMENTATION

Notices

The following notices will be displayed in a prominent position on site:

- Health and safety law placard.
- A copy of your company's employers liability insurance.
- F10 (as appropriate).
- Copy of the organisation's health and safety policy statement.

It is also recommended that the following are displayed:

- The Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) - abstract (in areas where highly flammable liquids or LPG is used).
- Any other abstracts of regulations that are relative to works being carried out on site.

Prescribed Registers

- Weekly record of inspection as required by the Construction (Design and Management) Regulations (CDM) for:
  - Excavations;
  - Cofferdams;
  - Caissons.
- Weekly record of inspection as required by the Work at Height Regulations (WAHR) for:
  - Scaffolds.
- Record of inspection and/or thorough examination as required by The Provision and Use of Work Equipment Regulations (PUWER) or The Lifting Operations and Lifting Equipment Regulations (LOLER) for all other equipment.
- Accident book - record of injuries incurred on site.

Documents

- Health and safety plan.
- Method statements for all tasks where there is a foreseeable risk.
- Assessments required:
  - Risk;
  - COSHH;
  - Environmental;
  - Noise;
  - Manual handling;
  - Confined space;
  - Specialist, e.g. asbestos, RPE.
- Evidence/certificates of competence (including training) for any equipment used/tasks carried out.

WORKPLACE RULES

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in an employee's contract of employment or a breach of contract from that employee's employer. It should also be borne in mind that contravention of health and safety legislation is a criminal offence and that a prosecution can be taken against an individual by the Health and Safety Executive.

WORKING PRACTICES

It is the responsibility of all employees, contractors and visitors to ensure that:

- No machine or item of plant or equipment is operated by any person unless they have been trained and are authorised to do so.
- All machine guarding is in place and correctly adjusted prior to machinery being used.
- Any fault, defect (including damage) or malfunction in any item of machinery, plant, equipment, tool or guard is reported immediately.
- No machine, or item of plant or equipment is left unattended or cleaned whilst in motion, unless the operator is authorised to do so.
- No repairs, maintenance or adjustments to machines, or items of plant or equipment are carried out, unless the operator is authorised to do so.
- All substances are used only in accordance with the written instructions.
- All substances are stored in accordance with the written instructions and are returned to storage after use.
- All hazard notices or warning signs displayed on the premises are obeyed.
- All notices displayed in the workplace are read and operatives understand their instructions.
- All safety equipment and facilities provided are used and are not misused or wilfully damaged.
- The work area is kept clean and tidy at all times.
- All waste is disposed of in the correct container.
- All liquid spills are cleaned up immediately.
- All emergency procedures relevant to their work area are obeyed.
- Emergency exits and equipment are not obstructed.
- Any use of or damage to firefighting equipment is reported immediately.
- Prompt medical assistance is sought for any injury received at work and the injury is reported as soon as possible.

MISCONDUCT

Any person on site found to have acted in any one of the following ways shall be liable to disciplinary procedures:

- Wilfully breaching the company's safety rules or health and safety policy.
- Removing any guard or protective device without permission.
- Operating any machine, plant or equipment without authority.
- Misusing items provided for first aid.
- Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
- Defacing or removing notices, signs, labels or any other warning device.
- Misusing any chemical, flammable substance, toxic material, etc.
- Smoking in designated "no smoking" areas or whilst using flammable substances.
- Taking part in horseplay or practical jokes.
- Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- Misusing compressed-air, electric or pneumatic equipment.
- Overloading lifting equipment.

ADMINISTRATIVE ARRANGEMENTS

Notification

The following written notifications may be required. The responsibility for making these notifications should be established prior to any notification being given.

To the Health and Safety Executive:

- Form F10 where construction is expected to last more than 30 days or involve more than 500 person days.
- Where radiography is to be carried out 28 days' notice may be required. (Where radiography is carried out the relevant section of the manual shall be provided.)
- Where asbestos is being removed a licence may be necessary and work notified in accordance with that licence or 14 days' notice given. (Where work with asbestos is carried out the relevant section of the manual shall be provided.)

To the local authority:

- Notification of intended demolition.
- Application for consent to carry out any activity creating noise under Section 61 of the Control of Pollution Act.
- Notification to dispose of wastes, in particular specified wastes.
- Application to erect scaffolding or other structures on the public highway.

To the statutory undertakings:

- Requests for the location of underground services.
- Request for the isolation of overhead or underground services.
- Request for the provision of temporary site services.

Guidance Notes for Providing Information, Instruction and Supervision

Health & Safety Rules 3

Signing for Road Works 5

Site Rules 11

GUIDANCE NOTE	HEALTH AND SAFETY RULES	Code: I001	Issue: A

EMPLOYEES

Introduction

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in the employees' contracts of employment and shall, at the discretion of the management, lead to instant dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

MISCONDUCT

Any employee found to have acted in any one of the following ways, shall be liable to the company's disciplinary procedure: -

1. Wilfully breaching the safety rules or Safety Policy;
2. Removing any guard or protective device without permission;
3. Operating any machine, plant or equipment without authority;
4. Misusing items provided for first aid;
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work;
6. Defacing or removing notices, signs, labels or any other warning device;
7. Misusing any chemical, flammable substance, toxic material, etc.;
8. Smoking in designated "No Smoking" areas or whilst using flammable substances;
9. Taking part in horseplay or practical jokes;
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence;
11. Misusing compressed air, electric or pneumatic equipment;
12. Overloading lifting equipment.

This list is not exhaustive.

Skips

Skips shall not be placed on the highway without the written permission of the highway authority.

Where permission has been granted the skips shall be:

1. Properly lit after dark;
2. Clearly marked with the owner's name and telephone number;
3. Removed as soon as practicable after being filled;
4. In compliance with the conditions attached to the permission to use.

GUIDANCE NOTE	SIGNING FOR ROADWORKS	Code: I002	Issue: A

WARNING OF HAZARDS

Warning signs shall be erected so that their lower edge is a minimum of 300mm clear of the ground.

All signs shall be regularly inspected and cleaned to ensure that they remain in the correct location and are legible.

Signs are to be clearly visible to approaching traffic both during the day and at night. Additional illumination shall be provided where appropriate. Where additional lighting is provided it is to be screened so that it does not dazzle drivers. Synchronised amber flashing lights may be used to supplement the statutory warning signs.

The following table shows the distances at which the first warning signs are to be displayed, the size and number of signs to be used in relation to the average speed of the vehicles using the road.

Average travelling speed of private cars (mph)	Sighting distance of first sign prior to road works (metres)	Size of warning or regulatory signs (mm)	Minimum clear visibility to first sign (metres)
Up to and including 30	23 to 46	600	60
Over 30 up to and including 40	46 - 110	750	60
Single carriageway 50 or more	275 - 458	750	75
Dual Carriageway 40 or less	110 - 275	750	60
Dual carriageway 50 or more	732 - 1610	1200	105

Advance warning shall, wherever possible, be set on the curb or verge on the approaching driver's nearside where two way traffic is in operation. However, should the driver's vision be obstructed, the signs shall be placed on both sides of the road and only be visible from the direction affected. On dual carriageways signs shall be set on both sides of the affected direction.

End of road works signs must be placed beyond works that are 50m or more in length (measured between the end of the lead in taper and the beginning of the exit taper) and beyond the two or more consecutive sites. An end of road works sign is not necessary on a road where there is a total two-way traffic flow of less than 20 counted over 3 minutes, i.e. 400 vehicles/hour or less than 20 heavy goods vehicles pass the site per hour and the speed is less than 30mph.

Moving Signs as Work Progresses

Signs are always to be moved appropriately as the work progresses. If work is suspended overnight or at weekends, non-essential warning signs shall be removed or covered to ensure that drivers are not distracted.

Approval of the Department of Transport or the local authority is required for signs to be retained after road works have been completed.

TRAFFIC CONTROL

Where traffic needs to be restricted to a speed below the authorised limit, police authority shall be obtained first, normally with 14 days notice.

The use of manually operated STOP/GO signal boards shall be restricted to daylight hours only. These shall only be used on straight stretches of road, where they can be easily seen. The operator shall wear a reflective jacket or belt of reflective material. Automatic traffic lights of officially approved three-phase pattern (red, amber, green) shall be used wherever possible.

Advice from the local police shall be obtained prior to these being set up and the police shall be given the name and address of the electrician responsible for maintaining the equipment.

All signals are to be placed so that the approaching drivers easily see them.

MARKING OF OBSTRUCTIONS

All obstructions and excavations are to be clearly marked so that they are easily visible by day and night. During the day this shall be by plastic indicators, though provision shall be made for illumination in foggy or misty conditions.

Cones interspersed with amber lights shall be used. The taper, provided to guide oncoming vehicles, shall be no greater than 45° approaching or leaving the road works. The following table shows the lengths of taper and number of cones and lamps required where direct traffic control is not in operation.

		Width of Hazard						
Average Speed of Cars (mph)		1m	2m	3m	4m	5m	6m	7m
Single carriageway urban up to 30	Length of taper (m)	13	26	39	52	65	78	91
	Number of cones	4	4	6	7	9	10	12
	Number of lamps	3	3	5	6	8	9	11
Single carriageway up to 40	Length of taper (m)	20	40	60	80	100	120	140
	Number of cones	4	6	8	10	13	15	17
	Number of lamps	3	5	7	9	12	14	16
Single carriageway, 50 or more	Length of taper (m)	25	50	75	100	125	150	175
	Number of cones	4	7	10	13	15	18	21
	Number of lamps	3	6	9	12	14	17	20
Dual carriageway 40 or less	Length of taper (m)	25	50	75	100	125	150	175
	Number of cones	4	7	10	13	15	18	21
	Number of lamps	3	6	9	12	14	17	20
Dual carriageway, 50 or more	Length of taper (m)	31	64	96	128	160	192	224
	Number of cones	5	9	12	16	19	23	26
	Number of lamps	4	8	11	15	18	22	25

- Cone spacing is approximately 9 metres in all cases;
- Where direct traffic control is used, the taper shall be at an angle of 45° to the approaching traffic and cones shall then be 1.2 m spacing;
- Exit tapers shall be at least 45° except where temporary guide islands are provided. Entry and exit tapers shall be determined from the above table;
- Highway authorities should estimate the average speed for contractors.

Amber lamps shall be of one of the following types: -

- Oil filled;
- Battery operated;
- Flashing battery operated.

Pedestrians

Where the road works deprive pedestrians of the use of the pavement, special considerations shall apply: -

All barriers shall be continuous and without projections.
Diversions from the pavement shall be clearly marked and sign posted in advance.

Operatives

All operatives shall wear distinctive fluorescent protective garments whenever they are involved with road works.

The handling of equipment near to the edge or outside the demarcation line shall be strictly controlled.

Earth, Mud, Spoil and Soil

All road surfaces shall be kept clean. Any spillage shall be cleaned up immediately it occurs.

Temporary Surfaces

Where the surface is temporary or there are loose chippings, signs shall be in place warning of the hazard.

Ramps

Care shall be taken to ensure that the edges of all ramps are at a gentle slope to prevent jerks and jolts to steering gear and cars being thrown out of control. Ramp surfaces are to be constructed of sound material, kept compact and reasonably flat. Ramp warning signs shall be erected.

Manholes

Manholes, outside the working area, are to be ramped to ensure that there are no hard edges to obstruct vehicles. On site they are to be covered or protected by a suitable barrier.

Noise and Dust

Dust is to be kept down by watering, as far as is possible.

All compressors or similar noisy equipment are to be baffled as far as is possible.

Vandalism

Regular checks are to be carried out to ensure that signing, lights and protection are not moved by vandals.

Site Demarcation

Clearly visible barriers, signs, lights, etc. shall be used to keep vehicles away from the operatives and to keep the operatives from straying into the path of vehicles. They shall also be used to indicate the safe access for pedestrians.

Skips

Skips shall not be placed on the highway without the written permission of the highway authority.

Where permission has been granted the skips shall be:

1. Properly lit after dark;
2. Clearly marked with the owner's name and telephone number;
3. Removed as soon as practicable after being filled;
4. In compliance with the conditions attached to the permission to use.

GUIDANCE NOTE	SITE RULES	Code: I003	Issue: A

EMPLOYEES

This section details the rules and standards that relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in the employee's contracts of employment and, at the discretion of the management, shall lead to instant dismissal.

It should also be borne in mind that contravention of the Health and Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

Working Practices

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
3. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
4. No machine, plant or equipment is to be left unattended whilst in motion, unless you are authorised to do so.
5. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
6. No repairs, maintenance or adjustments to machines, plant or equipment are to be carried out, unless you are authorised to do so.
7. All substances are only to be used in accordance with the written instructions.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the instructions.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to fire fighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.
20. Misconduct.

Any employee, found to have acted in any one of the following ways, shall be liable to the company's disciplinary procedure: -

1. Wilfully breaching the safety rules or Safety Policy.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.
4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels or any other warning device.
7. Misusing any chemical, flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
11. Misusing compressed air, electric or pneumatic equipment.
12. Overloading lifting equipment.

(The above list is not exhaustive).

VISITORS

The following rules are designed to assist in the control of visitors to the premises. It is of importance that persons visiting the premises should not be allowed to wander freely. In the event of fire it is important to know the number of persons in the area and their location, to ensure that, on evacuation, the buildings are in fact empty.

Protective Clothing and Equipment

Visitors are required to wear and use the protective equipment, which shall be supplied where necessary.

Accidents

All accidents or incidents occurring on the premises must be reported.

Fire

Visitors are required to follow any fire procedures displayed and are to obey any "No Smoking" controls.

CONTRACTORS

In the context of the Health and Safety at Work Etc. Act 1974, the term contractor has a wide definition. Any person or organisation that enters into an agreement, whether written or oral, with the Company to provide any service is regarded as a contractor. This includes window cleaners, builders or a specialist.

Contractor's Contact

The contractor's contact is to ensure that: -

1. The contractor has received a completed copy of the Contractors Information Sheet, prior to any work starting;
2. The contractor's work is monitored to ensure that they are complying with the Company's Health and Safety Policy.

CONTRACTORS SAFETY INFORMATION

This Safety Information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all contractors and persons under their control and forms part of the Terms of Contract.

Contractors are required to ensure that: -

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the requirements of the Company's Health and Safety Policy;
4. They comply with all the relevant legislation applicable to the workplace;
5. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
6. Employees remain within the designated areas of their work;
7. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Common Law.

Failure to comply with the Company's Health and Safety Policy or any legal requirements will lead, at the employer's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Elite Environmental Services Ltd

CONTRACTORS SAFETY INFORMATION SHEET

Your Contact within the Company is: -.....

First Aid kits are located at: -.....

Contractors are responsible for ensuring that all persons under their control know and understand the fire procedures applicable to their work areas and the location of any fire fighting equipment within those areas.

Means of escape and access routes into the work areas are not to be obstructed without prior permission.

All accidents or dangerous occurrences are to be reported, immediately, to the above contact.

Welfare facilities are provided as agreed within the contract and are not to be misused.

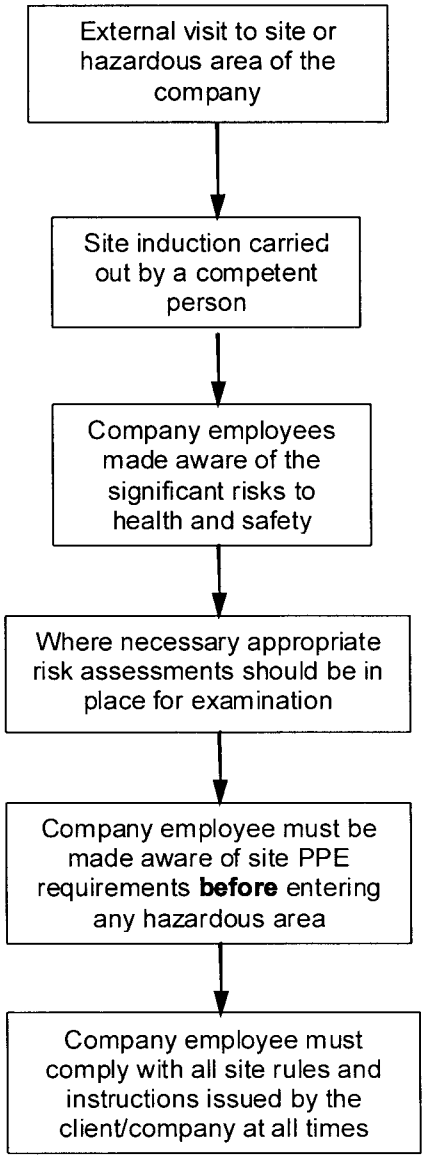
All registers and other documents required by Statute are to be available for inspection by the employer or their safety advisers at all times.

SECTION J

Arrangements for Company Staff Visiting Hazardous Areas/Sites

If company employees are required to visit external work sites or parts of the company's premises that are deemed to be hazardous then there will either be a specific risk assessment or safe system of work which might incorporate a permit-to-work system to ensure their safety. It will be for **Mark Sayer** to ensure that a safe working procedure is generated and adhered to. Employees are required to comply with the requirements of that safe working procedure.

Procedure for Company Staff Visiting Hazardous Areas/Sites



See guidance section for details

Guidance for Company Staff Visiting Hazardous Areas and Sites

INTRODUCTION

"Hazardous areas" in the context of this section relates to areas within the company premises or on external work sites, e.g. construction sites, where company employees are required to work/visit on company business.

It is the policy of this company that in the event of any of our company employees being required to periodically work at or visit external work sites, or parts of the company's premises that are deemed to be hazardous, the following health and safety rules and procedures shall be put into effect:

HAZARDOUS AREAS WITHIN THIS COMPANY'S PREMISES

The manager/supervisor in control of the hazardous area(s) must ensure that:

- Written procedures are in place for the effective monitoring and/or supervision of company staff required to work in or visit hazardous or restricted areas.
- A risk assessment is made of the hazardous area in question to identify company staff at risk and control measures required to reduce that risk. The risk assessment must be recorded and be readily available for inspection purposes and must take the provision of first aid into account.
- Company staff at risk are made aware of hazardous or restricted areas on the company premises through provision of information, instruction or training (this may include induction training as the case may be), before entering such areas.
- The area is adequately signed to indicate the nature and severity of the hazard and the precautionary measures required (this may include display of a safe system of work for the area, symbolic safety signs requiring personal protective equipment to be worn in the affected area, etc.).
- There is an adequate provision of personal protective equipment readily available for use by company staff before entering the hazardous area and that such staff are aware of where that equipment is located.
- A suitable and effective emergency and evacuation system is in place for the area concerned, which is tested at regular intervals.

In the case of external personnel (e.g. cleaners, members of public, visitors, etc.) entering the hazardous area the precautions above must still be taken as if that person were an employee of this company.

HAZARDOUS EXTERNAL SITES

Where it is necessary for company employees to visit or work at external sites that present a significant risk to their health and/or safety the following procedures must be in place prior to any works being carried out:

- Company employees must be made aware of the significant risks to health and safety of the site concerned (such information may be in the form of induction training and should be provided either by the client or by this company), as well as arrangements in place/required to be taken to adequately reduce such risks to the lowest levels. Where the degree of hazard or risk warrants such action, risk assessments and/or safe systems of work must be drawn up, be put in place and be made available to company employees. The responsibility for determining the level of risk, the appropriate action to be taken and liaison to help determine risk will be a management function of this company.
- Any personal protective equipment required to be worn on site must be provided (either by the client or this company as the case may be) and worn before entering the hazardous area.
- All safety rules and instructions relating to the hazard/s or risk which are displayed or provided by the client/this company must be complied with at all times (in certain cases this may include a permit-to-work system).

Guidance Notes for Company Staff Visiting Hazardous Areas/Sites

On-Site Work Surveying 3

On Site Audits 7

GUIDANCE NOTE	ON SITE WORK/SURVEYING	Code: J002	Issue: A

THE FOLLOWING ITEMS MAY CREATE DANGER WHEN SURVEYING BUILDINGS:

Structures

The chance of partial or total collapse of:

- Chimney stacks, parapets or gable walls;
- Leaning, bulged and unrestrained walls (including boundary walls);
- Rotten or corroded beams and columns;
- Roofs and floors.

Timbers

- Staircases and floors that are rotten and broken. Flimsy cellar flaps and broken pavement lights;
- Floorboards, joists and buried timbers weakened by age, decay or attack;
- Projecting nails and screws. Broken glass;
- Loose glazing in windows and partitions, weak or broken hinges and sash cords;
- Glass panels in doors and wing lights may be painted over.

Roofs

- Fragile roof lights (often obscured by dirty or temporary coverings);
- Low parapets or unguarded roof edges. Loose copings;
- Rusted, rotten or moss covered fire escapes, access ladders and guard rails;
- Rotten roof joists and decking;
- Slippery roof covering;
- Broken access hatches;
- Mineral wool dust, mortar dropping, birds nesting material and excrement in roof voids. Cornered birds and vermin;
- Insects, bugs and lice. Bee and wasp colonies;
- Water cooling plant may harbour Legionella;
- Unguarded flat roofs;
- Broken, loose, rotten and slippery crawling boards and escape ladders;
- Slippery roof surfaces;
- High winds during roof inspection;
- Ill-secured or flimsy, collapsible, sectional or fixed loft ladders;
- Concealed ceiling joists and low purlins;
- Ill-lit roof voids.

Unsafe Atmospheres

- Confined spaces with insufficient oxygen - including manholes, roof voids, cellars, vaults, ducts and sealed rooms;
- Rotting vegetation which may consume oxygen and give off poisonous fumes;
- Accumulation of poisonous or flammable gases in buildings on contaminated land;
- Stores containing flammable materials such as paint, adhesives, fuel and cleaning fluids;
- Hazardous substances, including toxic insecticides and fungicides;
- Gas build-up in sub-floor voids.

Danger from Live and Unsecured Services

- Electricity, gas, water and steam supplies;
- Awkward entrances into substations and fuel stores;
- Temporary lighting installations, mains connections and generators;
- Buried cables and pipes.

Hidden Traps, Ducts and Openings

- Lift and service shafts, stairwells and other unguarded opening;
- Manholes, including those obscured by flimsy covering. Cesspools, wells and septic tanks.

Intruders and Others

- Physical dangers from squatters and vagrants;
- Guard dogs;
- Health risks (including AIDS) from discarded syringes and condoms;
- Structures weakened by vandalism or arson;
- Aggressive tenants and property owners.

Contamination

- Asbestos, lead and other substances hazardous to health;
- PCB and PCN chemicals in electrical transformers and capacitors in fluorescent lighting fittings;
- Overhead electrical cables;
- Contaminated water supplies;
- Contaminated air conditioning systems (Legionella).

Vermin and Birds

- Rats and mice: Weil's and other diseases;
- Bird droppings: psittacosis;
- Lice may be present in bedding, soft furniture and carpets.

Tips and Land Reclamation Sites

- Unstable slopes and ground;
- Water lagoons, ponds and other water-filled areas;
- Slurry and quicksand areas;
- Burning areas where tips are heating or on fire;
- Hazardous or harmful chemicals, liquid matters and wastes, contaminated land;
- Explosive and toxic gases and vapours.

GUIDANCE NOTE	ON SITE INSPECTIONS AND AUDITS	Code: J003	Issue: A

INTRODUCTION

Staff required to visit various sites that at times may be considered hazardous. Where this is the case the following procedure must be adhered to.

ON ARRIVAL

1. Introduce yourself to the person in charge of works.
2. Ensure you receive all information appertaining to the site in regards to known hazards.
3. Ensure that you are equipped with all the relevant PPE required for those hazards identified.
4. If the site is unoccupied consider whether it is safe to continue alone. If you believe that it is then inform your external minder, normally by phone, that you are about to enter the site and give an approximate time when you will re contact your minder.

AUDIT/INSPECTIONS

1. When carrying out the audit/inspection a member of the on-site management team should accompany you.
2. If at any time you (in your opinion) are placed at imminent risk of injury during your visit, you are to stop and inform both the clients on site representative and the company office of your decision. Discuss remedial actions with the client.
3. This should also be recorded in writing.

HAZARDS

There follows a list of those hazardous areas or situations that you may encounter during the course of your visit.

This list is not to be considered exhaustive and is to be used purely as an Aide Memoire.

BE CAREFUL OF THE FOLLOWING. IF IN DOUBT, STOP.

STRUCTURES

The chance of partial or total collapse of:

1. Chimney stacks, parapets or gable walls.
2. Leaning, bulged and unrestrained walls (including boundary walls).
3. Rotten or corroded beams and columns.
4. Roofs and floors.

TIMBERS

1. Rotten and broken floors and staircases. Flimsy cellar flaps and broken pavement lights.
2. Floorboards, joists and buried timbers weakened by age, decay or attack
3. Projecting nails and screws. Broken glass
4. Glazing in windows and partitions may be loose, hinges and sash cords weak or broken. Glass panels in doors and winglights may be painted over.

ROOFS

1. Fragile roof lights (often obscured by dirty or temporary coverings).
2. Asbestos cement sheeting.
3. Low parapets or unguarded roof edges. Loose copings.
4. Rusted, rotten or moss covered fire escapes, access ladders and guard rails.
5. Rotten roof joists and decking.
6. Slippery roof covering.
7. Broken access hatches.
8. Mineral wool dust, mortar dropping and birds nesting material and excrement in roof voids.
9. Cornered birds and vermin.
10. Insects, bugs and lice. Bee and wasp colonies.
11. Water-cooling plant may harbour legionella.
12. Unguarded flat roofs.
13. Broken, loose, rotten and slippery crawling boards, and escape ladders.
14. High winds during roof inspection.
15. Ill-secured or flimsy, collapsible, sectional or fixed loft ladders.
16. Concealed ceiling joists and low purlins.
17. Ill-lit roof voids.

UNSAFE ATMOSPHERE

1. Confined spaces with insufficient oxygen including manholes, roof voids, cellars, vaults, ducts and sealed rooms.
2. Rotting vegetation, which may consume oxygen and give off poisonous fumes.
3. Accumulation of poisonous or flammable gases in buildings on contaminated land.
4. Stores containing flammable materials such as paint, adhesives, fuel and cleaning fluids.
5. Hazardous substances, including toxic insecticides and fungicides.
6. Gas build-up in sub-floor voids.

DANGER FROM LIVE AND UNSECURED SERVICES

1. Electricity, gas, water and steam supplies.
2. Awkward entrances into sub-stations and fuel stores.
3. Temporary lighting installations: mains connections and generators.
4. Buried cables and pipes.

HIDDEN TRAPS, DUCTS AND OPENINGS

1. Lift and service shafts, stairwells and other unguarded openings.
2. Manholes, including those obscured by flimsy covering. Cesspools, wells and septic tanks.

INTRUDERS AND OTHERS

1. Physical dangers from squatters and vagrants.
2. Guard dogs.
3. Health risks (including AIDS) from discarded syringes, condoms and bodily fluids.
4. Structures weakened by vandalism or arson.
5. Aggressive tenants and property owners.

CONTAMINATION

1. Asbestos, lead and other substances hazardous to health.
2. PCB and PCN chemicals in electrical transformers and capacitors in fluorescent lighting fittings.
3. Overhead electrical cables.
4. Contaminated water supplies.
5. Contaminated air conditioning systems (e.g. Legionella).

VERMIN AND BIRDS

1. Rats and mice: Weil's and other diseases.
2. Bird droppings: Psittacosis and others.
3. Lice may be present in bedding, soft furniture and carpets.

TIPS AND LAND RECLAMATION SITES

1. Unstable slopes and ground.
2. Water lagoons, ponds and other water filled areas.
3. Slurry and quicksand areas.
4. Burning areas where tips are heating or on fire.
5. Hazardous or harmful chemicals, liquid matters and wastes, contaminated land.
6. Explosive and toxic gases and vapours.

MOVING PLANT/VEHICLES

1. Impact from moving vehicles.
2. Dust and spray.
3. Spillage from poorly loaded dumpers.
4. Reversing.
5. Overhead loads (crane lifts).
6. Noise.

PROCESS PLANT

1. Moving parts of plant, conveyor systems etc.
2. Dust.
3. Noise.

SECTION K

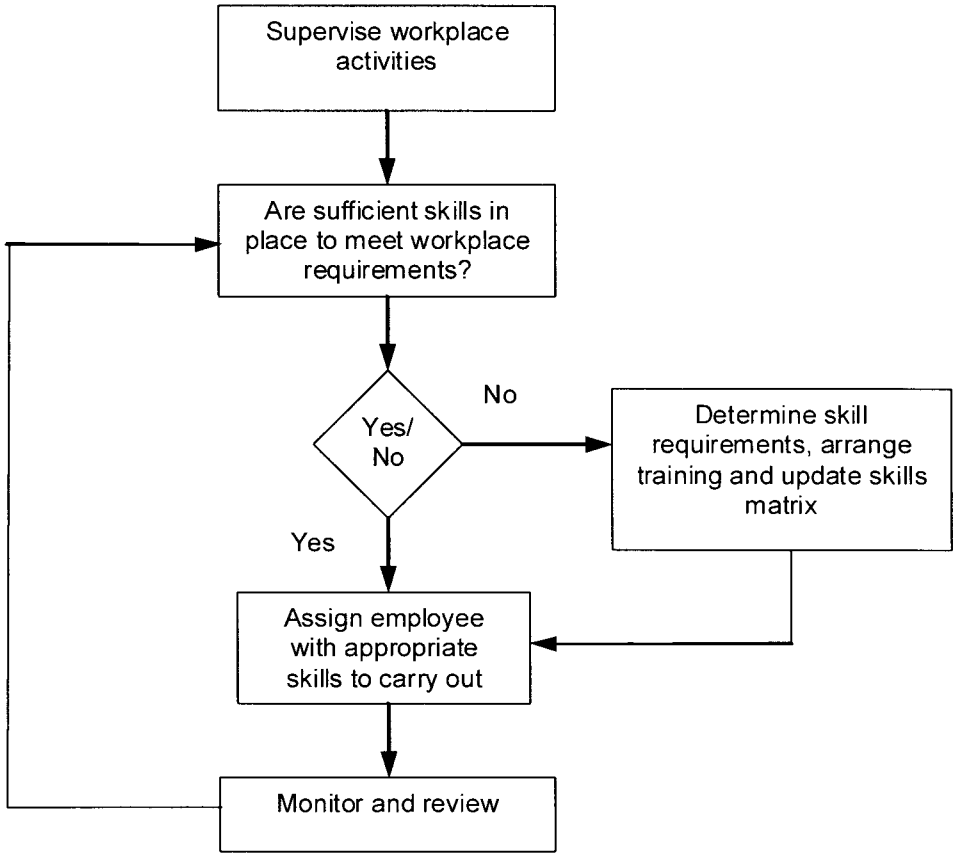
Arrangements to Assess Employee Competency for Tasks and Training

Paul Sayer will deem who is competent to carry out the following tasks:

- Supervising and monitoring workplace activities.
- Advising on risk assessment.
- Equipment maintenance and repair.
- Administering first aid.
- Working at height.
- Operating plant and/or machinery.
- Controlling lifting operations.

Paul Sayer will identify, arrange and monitor training provided either in-house or by external providers.

Procedure for Assessing Employee Competency for Tasks and Training



See guidance section for details

Guidance on Assessing Employee Competency

Frequently there is a need to deem competence to carry out a task or oversee a task and convey authority to use a particular piece of equipment. Competence is not defined precisely in any current regulation or act. The nearest we get is from the Management of Health and Safety at Work Regulations:

"A person shall be regarded as competent ... where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the measures."

When in doubt a judge would often turn to a renowned dictionary. From the Cambridge International Dictionary of English http://uk.cambridge.org/elt/cide

"- competence, competency *noun* the ability to do something to a level that is acceptable."

Modern regulations insist that it is for the employer to deem competency and so to be able to carry out a (dangerous) task to a level that is acceptable we need to demonstrate that the individual has "training and experience or knowledge and other qualities" to enable them to carry out that task safely.

In some circumstances there is a qualification that helps. Generally we accept that the person who has passed a driving test and holds a driving licence is competent to drive. Or a training course, e.g. attendance at a safety awareness course, may be sufficient to think that a person is competent to be in a certain area and not cause harm to themselves or others. In other circumstances the knowledge that the operative has carried out this task safely for the last 10 years, without danger, may be sufficient to deem competence. Where there is a legal requirement for training, e.g. driving a forklift truck, then satisfying that requirement will be a necessary part but perhaps not the whole reason for deeming competence.

Where a person is deemed competent or given authority to carry out a task then it would be wise to record that fact.

Competence may be required in overseeing or supervising, advising on safety-critical matters, using particular equipment or working in certain environments.

An incomplete guide list follows:

- **Overseeing or Supervising:**
  - Supervising site personnel;
  - Supervising on-site activities;
  - Supervising use of machinery;
  - Supervising young persons or trainees.

- **Advising on Safety-Critical Matters:**
  - Advising on risk assessment;
  - Carrying out occupational health monitoring;
  - Carrying out equipment maintenance/repair;
  - Operating plant or machinery;
  - First aid.

COMPETENCY/AUTHORISATION REGISTER

Name: .....

Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		
Competency:	Training:	Date deemed competent:	Signed: (Management)
	Experience:		
	Knowledge:	Date of retraining/ reassessment:	Signed: (Competent person)
	Supervision:		

Competency/Authorisation Register

SECTION L

Arrangements for Manual Handling Operations

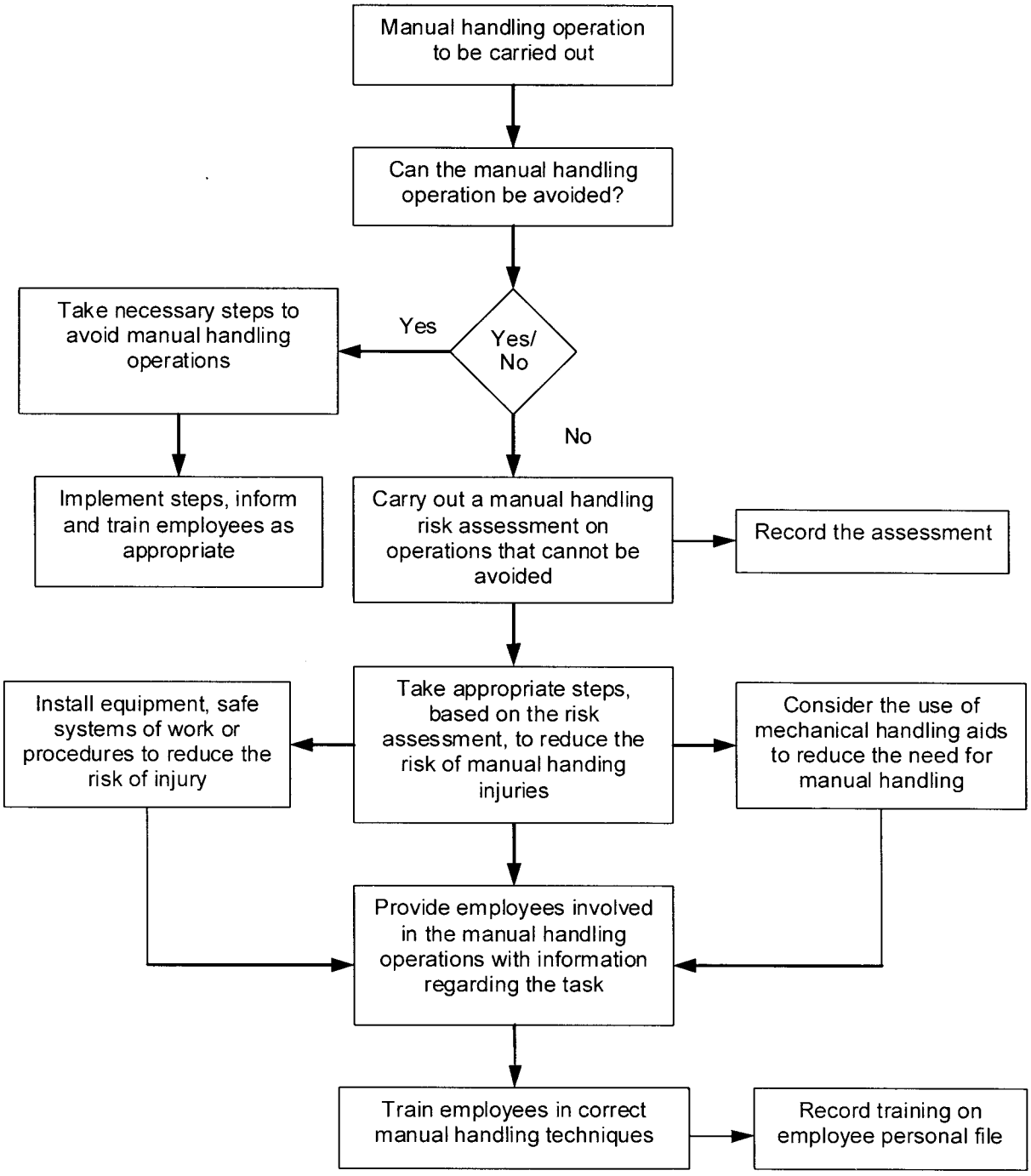
Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the Manual Handling Operations Regulations the company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this company (as their employer) to alleviate or reduce the risk of manual handling operations will be communicated to the company's employees.

Procedure for Manual Handling Operations



See guidance section for details

Guidances for Manual Handling Operations

INTRODUCTION

The Manual Handling Operations Regulations apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the Management of Health and Safety at Work Regulations.

They will include not only lifting but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

As an employer, the company is required to take three key steps:

1. Avoid hazardous manual handling operations where reasonably practicable.
2. Adequately assess any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment and the individual's capability. Unless the assessment is very simple, a written record will be needed.
3. Reduce the risk of injury as far as is reasonably practicable.

PRINCIPLES

The correct method of lifting makes the job easier, less tiring and is less likely to lead to back injuries. Lifting is to be done using the correct muscles - back and abdominal muscles are weak, the leg and thigh muscles are strong. A good posture at the start of the lift is essential; slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting). If the load can be kept close to the body a person can act as a human elevator - resulting in far heavier loads being lifted with far less effort.

There are six significant points in manual handling:

1. Grip - A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips; continued use of them leads to strained fingers and forearms.
2. Back - The back should be slightly bent, as should the hips and knees, in order to get close to the load and then to raise it, pushing upwards with the leg muscles. The back should not be flexed any further while lifting, as can happen if the legs begin to straighten before starting to raise the load. Avoid twisting the back or leaning sideways, especially when the back is bent.
3. Head - Keep the head up when handling. Once the load is held securely, look ahead, not down at the load.
4. Feet - The correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other in order to maintain balance. This position provides a stable base as the load is lifted. Be prepared to move the feet during the lift to maintain stability - turning by moving the feet is better than twisting and lifting at the same time.
5. Arms - Where possible, the load should be hugged as close to the body as possible so that the body does not become unbalanced.
6. Body - Keep the load close to the body for as long as possible while lifting and keep the heaviest side of the load next to the body.

OTHER PRECAUTIONS

- A person should always be able to see where they are going.
- It is good practice to look over the route before lifting to ensure that there are no obstructions or obstacles in the way.
- Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
- Hand hooks or other lifting aids are to be used if loads are unwieldy or irregular in shape.
- If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

EXAMPLE OF A WORKPLACE RISK ASSESSMENT FOR MANUAL HANDLING

OPERATION/PROCESS MANUAL HANDLING OF GENERAL ITEMS		DATE	N°
LOCATION			
EQUIPMENT USED Various, including barrows, lifting aids.	CAN TASK BE ELIMINATED?	Yes	No
SUBSTANCES USED Various.	ARE COSHH ASSESSMENTS NEEDED?	Yes	No

RISK PRIOR TO CONTROLS			
HAZARDS IDENTIFIED	Low	Med	High
Musculo-skeletal injuries if the load is too heavy or awkward			X
Operative falling / tripping			X
Contamination from the substance being carried		X	
Impact injury from fall of material being carried		X	

EXPOSED PERSONS Operative	TOTAL NUMBERS AFFECTED Various
FREQUENCY OF EXPOSURE Various	DURATION OF EXPOSURE Various
CONTROL MEASURES ALREADY IN PLACE Utilize mechanical lifting and carrying aids where possible. Operative involved in handling to be assessed for physical capability prior to lifting and carrying (operative to be trained in Kinetic method of lifting). Operative to get assistance if load too heavy (team lift if necessary) if item is over 25 kg in weight. Ensure good housekeeping standards i.e. site kept tidy/waste build-up minimized. Ensure access equipment, ladders etc will take weight of operative and load being carried. Ensure loads being carried are secure and are not likely to move during the lift. Operative to wear PPE against substance / material being carried.	EXTENT TO WHICH THEY CONTROL RISK Reduces the amount of manual lifting required. Ensures operative capable of carrying out the task. Team lifting will help reduce strains. Helps ensure clear/safe route for carrying load thus reducing potential for trips / falls. Helps prevent access equipment failing. Will help prevent load toppling over and/or operative falling. Provides some protection to operative against injury and contamination.

ADDITIONAL MEASURES REQUIRED Operative to be made aware of COSHH assessment findings for materials being moved.	ACTION BY Supervisor	BY WHEN? Prior to task
STATEMENT ON RESIDUAL RISKS When the detailed control measures in place are adhered to, the risks above should be reduced to an acceptable level.		
ADDITIONAL REQUIREMENTS FOR VULNERABLE GROUPS Further risk assessments must be carried out for pregnant women, nursing mothers or young persons.		
MONITORING RESULTS Monitoring is required to ensure that the controls remain effective.		

ASSESSOR	POSITION	REVIEW DATE Review for each job and as required during works

Manual Handling - Workplace Risk Assessment Example

SITE SPECIFIC ASSESSMENT

On each site and each location, the generic assessment overleaf must be reviewed to ensure that all significant hazards and their risks are identified and controlled.
Completion of this side will ensure that your assessment is both appropriate and complete.

Maximum number of people involved in activity: Additional specific hazards identified: Additional control measures required: Assessment of remaining risks: insignificant / low / medium / high		
Is residual risk level acceptable?		
Serious and imminent danger risks identified: Yes/No Emergency action required: Name(s) of competent person(s) appointed to take action:		
Circumstances which will require additional assessment:		
Circulation of Risk Assessment (tick): Contractor Site Copy Employees Subcontractor Other Client		
On-Site Assessment Signed:	Print Name:	Date:

SECTION M

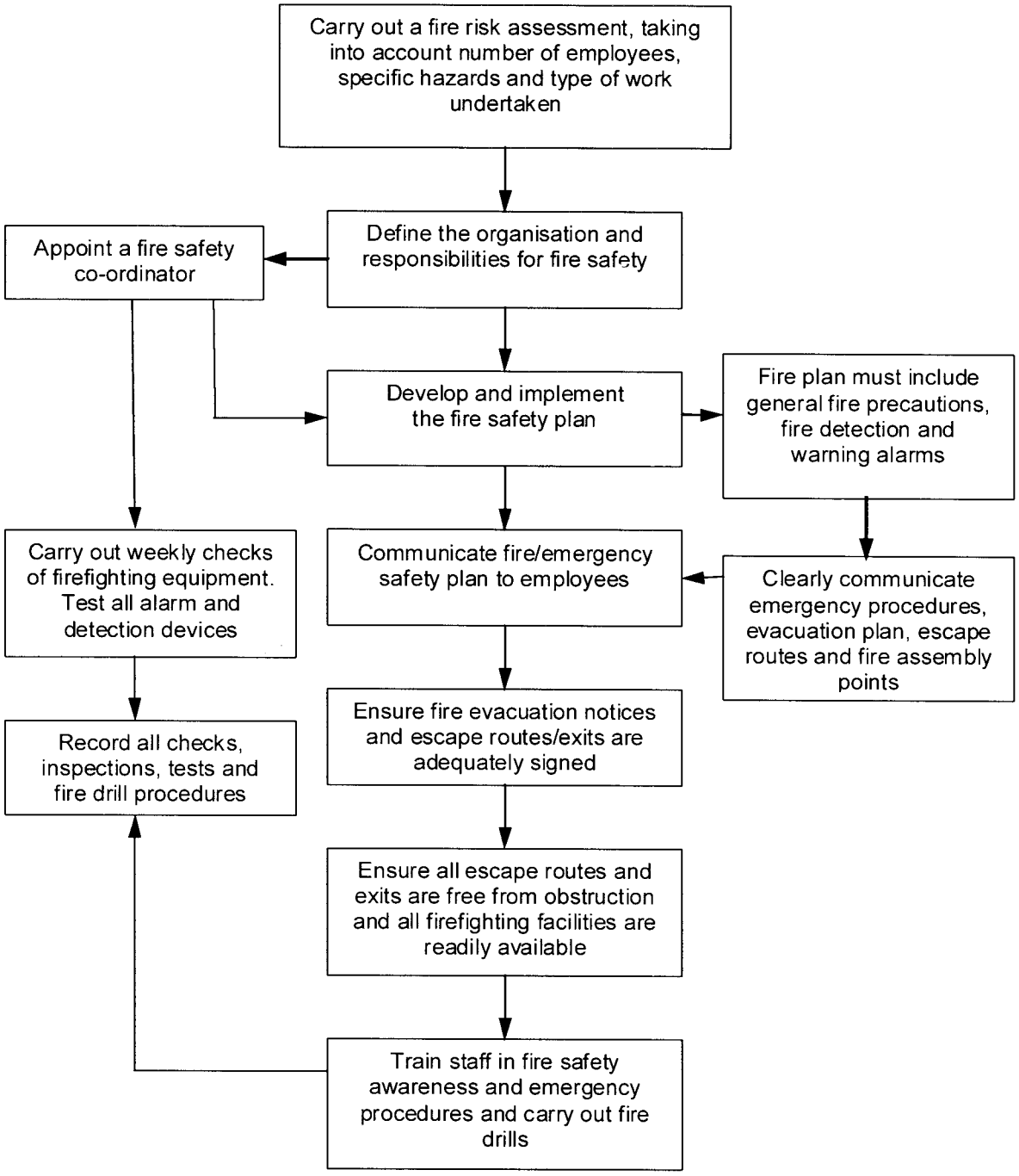
Arrangements for Fire and Emergencies on Company Premises

It is the policy of this company that suitable and sufficient fire and emergency procedures be in place at the **company premises** in order to facilitate effective evacuation or other appropriate action, and to ensure that employees' personal health and safety is not put at risk unduly during the course of such action.

Paul Sayer will ensure that the procedures are put in place, implemented and maintained.

In the event of a fire, explosion or damage to services (water, electric or gas) occurring, full details of the incident are to be passed to **Paul Sayer** as soon as possible.

Procedure for Fire and Emergencies on Company Premises



See guidance section for details

Guidance for Fire and Emergencies on Company Premises

Suitable and sufficient fire and emergency procedures should be in place at the company premises in order to facilitate effective evacuation or other appropriate action and to ensure that employees' health and safety is not put at risk unduly during the course of such action.

FIRE PRECAUTIONS

Paul Sayer is to ensure that:

1. Sufficient firefighting equipment is available on the premises and that it is serviced/maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the firefighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the premises, either personally or by a designated member of staff, when work ceases:
   - Electric, gas and oil equipment not required to operate overnight is switched off;
   - Equipment in use overnight is safe;
   - No cigarettes are left smouldering;
   - Fire doors and smoke stop doors are closed;
   - Windows are closed, outside doors locked and the premises are secure against intruders.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

The fire alarm device for these premises consists of: **Smoke Detectors**.

The assembly point is located: **At the top of the drive on Langley Road**.

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE"** and give the **location**.
2. Inform the **most senior person present** who will alert the Fire Brigade by telephone and inform anyone else in the building.
3. Put the fire out if that is possible without putting yourself in danger/report your presence to **Nick Bailey** at the assembly point.

Full details of the incident are to be passed to **Paul Sayer** as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm. If you are not near an alarm device shout **"FIRE".**
2. Inform the **most senior person present** who will summon the Police by telephone and inform anyone else in the building.
3. Report your presence to **Nick Bailey** at the assembly point.

Full details of the incident are to be passed to **Paul Sayer** as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm the following action is to be taken:

1. Evacuate the premises quickly and quietly. Do not wait to finish a phone call or to collect personal belongings.
2. Report your presence to **Nick Bailey** at the assembly point.
3. Do not re-enter the building until the senior fire officer declares that it is safe to do so.

Summoning the Fire Brigade:

The information that shall be required is:

1. **Elite Enviromental Services Ltd**
2. **10a Langley Road, Staines, Middlesex, TW18 2EH**
3. **01784 451666**
4. **BRIEF DETAILS OF THE EMERGENCY, e.g. FIRE IN THE GROUND FLOOR**

Fire/Emergency Action Sign

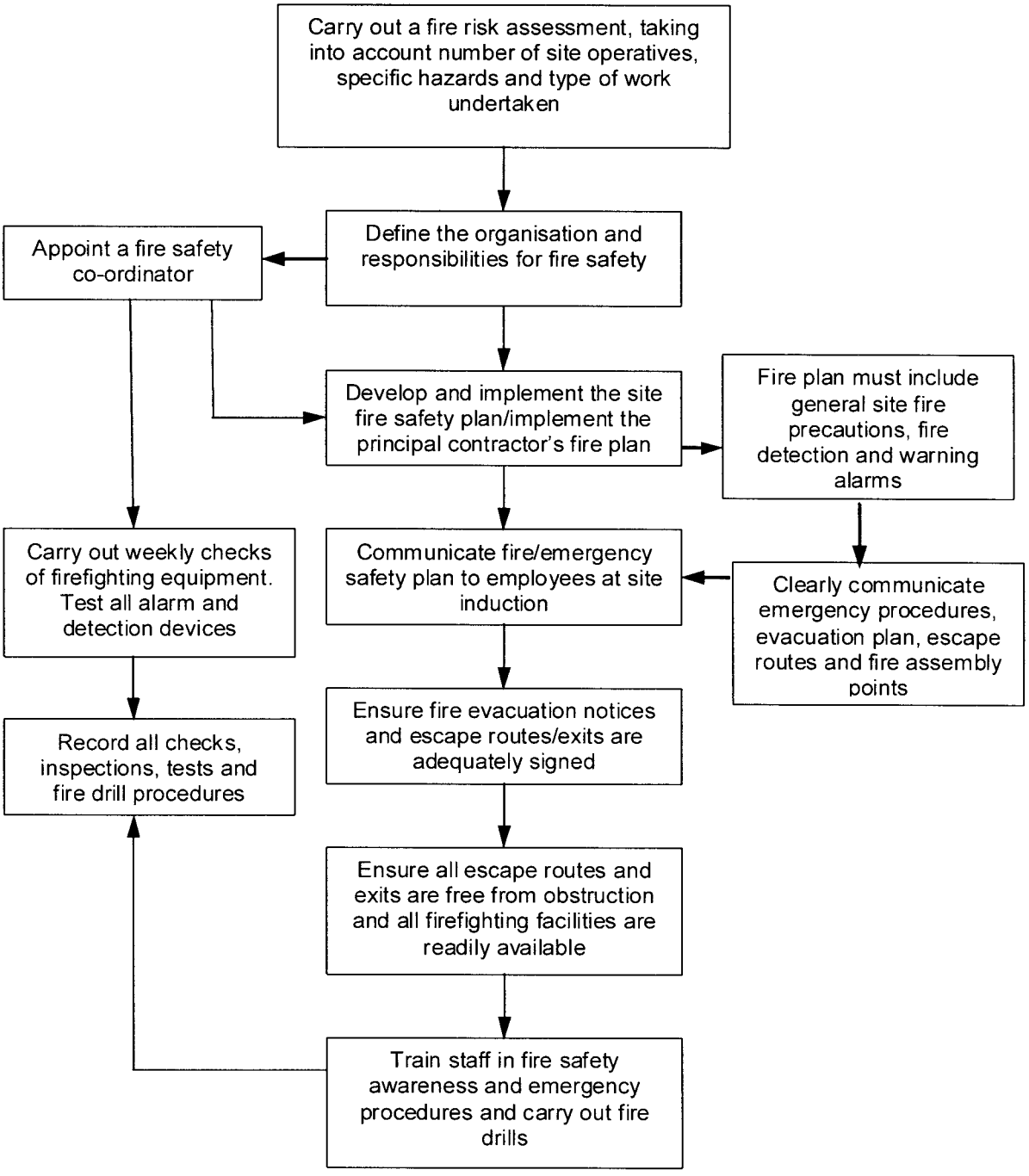
Fire wardens:

Names of fire wardens and areas they control:

Nick Bailey - Office

Due to the nature of the premises it will not always be possible to have a designated fire warden in each area. It is imperative, therefore, that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

Procedure for Fire and Emergencies on Site



See guidance section for details

Guidance for Fire and Emergencies on Site

Suitable and sufficient fire and emergency procedures should be in place at each site in order to facilitate effective evacuation or other appropriate action and to ensure that operatives' health and safety is not put at risk unduly during the course of such action. The following is an example of the type of procedures that would be put in place at the site, although it is possible that these procedures may be more detailed or complicated depending on the nature, extent and complexity of the site, and if there are any existing emergency/fire procedures in place for the site.

FIRE PRECAUTIONS

The site manager is to ensure that:

1. Sufficient firefighting equipment is available on the site and that it is serviced/ maintained at least once a year.
2. Training and instruction are given to staff in respect of means of escape, the use of the firefighting equipment and the fire drill procedure.
3. The fire drill procedure is tested periodically.
4. Records are kept of items 1 to 3 above.
5. The following check is made of the site, either personally or by a designated member of staff, when work ceases:
   - Electric, gas and oil equipment not required to operate overnight is switched off;
   - Equipment in use overnight is safe;
   - No cigarettes are left smouldering;
   - Fire doors and smoke stop doors are closed;
   - Windows are closed, outside doors locked and the premises are secure against intruders.

This will require that a fire patrol is carried out 1 hour after the end of any hot-works.

A suitable fire assembly area will be designated in compliance with routine orders issued by the company representative or defined in the health and safety plan.

UNDERGROUND SERVICES

In the event that any underground services are struck contact is to be made with the organisation to which the underground services belong. All work in the area is to cease until such time as the services have been examined and the area is made safe. A list of the relevant organisations is to be retained on site.

TEMPORARY ACCOMMODATION

Site accommodation presents a series of hazards that vary with usage. Temporary site huts see service as offices, workshops, canteens, drying rooms, tool stores, rest rooms and other uses. Frequently they are many of these things at the same time and the site manager should ensure that:

- Fire exits are conspicuously marked, easily and immediately able to be opened from the inside and have unobstructed access and a suitable means of escape.
- Adequate fire fighting equipment is available.

Temporary buildings should be at least 10.0 metres away from the permanent structure to create a fire gap. Where the break is less than 6.0 metres then the temporary building should not add to the spread of fire or the creation of smoke/toxic fume. In order to ensure this the following standards apply:

- Internal ceiling and all wall surfaces to BS 476 part 7.
- External roof surface to BS 476 part 3.
- Walls and roof 30 minute fire resistance to BS 476 parts 20 and 22.
- Doors and windows 30 minute fire resistance to BS 476 parts 20 and 22.
- Supporting members 30 minute fire resistance to BS 476 parts 20 and 21.
- Metal tread staircases to be used (SFRP).

Where the temporary building is located within another building, fire access and escape routes should be clearly marked.

FIRE/EMERGENCY ACTION

(To be displayed at all places of work)

Action in the event of a fire or explosion:

The following action is to be taken in the event of a fire or explosion occurring on site:

1. Raise the alarm (If you are not near an alarm device shout "FIRE" and give the LOCATION);
2. Inform the Site Manager or his deputy, who will alert the Fire Brigade by telephone and inform anyone else in the building/on site;
3. Put the fire out if that is possible without putting yourself in danger;
4. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action in the event of discovering a bomb (real or hoax):

The following action is to be taken in the event of a bomb (real or hoax) being discovered or threatened:

1. Raise the alarm (If you are not near an alarm device shout "FIRE");
2. Inform the Site Manager or his deputy, who will summon the Police by telephone and inform anyone else in the building/on site;
3. Report to the senior person at the assembly point.

The Site Manager or his deputy is to ensure that full details of the incident are to be passed to the Contracts Manager as soon as possible.

Action on hearing the alarm:

On hearing the emergency alarm, the following action is to be taken:

1. Evacuate the site quickly and quietly. Do not wait to finish the phone call or to collect personal belongings;
2. Report to the senior person at the assembly point;
3. Do not re-enter the site until the senior fire officer declares that it is safe to do so.

THE ASSEMBLY POINT IS LOCATED:_____

Summoning the fire brigade:

The information that shall be required is:

COMPANY NAME:_____

LOCATION OF THE FIRE
(SITE ADDRESS):_____

BRIEF DETAILS OF THE EMERGENCY e.g. FIRE IN THE GROUND FLOOR

FIRE WARDENS

Names of Fire Wardens and areas they control:

Due to the nature of the premises/site it will not always be possible to have a designated fire warden in each area. It is imperative therefore that each member of staff ensures that their area is evacuated and that everyone, including visitors, is alerted and cleared from the premises. That information should be reported to the senior person in charge at the fire assembly point.

FIRE SAFETY INSPECTION CHECKLIST

Company Name: .....

Area Inspected / Site Address: .....

No.	Item	Yes / No N/A	Remedial Action Required (Include Location)	Action Date
01	All combustibles and rubbish being removed regularly from work areas?			
02	Fire procedures included in safety plan. Fire/emergency procedures displayed?			
03	Fire extinguishers locations correctly signed?			
04	Fire extinguishers in good condition, in correct locations and serviced within last 12 months?			
05	Fire extinguishers appropriate quantity and type for fire risk?			
06	Fire extinguishing equipment being inspected weekly for damage?			
07	Fire extinguishers located in fire points?			
08	Fire alarm used?			
09	Fire procedures part of induction procedure?			
10	Fire drill conducted within the last 6 months or sooner where applicable?			

No.	Item	Yes / No / N/A	Remedial Action Required (Include Location)	Action Date
11	Fire Marshals appointed?			
12	Employees trained in use of extinguishing equipment?			
13	Fire escapes and emergency routes correctly signed?			
14	Fire doors open outwards and unobstructed on both sides?			
15	Fire escape routes kept clear?			
16	Fire escape routes adequately illuminated?			
17	Emergency lighting required in any work areas to facilitate evacuation if main supply fails?			
18	Emergency lighting tested?			
19	"No Smoking" and similar warning signs displayed in areas of flammable materials storage?			

Person Completing Checklist: .....

Job Title: .....

Date: .....

Fire Safety Inspection Checklist

FIRE RISK ASSESSMENT

to comply with the requirements of
The Regulatory Reform (Fire Safety) Order 2005

Company Name:					**Date:**			
Workplace Address:					**Contact Name:** **Contact Number:**			
Nature of Occupancy:					**Use of Remainder of Building:** (e.g. multiple occupancy)			
Construction of Building:								
Which areas of the Building are covered by this Assessment?:								
Are any areas of the Building not covered by this Assessment?:								
N° of Floors in the Building:		**N° of Staircases in the Building available as Exit Routes from the Workplace:**			**N° of Final Exits:**			
Maximum N° of Employees at Risk in the Workplace:					**Maximum N° of other Persons at Risk in the Workplace:**			
Action Required	**Step 1**	**Step 2**	**Step 3**	**Step 4**	**Step 5**	**Step 6**	**Step 7**	**Step 8**	**Step 9**
Indicate by ✓									
Assessor		**Position**				**Review Date**			

STEP 1 - FIRE HAZARDS	FIRE HAZARDS IDENTIFIED
What are the possible sources of ignition within the workplace? Consider the following: • smoking materials • faulty electrical equipment / overloaded electrical sockets • heat from processes • some chemicals (should be identified as oxidizing materials) • oxygen supplies from cylinder storage • arson	
What sources of fuel may present a fire hazard in the workplace? Consider the following: • flammable liquid-based products (e.g. paints, varnishes, thinners, adhesives) • flammable liquids /solvents (e.g. alcohol (spirits), white spirit, methylated spirit, cooking oils, disposable cigarette lighters) • flammable chemicals (e.g. cleaning products, photocopier chemicals) • flammable gases (e.g. liquefied petroleum gas (LPG), acetylene) • displays and stands • drapes, hangings, decorations • packaging materials, stationery, advertising material • plastics and rubber (e.g. video tapes, polyurethane foam-filled furniture, polystyrene-based materials, exercise mats • upholstered seating and cushions, soft furnishings, textiles • litter and waste products (particularly shredded paper, wood shavings, offcuts, dust accumulation • fireworks and pyrotechnics	
What hazardous processes generally take place within the workplace? (e.g. welding, cutting, grinding, refuelling of vehicles, etc)	
STEP 2 - PERSONS / GROUPS AT RISK	**PERSONS / GROUPS IDENTIFIED**
Who are the persons at significant risk in the event of a fire? • employees / helpers who are unfamiliar with the premises • lone workers (e.g. cleaners) • visitors / casual users • less able persons (e.g. those with mobility, hearing or vision impairment) • unaccompanied children • emergency services (i.e. fire fighters, ambulance crews)	

STEP 3 - EVALUATING THE RISKS	
(a) Are all the identified hazards adequately controlled? If no, record finding in Part A	
(c) From the hazards identified in Step 1, what is the likelihood of a fire occurring in the area being assessed?	(✓ or circle as appropriate): Low / Medium / High
(b) Taking into consideration the hazards identified in Step 1 and the persons identified as being at significant risk in Step 2, what is the likely severity of a fire that may occur in the area being assessed?	(✓ or circle as appropriate): Low / Medium / High

PART A

Existing significant hazards / risks that are not adequately controlled	
Further Action required?	
Action By:	**By When:**

STEP 4 - FIRE DETECTION, FIRE WARNING & EMERGENCY LIGHTING	
(a) Type of fire detection system (describe): Are detectors of the right type / in appropriate locations? Does the detection system ensure that a fire warning is raised in time for all occupants to escape to a place of total safety?	
(b) Type of fire warning system (describe): Is the warning system sufficient for the risks involved?	
(c) Can the means for giving a warning be clearly understood throughout the whole site?	
(d) If the fire detection and warning system is electrically powered, does it have a back-up power supply?	
(e) Is an emergency lighting system installed? Is an emergency lighting system required? (Will the premises be used in hours of darkness?)	
(f) If installed, is the emergency lighting system independent of the main power supply?	
(g) Have employees been informed about the fire alarm system? Do they know how to operate it? Do they know how to respond to it?	
(h) Are there sufficient numbers of Fire Action signs displayed (i.e. what to do in the event of a fire)? Have the relevant details been filled in?	
(j) Are there any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire?	
Further Action required?	
Action By:	**By When:**

STEP 5 - MEANS OF ESCAPE	
(a) Are all persons in the workplace able to react quickly in the event of a fire? If not, who is affected?	
(b) Is a refuge area needed to protect those unable to react quickly in the event of a fire? If so, has one been established?	
(c) Do exits lead to a place of safety?	
(d) Are all gangways and escape routes free from obstruction?	
(e) Are there enough exits? Are they in the right place and wide enough?	
(f) Are all escape routes / final exits correctly signed?	
(g) Are fire doors kept closed (not 'wedged' in the open position)?	
(h) Are self-closing devices on fire doors working properly?	
(j) Where appropriate, do doors used for means of escape open in the direction of travel?	
(k) Can all final exit doors be opened easily and immediately if there is an emergency?	
Further Action required?	
Action By:	**By When:**

STEP 6 - FIRE DRILLS, WHAT TO DO IN THE EVENT OF A FIRE	
(a) Are regular fire drills carried out? At what frequency?	
(b) Are the results of the fire drills recorded?	
(c) Are Fire Marshals / Fire Wardens nominated and suitably trained?	
(d) Where is the Assembly Point situated? Is it clearly identified?	
(e) Do employees know what to do in the event of a fire?	
(f) Do contractors / visitors to the site know what to do in the event of a fire?	
(g) Is a roll call carried out?	
Further action required?	
Action By:	**By When:**

STEP 7 - MEANS OF FIGHTING FIRE	
(a) Are sufficient fire extinguishers sited throughout the workplace?	
(b) Are fire extinguishers: The correct type? Located correctly? Easily accessible? Mounted on a wall or stand? Appropriate signage displayed?	
(c) Have persons likely to use the fire extinguishers been given adequate instruction and training? If yes, when?	
Further action required?	
Action By:	**By When:**

STEP 8 - CHECKS, TESTING AND MAINTENANCE	
(a) Are the following checked: Escape routes (recommended daily)? Fire fighting equipment (recommended weekly)? Emergency lighting system (recommended monthly)? Are the results recorded?	 (at what frequency?): (at what frequency?): (at what frequency?):
(b) Is the fire detection and warning system checked? At what frequency (recommended weekly)? Are the results recorded?	
(c) Have the fire detection and warning / emergency lighting systems been tested and maintained by a competent person within the last six months? Are the results recorded?	
(d) Have the fire extinguishers been tested and maintained by a competent person within the last year? Are the results recorded?	
Further action required?	
Action By:	**By When:**

STEP 9 - EMERGENCY PLAN	
(a) Has an emergency plan been developed? (Existing clients' Policies contain emergency plans - is the plan being used?)	
(b) Is the emergency plan displayed in prominent locations around the site? (This could be provided by fire action notices, or in more complex premises may need to be more detailed)	
Further action required?	
Action By:	**By When:**

Guidance Notes for Fire and Emergencies

Fire Instruction and Drills 3

Premises Fire Safety Procedures 5

GUIDANCE NOTE	FIRE INSTRUCTION AND DRILLS	Code: M001	Issue: B

TRAINING AND INSTRUCTION

All employees shall receive instructions and training on initial employment and thereafter annually to ensure that they understand the fire precautions, the practical use of fire-extinguishers and hose reels, and the action to be taken in the event of a fire. This shall include persons engaged on duties outside normal working hours, such as security personnel and cleaners.

Such instruction shall be given by a competent person and shall be based upon written instructions.

The instruction and training shall include the following:

- The action to be taken on discovering a fire.
- The action to be taken on hearing the fire alarm.
- How to raise the alarm, including the location and activation of alarm points, telephones and alarm indicator panels.
- The correct method of calling the emergency services.
- The location and correct use of firefighting equipment.
- The escape routes to be used and the muster points.
- The importance of the need to ensure that fire doors are not obstructed or propped open and are closed when the alarm is sounded.
- The isolation of electrical and gas supplies and the stopping of machinery, where appropriate.
- The evacuation of members of the public and other persons who may occupy the building.

Certain categories of personnel shall be given further training in matters that are particular to their own responsibilities at the time of a fire. These categories shall include:

- Department heads.
- Security staff.
- Telephonists.
- Supervisory staff.

ALARM TESTS

The fire alarm shall be tested weekly in all buildings, using a different actuation point for each test. A check is to be carried out in each building to ensure that the alarm is audible from every position within the building.

FIRE DRILLS

Fire drills shall be carried out every 6 months. Consideration shall be given to the simulated blocking of fire evacuation routes to provide realistic conditions.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions in all parts of the building.

RECORDS

Records shall be kept of all activities relating to fire and fire prevention and shall include:

- Dates of any training and instruction given, fire drills and alarm tests.
- Type of training, instruction, drill or test.
- Duration of training or drill.
- Name of person carrying out training, instruction, drill or test.
- Names of persons receiving training or instruction.

GUIDANCE NOTE	PREMISES FIRE SAFETY PROCEDURES	Code: M002	Issue: B

TRAINING AND INSTRUCTION

All employees are to be made aware of their responsibilities in the event of an emergency.

Fire training should be given at regular intervals:

- Within the first month of employment: Two instruction periods.
- To staff on night duties: Quarterly.
- To staff on day duties: Biannually.

The instruction and training shall include the following:

- How to raise the alarm.
- How to call the fire brigade.
- When not to tackle a fire.
- How to use a fire-extinguisher correctly and safely.
- The correct evacuation procedures for the premises.
- Where the assembly points are.
- The contents of the fire risk assessment.
- The importance of trying to do everything possible to reduce draughts which may fan the fire, closing all windows and doors if possible, when leaving the building.
- Who is the responsible person designated to meet the fire appliance when it arrives?

DO NOT re-enter the building for any reason.

FIRE DRILLS

For industrial and commercial premises drills should be conducted at least annually to simulate fire conditions, i.e. one escape route obstructed, no advance warning given other than to specify staff for the purposes of safety, the fire alarm (if available) should be operated on instructions of management.

Whilst it is recommended that the fire brigade are notified in advance of a fire drill, in order to prevent them being summoned by concerned neighbours, they must not be called as part of the exercise - this a criminal offence.

FIRE INSTRUCTION NOTICES

Notices detailing the action to be taken in the event of fire shall be displayed in conspicuous positions in all parts of the building.

INSPECTIONS AND RECORDS

Means of Escape

Fire doors are provided to prevent the spread of smoke and heat and must be kept shut at all times. Never prop them open or remove self-closing devices.

Corridors and stairways must be kept clear of storage and waste material.

It must be ensured that final exit doors can be readily opened from the inside without the use of a key and that the areas outside of final exit doors are kept clear of obstruction at all times.

Portable Fire-Extinguishers

These are intended for fires in the early stages. Ensure that all employees know where the extinguishers are sited and how to operate them safely. Always ensure that they are inspected and maintained regularly.

- Routine inspection by the user. - It is recommended that monthly inspections of portable fire-extinguishers are carried out to ensure that they are in their proper position and have not been discharged, suffered obvious damage or are incorrectly pressurised (when fitted with a pressure gauge). Any extinguisher not available for use should be replaced. Details of each monthly inspection must be given in the relevant section of the log book.
- Annual inspection, service and maintenance by a competent person. - No guidance is given as this should be done preferably by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.
- Intervals of discharge. - It is recommended that the intervals of discharge are determined by a representative of the manufacturer, or at least by a competent person following the manufacturer's recommended procedures and using the tools, etc. specified therein.

Fire Alarm System

It is recommended that the fire alarm system is maintained and tested as per BS 5839-1 - "Testing and Maintenance of Fire Alarm and Detection Systems":

- Daily inspection. - Check that the "charger on" indicator shows. Inspect for any fault indicator showing or sounder operating. Inform the designated responsible person of any fault.
- Weekly test. - Ensure that all indicators show by resetting according to the instructions provided with the panel and check that the internal sounder operates. Operate a call point or detector to test the system. Check that the sounders operate. Reset the fire alarm panel. Each week choose a different zone, in rotation, to ensure that all call points and detectors are tested at regular and equal intervals. Check all call points and detectors and ensure that none are obstructed in any way. Enter the results of tests into the log book.

- Six-monthly test. - Check all previous log book entries and clarify that any remedial action has been taken. Check the battery and its connections. Operate a call point or detector in each zone to test the fire alarm as per above. Remove the mains supply and check that the battery is capable of supplying the alarm sounders.
- Annual test. - As per the six-monthly test with an additional test of all detectors and call points; and check for operation.
- Every 2-3 years. - Appoint a competent person to clean smoke detectors to ensure correct operation and freedom from false alarms. Special equipment is required for cleaning smoke detectors and this will normally be undertaken by the manufacturer or a specialist contractor.
- Every 4 years. - Appoint a competent fire alarm engineer to replace sealed lead acid batteries.

Emergency Lighting System
It is recommended that the emergency lighting system is tested in accordance with BS 5266.

- Daily. - Check that the indicator light and all maintained luminaries are operating. Check that any previously recorded fault has been rectified. Record any faults.
- Monthly. - In addition to the daily test procedures you must simulate a mains failure of no more than one-quarter of the rated duration.
- Six-monthly. - In addition to the monthly test procedures you must simulate a mains failure for a continuous period of 1 hour.
- Three-yearly. - In addition to carrying out the monthly test procedures you must simulate a mains failure for the full rated duration of the luminaire.

At the end of each test the power should be restored and the indicator lamp checked to ensure that it is lit.

Smoke Detectors
Regularly inspect smoke detectors for damage, unusual accumulations of dirt, heavy coats of paint and other conditions likely to interfere with the correct operation of the detector.

All smoke detectors should be checked at regular intervals for correct operation and sensitivity in accordance with the manufacturer's instructions. Good practice would be to formally inspect the smoke detectors at the same time as portable fire-extinguishers and to test them weekly to ensure correct operation.

FIRE DRILL RECORD FORM			
Company:			
Premises address:			
Date:	**Time:**		
Total number of participants:			
Staff:	**Visitors:**	**Others (specify):**	
Evacuation time:			
Miscellaneous information (simulated inaccessibility, etc.):			
Problems identified:	**Action to be taken:**	**Date action completed:**	
Signature:	**Date of next drill:**		

NOMINAL ROLL - EMERGENCY EVACUATION

Name:	Comment:

SECTION N

Arrangements for First Aid, Medical Emergencies, Accidents/Incidents

FIRST AID

Paul Sayer, Lee Sayer and Mark Sayer shall ensure that there are sufficient first aiders available both at head office and on all sites. First aid kits are kept at the following locations:

In the Main Office
In the Vehicles

The responsibility for ensuring they are kept fully stocked at all times rests with the first aiders/appointed persons:

Nick Bailey / Office - First Aider

First aid kits kept in the company's vans are the responsibility of the driver of the van.

MEDICAL EMERGENCIES

In the event of an injury or sudden illness on site the following action is to be taken:

1. First aid assistance is to be obtained, if appropriate.
2. The injured or ill person is to be conveyed to hospital by the quickest possible means, or an ambulance is to be summoned, ensuring that the address is given accurately.
3. The full details of the injured or ill person and the details of the injuries or illness are to be passed to the site foreman and **Paul Sayer** as soon as possible.

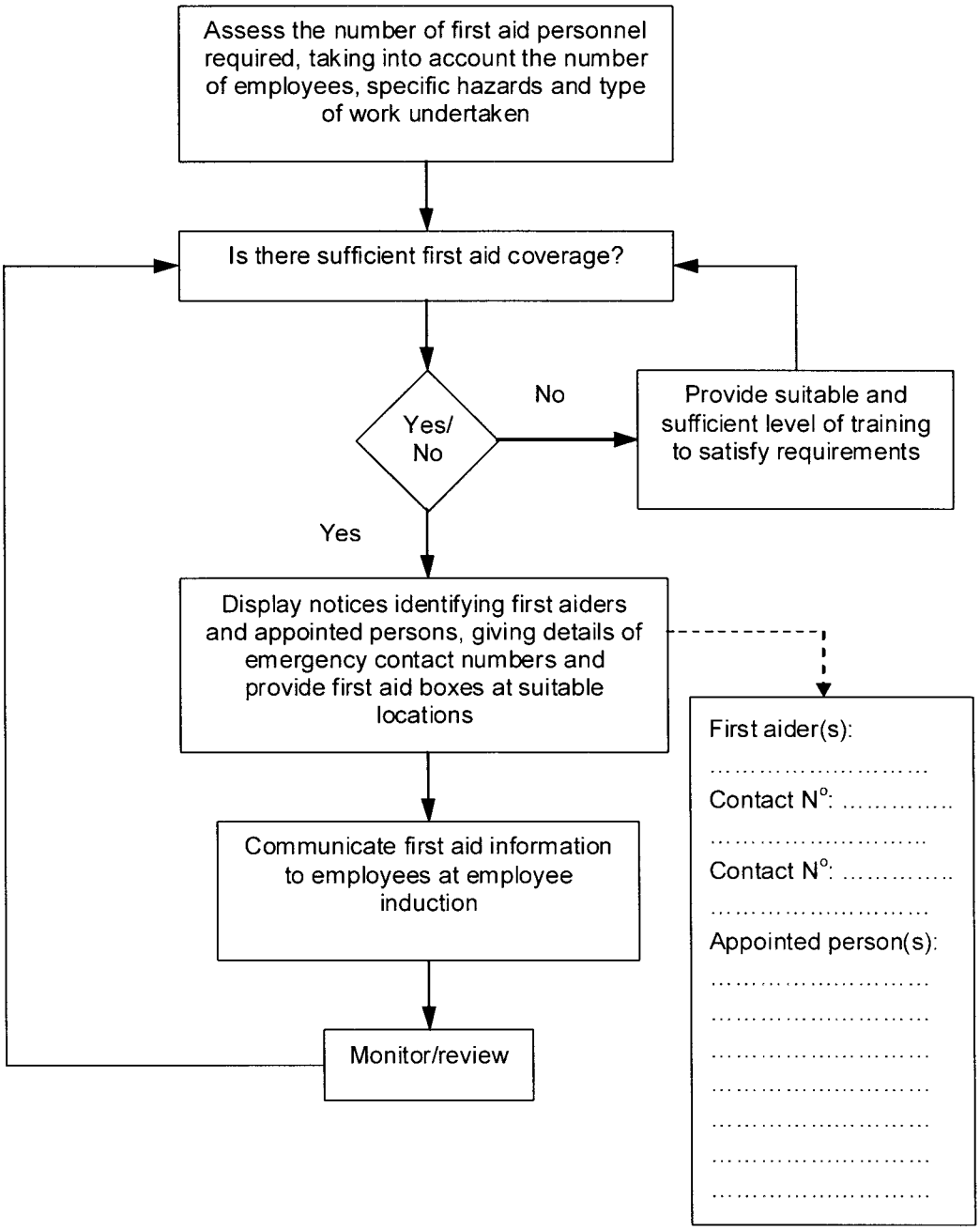
ACCIDENTS/INCIDENTS

All accidents and cases of work-related ill-health are to be recorded in the accident book, which is located in the **Main Office**

Paul Sayer shall be responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority if necessary.

Paul Sayer shall be responsible for investigating accidents/incidents, ill health and dangerous occurrences. At their discretion they may call on The Health and Safety People Limited to assist with the investigation.

Procedure for Assessing First Aid Requirements



See guidance section for details

Guidance for Assessing First Aid Requirements

In accordance with the Approved Code of Practice (ACoP) relating to first aid provision, this company recognises that numbers of first aiders and their skills level will only be adequately addressed if a suitable assessment is carried out on the first aid requirements of the company. The ACoP states that if the assessment identifies a need for first aiders then employers should ensure that they are provided in "sufficient numbers at appropriate locations".

It is recognised by this company that the assessments carried out need not be recorded but, as employers may have to justify their decisions, it should look at the following:

	ASPECTS TO CONSIDER	IMPACT OF FIRST AID PROVISION
1.	What are the risks of injury and ill-health arising from the work identified in the risk assessment?	If the risks are significant the company may need to employ, train and appoint first aiders.
2.	Are there any specific risks, e.g. working with: • Hazardous substances? • Dangerous tools? • Dangerous machinery? • Dangerous loads or animals?	The following need to be considered: • Specific training for first aiders; • Extra first aid equipment; • Precise location of first aid equipment; • Informing emergency services; • First aid room.
3.	Are there parts of the establishment where different levels of risk can be identified?	Different levels of provision will probably need to be made in different parts of the premises.
4.	Are large numbers of people employed on site?	First aiders may need to be employed for the higher probability of an accident.
5.	Record of accidents and cases of ill-health. What type are they and where did they happen?	It may be necessary to: • Locate first aid provision in certain areas. • Review the contents of first aid boxes.
6.	Are there inexperienced workers on site, or employees with disabilities or special health problems?	The following will need to be considered: • Special equipment. • Local positioning of equipment.
7.	Are the premises spread out, e.g. there are several buildings on the site or multi-floor buildings?	Provision in each building or on several floors will need to be considered.
8.	Is there shift work or out-of-hours working?	There needs to be first aid provision at <u>all</u> times people are at work.
9.	Is the workplace remote from emergency services?	Local medical services will need to be informed of the location of the premises. Special arrangements with the emergency services may need to be considered.

TABLE OF SUGGESTED NUMBERS OF FIRST AID TRAINED PERSONS

Where there are special circumstances, such as remoteness from emergency medical services, shift working or sites with several separate buildings, there may be a need for more trained first aid personnel than set out below. Increased provision will be necessary to cover for absences.

CATEGORY OF RISK	NUMBERS EMPLOYED AT ANY LOCATION	SUGGESTED NUMBER OF FIRST AID PERSONNEL
Lower risk e.g. shops, offices, libraries	Fewer than 50	At least one appointed person
	50-100	At least one full first aider
	More than 100	One additional first aider for every 100 employed
Medium risk e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one appointed person
	20-100	At least one first aider for every 50 employed (or part thereof)
	More than 100	One additional first aider for every 100 employed
Higher risk e.g. most construction work, slaughterhouse, chemical manufacture, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
	Where there are hazards for which additional first aid skills are necessary	In addition, at least one first aider trained in the specific emergency action

FIRST AID ASSESSMENT CHECKLIST

The minimum first aid provision for each work site is:

- A suitably stocked first aid container.
- A person to take charge of first aid arrangements.
- Information for employees on first aid arrangements.

FIRST AID MATERIALS, EQUIPMENT AND FACILITIES

When the assessment of first aid requirements has been completed, this company will provide the materials, equipment and facilities needed to ensure that the level of first aid cover identified as necessary will be provided for all staff at all relevant times. This will include ensuring that first aid equipment, suitably marked and easily accessible, is available in all places where working conditions require it.

FIRST AID CONTAINERS

The minimum level of first aid equipment is a suitably stocked and properly identified first aid container. There will be at least one first aid container supplied with a sufficient quantity of first aid materials at each work site, suitable for the particular circumstances.

It will be ensured that first aid containers are easily accessible and placed, if possible, near to hand washing facilities. First aid containers should protect first aid items from dust and damp and should only be stocked with items useful for giving first aid.

Tablets and medication should not be kept.

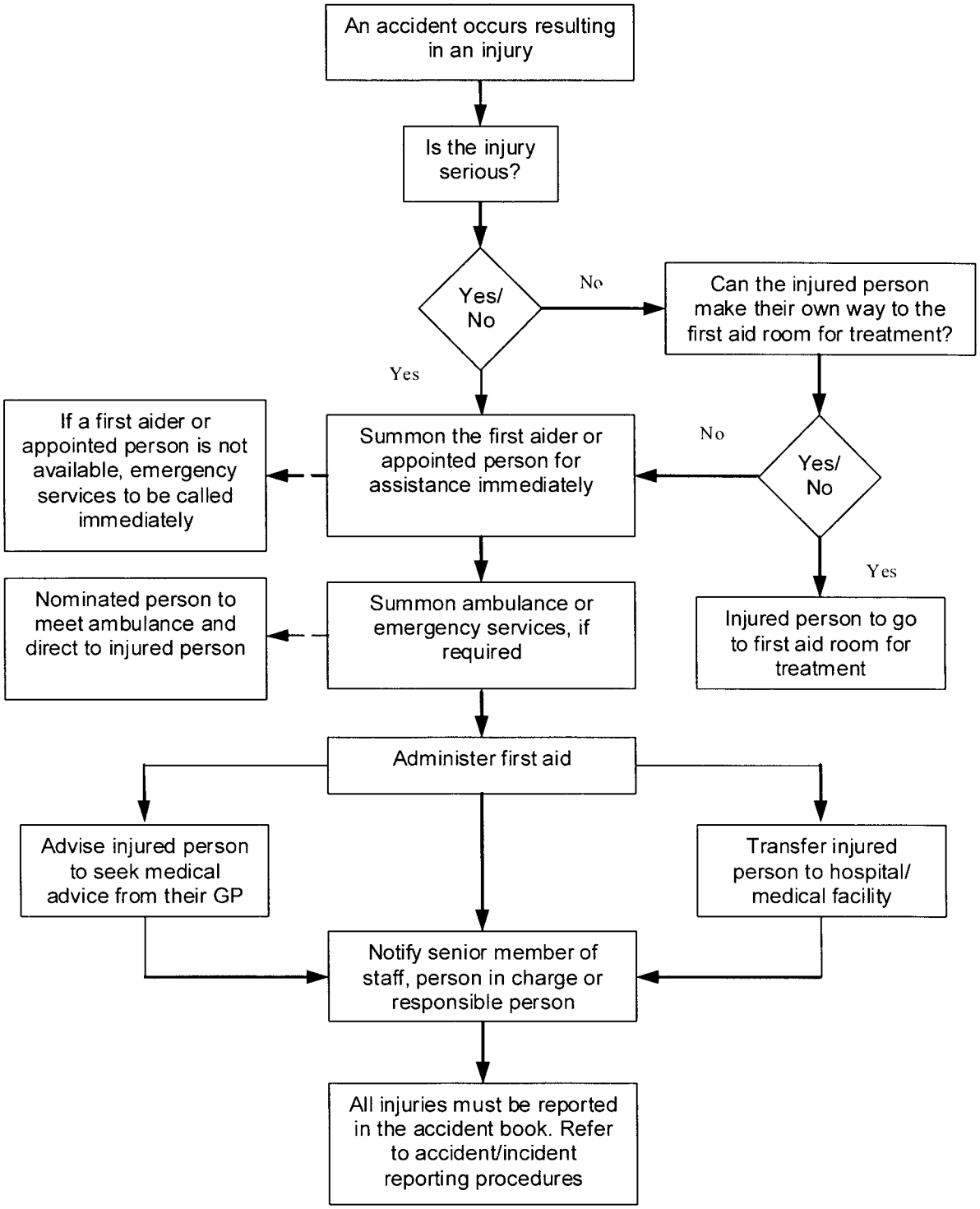
As there is no mandatory list of items that should be included in a first aid container this company will decide what to include from information gathered during our assessment of first aid needs. As a guide, where no special risk arises in the workplace a minimum stock of first aid items would normally include:

- A leaflet giving general guidance on first aid, e.g. the HSE leaflet "Basic Advice on First Aid at Work".
- Individually wrapped sterile adhesive dressings in assorted sizes, appropriate to the type of work (dressings may be of a detectable type for food handlers).
- Two sterile eye pads.
- Four individually wrapped triangular bandages (preferably sterile).
- Six safety pins.
- Six medium-sized individually wrapped sterile unmedicated wound dressings - approximately 12cm x 12cm.
- Two large sterile individually wrapped unmedicated wound dressings - approximately 13cm x 13cm.
- One pair of disposable gloves.

As this is a suggested contents list only, equivalent but different items will be considered acceptable.

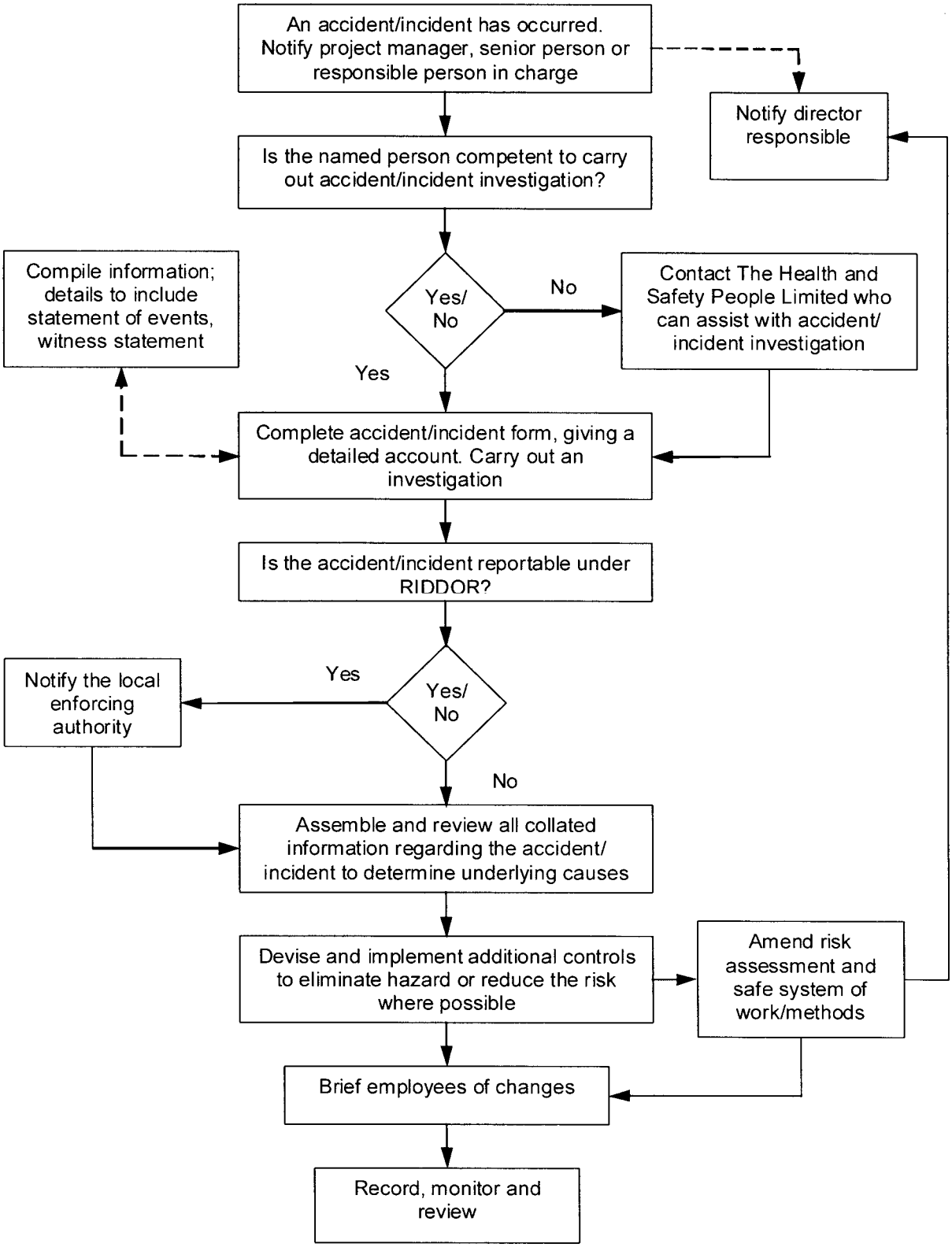
Where mains tap water is not readily available for eye irrigation at least 1 litre of sterile normal saline in sealed, disposable containers will be provided.

Procedure for Dealing with Medical Emergencies



See guidance section for details

Procedure for Accident/Incident Investigation and Reporting



See guidance section for details

Guidance for Accident/Incident Investigation and Reporting

In the event of an employee of this company suffering any of the following:

- Fatal injury.
- Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc.).
- An injury resulting in the employee being absent from work for more than 3 days.
- Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.).
- Any other accident resulting in damage to property or injury to employees and/or members of public.

Certain procedures must be followed as described below.

Initially the accident **must** be reported to your supervisor as soon as possible and be reported in the company accident book held on the premises. Those working on sites away from company premises are to ensure that the accident is reported to head office for entry in the company accident book.

The details that must be recorded in the accident book are:

- Name of the person suffering the injury.
- Date and time of the injury.
- Name of person reporting the injury.
- Cause of the injury.
- Any action taken as a result of the injury.
- Whether or not the injury is reportable to the enforcing authority (the Health and Safety Executive or local authority).
- Nature of the injury (e.g. part of the body affected).

The supervisor is required to report the incident to company management who will decide if it is reportable to the enforcing authority. If it is, an appointed member of management will fill in the details required on the official reporting form: F2508 or F2508A (F2508RA or F2508RB for Railwork) and send it to the enforcing authority within the time period specified by law. Details of the accident reporting telephone line are given overleaf. Over three-day injuries must be reported within 10 days to the HSE office (or the local authority environmental health department) that serves the location of the accident. Serious incidents, which are reportable immediately, should be reported by the quickest possible means, then must be followed up by the official reporting form within 10 days unless reported to the Incident Contact Centre by phone or via the Internet.

Management will take the appropriate steps to ensure that the incident is investigated as soon as possible, that the results of that investigation are recorded on the company's internal accident investigation form and that remedial measures are put into place to prevent a recurrence.

If there is no supervisor in the area at the time of the incident then the employee suffering the injury **must** report the accident in the accident book and to management as soon as possible. A work colleague can undertake this responsibility if the injured person is unable to do this themselves.

If a member of the public (or other person who is not an employee of this company) is injured as a result of a work activity by one of our employees and that member of the public is taken to hospital for treatment the accident/injury must be reported to company management **without delay**.

Where an incident has occurred that is classified as a dangerous occurrence it must be reported to management **without delay** - even if no one was injured.

ACCIDENT REPORTING TELEPHONE LINE

On 1st April 2001 the Health and Safety Executive (HSE) launched a national accident reporting system that provides all employers in England, Scotland and Wales with a single telephone number and address for reporting workplace accidents and cases of ill-health under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre allows employers to report accidents, cases of ill-health and dangerous occurrences to the enforcing authorities by telephone without the need to follow up the report in writing. The centre also allows employers to report accidents to the enforcing authorities by email or via the Internet for the first time.

The move was designed to simplify the UK's existing accident reporting system by replacing the 500 different telephone numbers and addresses then used to report workplace accidents with a single Incident Contact Centre.

NATIONAL NUMBER

Under this system, a single national telephone number and address was introduced for reporting RIDDOR incidents in England, Scotland and Wales. In addition to the telephone hotline, employers are able to report incidents by sending a completed RIDDOR incident report form by email, Internet, fax or post.

Telephone the Incident Contact Centre, Monday to Friday from 8.30 a.m. to 5.00 p.m. on:

0845 300 9923

Employers are also able to report RIDDOR incidents by email to: **riddor@natbrit.com,** by visiting the centre's website at: **www.riddor.gov.uk,** or by fax on: **0845 300 9924**

In addition, employers are able to send postal reports to: **Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG.**

Copies of the leaflet "RIDDOR Reporting: Information about the New Incident Centre" (MISC310) are available free from HSE books on: (Tel) 01787 881165.

ACCIDENT/INCIDENT REPORT FORM

To be completed immediately an employee is unable to continue, or commence work following an injury on the premises. (To include injuries such as sprains, strains, back pain, etc.)

Accident Book Reference Number:

Full name of person completing this report:

Date investigation requested: Date and time investigation commenced:

Location where the investigation is being carried out: *(Is it at the actual location of the incident or off site?)*

Name of Company this investigation is being carried out for:

Name and Job title of person supplying information:

TYPE OF INCIDENT (Please tick relevant boxes)

Fatality		Under "three" day injury		No time lost	
Major Injury		In hospital more than 24 hours		Member of public/other contractor injured	
Over "three" day injury		Dangerous occurrence		Became unconscious	
Reportable disease		Damage incident		Needed resuscitation	

THE INJURED PERSON

Name of Injured Person:

Age Sex: M/F

Status: Employee o Self Employed o Trainee o Trade Contractor o Other o

Injured Person's Home Address:

Telephone Number:

Occupation when Injured:

Normal Occupation:

Years of Experience in Normal Occupation:

Nature of injury or condition, and the part of the body affected:

Company Name of Injured Person's Employer:

THE ACCIDENT/INCIDENT

What is the exact location of the accident/incident:

Date and time of accident/incident:

What is the normal activity carried out at the location at the time of the accident/incident:

What job was being done by the injured person when they were injured:

What step of the job was in progress:

Describe what happened and how. Include any facts necessary to clarify what happened, e.g. weights and lengths being carried or lifted, distances of falls, etc.

Names, employer's names and telephone numbers of witnesses:

What was the immediate cause of the accident/incident?

TRAINING AND RECOMMENDATIONS

What job instruction had injured person received relating to the incident, and when?

What action has been taken to prevent a recurrence?

What further recommendations do you make?

Was there a Risk Assessment performed for this task?

Had the recommendations been followed?

Does the Risk Assessment need amending?

Date and time investigation completed:

SIGNATURE OF INVESTIGATOR _____

IT IS IMPORTANT THAT THIS FORM BE SENT TO THE DIRECTOR IN CHARGE OF HEALTH AND SAFETY AT HEAD OFFICE AS SOON AS COMPLETED.

INJURED PERSON'S STATEMENT

Full Name of Person Making this Statement: *(Please print)*

Signed.....

Date.....

WITNESS STATEMENT

Full Name of Witness: *(Please print)*

Name of Employer:

Contact Telephone Number:

Signed.....

Date.....

Guidance Notes for Accident Reporting and Investigation

RIDDOR Reporting 3

GUIDANCE NOTE	RIDDOR REPORTING	Code: N001	Issue: B

INTRODUCTION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that some work-related accidents, diseases and dangerous occurrences are reported to the relevant enforcing authority. Employers, the self-employed and those in control of work premises all have duties under RIDDOR.

DEATH OR MAJOR INJURY

If there is an accident connected with work and an employee, or a self-employed person working on company premises is killed or suffers a major injury (including as a result of physical violence), or a member of the public is killed or taken to hospital, the enforcing authority must be **notified immediately** by the quickest practicable means and, where required, a report sent within 10 days.

The following are reportable major injuries:

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight, either permanent or temporary.
- Chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation, or requiring admittance to hospital for more than 24 hours.
- Any other injury leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agents.
- Acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

OVER THREE-DAY INJURY

An "over three-day injury" is one which is not classified as a major injury but which results in the injured person being absent from work or unable to do their normal work for more than 3 days (including non-work days). All over three-day injuries are to be notified/reported to the enforcing authority **within 10 days**.

OCCUPATIONAL DISEASE

If a doctor notifies an employee that he or she suffers from a reportable work-related disease the enforcing authority must be notified as soon as possible. A full list is included with the pad of report forms and in the guide to the regulations. Otherwise, the local Health and Safety Executive can be contacted to confirm if the disease is reportable.

Reportable diseases include:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer and oil folliculitis/acne.
- Lung diseases, including occupational asthma, farmer's lung, pneumoconiosis, asbestosis and mesothelioma.
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus.
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

DANGEROUS OCCURRENCE

If something happens which does not result in a reportable injury but which clearly could have done it may be classified as a dangerous occurrence, which must be **notified immediately** to the enforcing authority. A full list is included with the pad of report forms and in the guide to the regulations. Otherwise the local Health and Safety Executive can be contacted to confirm if the event/incident is reportable.

The following are reportable dangerous occurrences:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Failure of any freight container in any of its load-bearing parts.
- Plant or equipment coming into contact with overhead power lines.
- Electrical short-circuit or overload causing fire or explosion.
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.
- Accidental release of a biological agent likely to cause severe human illness.
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.
- 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 5 metres high, or erected near water where there could be a risk of drowning after a fall.
- Unintended collision of a train with any vehicle.
- Dangerous occurrence at a well (other than a water well).
- Dangerous occurrence at a pipeline.
- Failure of any load-bearing fairground equipment, or derailment or unintended collision of cars or trains.
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released.
- A dangerous substance being conveyed by road is involved in a fire or released.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- Unintended collapse of:
  - Any building or structure under construction, alteration or demolition where over 5 tonnes of material falls;
  - A wall or floor in a place of work;
  - Any falsework.
- Explosion or fire causing suspension of normal work for over 24 hours.
- Sudden, uncontrolled release in a building of:
  - 100kg or more of flammable liquid;
  - 10kg of flammable liquid above its boiling point;
  - 10kg or more of flammable gas;
  - 500kg of these substances if the release is in the open air.
- Accidental release of any substance which may damage health.

NEAR MISS

A near miss is any other occurrence where injury has not occurred but which clearly could have done. The term "near miss" has no basis in law but is a term frequently used in safety management. Enforcing authorities do not need to be notified of near misses. However, it is strongly recommended that a full investigation is carried out in line with the company's accident reporting and investigation procedures.

NOTIFICATION/REPORTING

Accidents, cases of ill-health and dangerous occurrences may be notified by telephone to the National Incident Contact Centre between the hours of 8.30 a.m. and 5.00 p.m. on weekdays, without the need to follow up with a report.

Telephone the Incident Contact Centre on:

0845 300 9923

Where notification is by any other means a follow-up report is required. A completed RIDDOR incident report form (F2508 or F2508A for occupational diseases) can be sent via Email:

mailto:riddor@natbrit.com

Internet:

www.riddor.gov.uk

Fax:

0845 300 9924

Or post:

Incident Contact Centre
Caerphilly Business Park
Caerphilly CF83 3GG

SECTION O

Arrangements for Health Surveillance/Management of Occupational Illness

Health surveillance is the application of systematic, regular and appropriate procedures to detect early signs of work-related ill-health in employees who are exposed to certain health risks and acting on the results. It provides information to allow for the detection of harmful health effects at an early stage and checks that control measures are working, highlighting what and where further action might be needed. It also provides an opportunity to train and instruct employees and gives employees the opportunity to raise any concerns.

We shall consult with the employees concerned before introducing health surveillance, so that they understand the aims and the importance of their co-operation, in order to ensure that any health surveillance is to be effective.

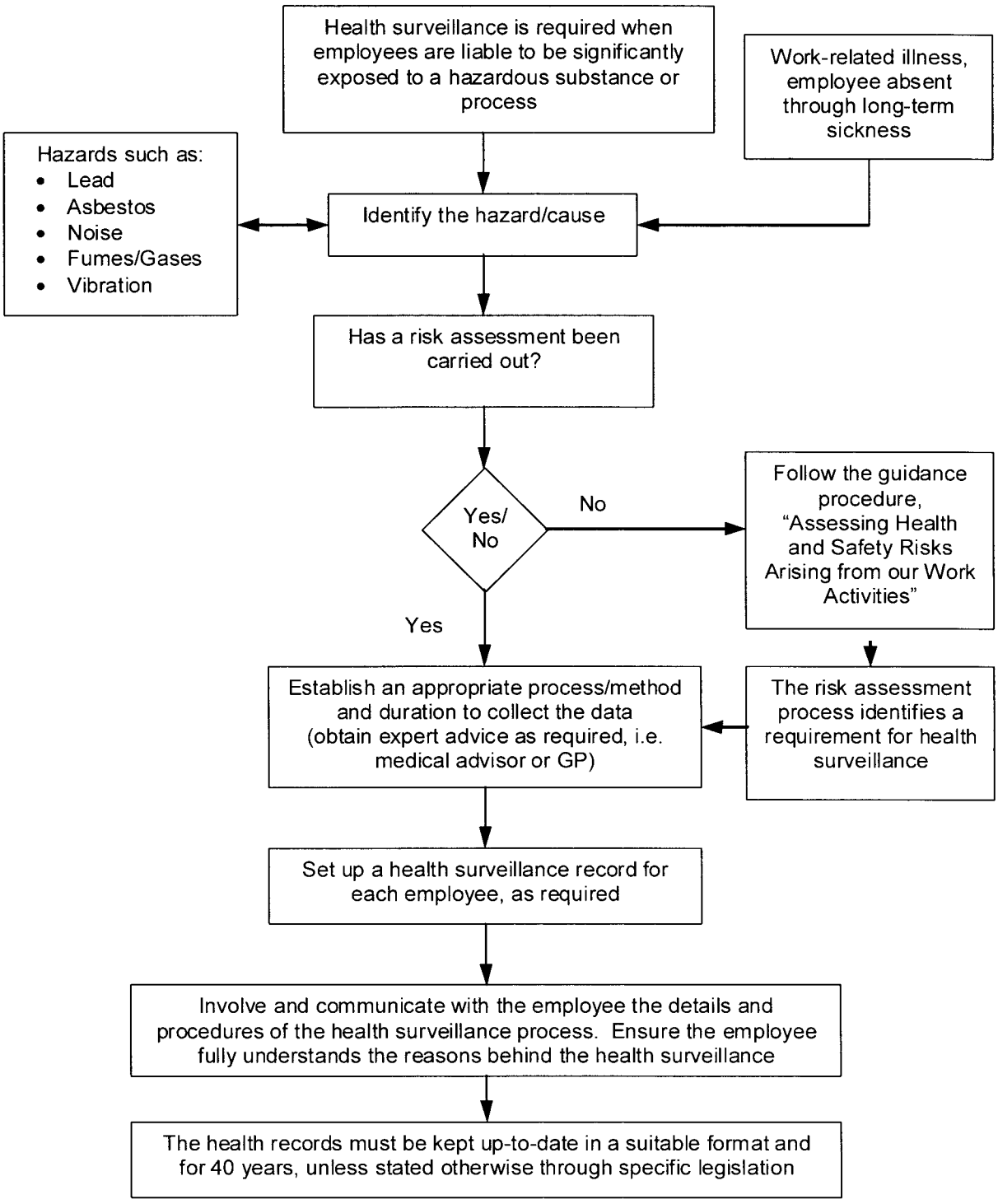
Paul Sayer will identify when one of those circumstances exists. They will then seek assistance from a competent individual or body, e.g. occupational nurse/doctor, the Employment Medical Advisory Service (EMAS) or other suitable occupational health service provider. They shall also consult our appointed health and safety advisors for further advice on the levels of health surveillance required.

Paul Sayer will keep all records generated as a result of health surveillance. Medical questionnaires will be treated as confidential and kept securely in personnel files.

Paul Sayer shall ensure that work related sickness and absences are investigated, and that findings of the investigation are acted upon to prevent reoccurrence.

The company has developed a stress policy to deal with incidents of work-related stress. As part of the arrangements to implement this policy, this company has contracted the services of The Health and Safety People Limited to provide an employee assistance programme (EAP). This programme is available to all employees and their families free of charge. To access the assistance programme employees should call **0800 731 7409** and quote the company reference number.

Procedures for Health Surveillance/Management of Occupational Illness



See guidance section for details

Guidance for Health Surveillance/Management of Occupational Illness

INTRODUCTION

Health surveillance includes:

- Collecting, maintaining and reviewing health records for individual employees (personal information about individual employees shall be kept confidential).
- Checks for signs of readily detectable conditions by a responsible person, e.g. a specially trained supervisor or first aider.
- Enquiries, inspections and examinations by a qualified person such as an occupational health nurse or appointed doctor.
- Medical surveillance under the supervision of a doctor. In certain cases the doctor must be an employment medical adviser or a "relevant" doctor.

The Control of Substances Hazardous to Health Regulations require health surveillance to be undertaken where employees are exposed to substances hazardous to health, there is an identifiable disease or adverse health effect related to the exposure and there are valid techniques for detecting indications of the disease or the effect.

The Control of Asbestos Regulations require employers to ensure that health records are kept for employees who undertake licensable work and that adequate medical surveillance is provided through a relevant doctor.

The Control of Lead at Work Regulations requires that where exposure to lead is significant employees are to be under medical surveillance.

The Control of Vibration at Work Regulations require employers to provide health surveillance for all employees who are likely to be regularly exposed to vibration levels at or above the daily exposure action value or are considered to be at risk for any other reason.

The Control of Noise at Work Regulations require the provision of health surveillance for all employees who are likely to be regularly exposed to noise levels at or above daily upper exposure action values or are at risk for any other reason, e.g. they already suffer from hearing loss or are particularly sensitive to hearing damage.

Additionally, the Management of Health and Safety at Work Regulations require that employees are provided with such health surveillance as appropriate having regard to the risk to their health and safety as identified by risk assessments and may also be appropriate where there is a significant risk of:

- Sun burn/skin cancer from working in direct sunlight.
- Silicosis from working with silica based products.
- Asthma from working with respiratory sensitisers, e.g. adhesives, bitumen, solvents.
- Dermatitis from working with skin sensitisers, e.g. cement, bitumen, acids, alkalis.
- Cancer from working with carcinogenic materials, e.g. mineral oils, wood dusts.
- Radiation sickness.
- Decompression illness.
- Stress (as defined by the HSE, i.e. "an adverse reaction people have to excessive pressure or other types of demands placed on them").

MEDICAL CONFIDENTIAL

Health Questionnaire - Pre-employment

Full name:	Proposed job/position to be filled:
Address: Tel:	Brief description of duties and hours:
Date joining company:	
National Insurance Number:	
Name and address of your next of kin: Tel:	NOTES
Name and address of your doctor: Date of last visit: Reason for visit: Date of birth:	

Please answer the following questions. Where the answer is yes please give full details on page 4, indicating the question number:

Have you at any time suffered from or had any symptoms of the following complaints:	No	Yes
Depression, anxiety state, nervous illness or mental disorder.		
Fainting attacks, fits, vertigo, blackouts, migraines or any disease of the nervous system, e.g. epilepsy.		
Persistent cough, asthma, pleurisy, pneumonia, tuberculosis, chronic cough, bronchitis or any other ailment of the lungs or chest.		

MEDICAL CONFIDENTIAL

Name:

	No	Yes
Cont...		
Palpitations, shortness of breath, chest pains, raised blood pressure or other ailment of the heart or circulatory system.		
Indigestion, diarrhoea, gastric or duodenal ulcer, gall stones, or any aliment of the stomach, intestines or liver.		
Any ailment affecting the kidneys, bladder or prostate gland.		
Diabetes, anaemia, hepatitis, jaundice or any blood or gland condition.		
Ailment affecting the eyes (indicate if colour blind and to what extent).		
Ailment affecting the ears.		
Ailment affecting the nose or throat, e.g. hay fever, nose bleeds or sinus problems.		
Varicose veins, rupture or piles.		
Skin disorder, e.g. eczema, contact dermatitis, psoriasis.		
Thyroid disease.		
Alcoholism.		
Any injury, operation, physical abnormality or illness not mentioned above.		

Have you ever had any special medical investigation, x-ray, cardiogram or blood or urine test? If yes give dates and result.		

Are you now or have you recently been taking tablets, medicine, or drugs? If so, what for?		

Height and weight:	
What is your height? (Feet/inches or metres)	
What is your weight? (Stones/pounds or kilograms)	
Has your weight increased/decreased/remained stable over the past year?	

What is your average weekly unit consumption of alcohol? (1 unit = ½ pint beer or 1 glass of table wine or sherry, or a single measure of spirits)	Units	
Has it ever exceeded the present level?		

MEDICAL CONFIDENTIAL

Name:

	No	Yes
Do you smoke?		
Have you ever smoked?		
If an ex-smoker when did you stop?		
Indicate the average quantity smoked in a week.		

Have you had any illness or disease involving treatment with Cortisone or other steroids? If yes please give name of drug and amount of daily dosage.		

	No	Yes
Do you need any special aids/adaptations to assist you in performing the job effectively?		

If the answer is yes to any of the above please give full details on page 4, indicating the question number. Continue on a separate sheet of paper if necessary.

Have you ever been vaccinated or immunised against any of the following?	Yes	No	Date
Diphtheria			
Hepatitis A			
Hepatitis B			
• Primary course			
• Booster(s)			
• Antibody test			
Measles, Mumps, Rubella (MMR)			
Poliomyelitis (Polio)			
Rubella (German Measles)			
• Rubella antibody test			
Tuberculosis (TB)			
• BCG			
• Skin test (Heaf/Mantoux)			
Whooping Cough			
Tetanus			
Varicella (Chicken Pox)			
Others Please give details:			

MEDICAL CONFIDENTIAL

Name:

Further details:

Declaration:

I declare that the answers contained in this health questionnaire are, to the best of my knowledge, true and complete.
I will attend a health interview/examination if required to do so.

Signed: **Date:**

STRESS POLICY

INTRODUCTION

This stress policy has been developed in full consultation with management and employee representatives and has been endorsed by the management team. The policy covers all employees. Failure to comply with this policy may lead to disciplinary action being taken.

DEFINITION OF STRESS

Stress is defined by the HSE as "an adverse reaction people have to excessive pressure or other types of demands placed on them".

We wish to make it clear that "stress" is not the same as "pressure". Pressure can be motivating and challenging, and improve performance. By "stress" we mean something that is a negative; a response to too much pressure or too many demands, which the person finds difficulty in coping with.

LEGAL OBLIGATIONS

We acknowledge that we have a duty of care to the mental health and well-being of our employees. We will treat stress in the same way as any other health hazard and assess risks to mental health and well-being when necessary. Where an employee becomes disabled through stress-related illness we will make reasonable adjustments where practicable. We acknowledge that we should act reasonably to prevent risks that are reasonably foreseeable. Any recording of information will conform to the latest data protection regulations.

POLICY STATEMENT AND COMMITMENT

Elite Enviromental Services Ltd recognises that stress can be a considerable risk to both physical and mental health. This policy explains the action we are taking as an employer with regard to stress-related problems in the workplace. The aim is to prevent stress-related problems from occurring if possible but also to state what will be done in the event that employees experience problems.

Elite Enviromental Services Ltd are committed to promoting a good, supportive climate and working culture, and a culture of openness, where stress is not seen as a personal weakness and where employees under stress can access appropriate support.

We anticipate the following **benefits from implementing the stress policy**:

- Improved working climate and culture.
- Greater openness about sources of pressure at work, at all levels.
- Better awareness in all employees of stress-related issues.
- Greater consistency of approach from managers in dealing with stress.
- Earlier identification of stress-related problems.
- Improved skills in managers.
- Overall reduction in key stress indicators.
- Improved and better-utilised support services.

RISK ASSESSMENT AND MANAGEMENT

Stress indicators, e.g. stress-related absence and staff turnover, will be monitored and risk assessments will be carried out as necessary. Key staff will be trained in carrying out risk assessments and we will adopt a team approach, e.g. where hazards have been identified a working group will be formed with representatives from human resources, health and safety, management and employees. The group will gather data, analyse and interpret results, and make recommendations on reducing stress risk.

Managers will have a key risk management role, especially at the level of individual employees. They will be trained for this role (see below).

The Role of Managers

- Managers have a critical role in minimising and managing stress risks, and will receive relevant training to give them the skills and knowledge to be able to implement the policy. All managers will be required to attend this training. Part of this training will include input on identifying the signs and symptoms of stress. Once problems are identified managers should be prepared to discuss stress-related issues, especially work-related stressors, with employees and seek to develop individual action plans where reasonable and appropriate. These plans should not be open-ended but be time-limited and reviewed at agreed stages.

- Managers have a critical role in offering support to employees and in facilitating support from elsewhere as necessary. Managers are not expected to take on the role of counsellors. However, managers will be expected to use good communication skills in their tackling of stress-related issues. Managers are expected to be consistent in their approach to stress-related absence and to refer employees to relevant support services including the employee assistance programme provided by The Health and Safety People Limited when necessary.

- Managers are encouraged to maintain good communication at all times. This should be face-to-face communication whenever possible. Good communication reduces unnecessary uncertainty and prevents stress. Positive feedback is encouraged and any criticism should be constructive. Managers should seek to consult and involve staff at the earliest appropriate stage in decisions that affect them.

- Managers should be aware of employees` training and development needs, especially when an employee is taking on a new job or their role has changed.

- Managers should monitor and review workloads to ensure that they do not become excessive.

- Managers should manage poor performance and attendance effectively in order to prevent unnecessary pressures on colleagues.

- Managers should not regard stress as a weakness and should encourage open discussion about sources of pressure at team meetings. Treating employees who have stress-related conditions less favourably may be discriminatory.

- Managers should adopt an "open door" policy. This enables managers to be more approachable and will assist them in identifying stress-related problems at an early stage, allowing early intervention.

- Managers should be clear about the roles and responsibilities of staff.

- Managers should regularly monitor and review stress indicators, e.g. patterns of absence.

- Managers should be consistent in their approach to stress-related absence. In particular, managers should be aware that increased absence might indicate underlying stress problems. Managers should use the opportunity of return-to-work interviews to discuss stress-related problems when appropriate. Where an absence is stress-related an early referral to occupational health is recommended. Managers should seek advice from human resources if in any doubt.

Support for Managers

- All managers will receive appropriate training in order to implement this policy. Its main aim will be to assist managers in identifying stress-related problems and to minimise associated risks.

- Managers will receive briefings on the roles of the employee assistance programme and the support they can get from human resources with regard to the implementation of this policy.

- Managers should not hesitate to seek advice and/or support if they feel they need it.

- Managers need also to be aware of support-services available to employees, of how to refer employees and of how employees can self-refer.

- The role of support services will be discussed as part of managers' training.

EMPLOYEES' RESPONSIBILITIES

Managers have a responsibility for managing excessive workplace pressures. However, individual employees also have a clear responsibility to themselves and others to minimise excessive pressures and demands by behaving responsibly, acting reasonably and reporting any concerns regarding stress to managers. Managers cannot be expected to act on stress-related problems they are unaware of.

Employees should avoid unnecessary absence. Excessive absence puts additional pressure on colleagues that may lead to stress in others. Employees should refer to the absence management policy if in any doubt.

Support for Employees

All employees can now access a confidential counseling service through the employee assistance programme - details of which are posted on all notice boards. Appointments can be made at any time, including during working hours. The service is free and confidential, and employees are encouraged to use this service, whatever the nature of the stress-related problem.

Lack of skills in a new role, for example, can cause stress and employees should not hesitate to approach managers to discuss training and development needs at any time.

Employees can also approach HR for advice on stress-related problems or any health matter.

Working Relationships

Good, supportive working relationships have a buffering effect against stress. Managers should be supportive and all employees are encouraged to be supportive of each other.

Poor working relationships have the opposite effect and can be a cause of stress. Bullying and harassment, in particular, can cause stress. Employees should report cases of bullying or harassment to line management or to a director. Details of where employees can access support if they feel they are being bullied or harassed are posted on all notice boards.

EVALUATION AND REVIEW

This policy will be evaluated over a 12-month period from the commencement date. Stress indicators will be monitored, as will the numbers of employees accessing support services. In addition, both quantitative and qualitative data will be gathered for evaluation purposes. The policy will be reviewed once the evaluation process is complete. Any comments or suggestions that employees have with regard to this policy are strongly encouraged. Employees can make use of suggestion boxes, email or any other communication channel.

STRESS AWARENESS QUESTIONNAIRE

Complete the questionnaire below, circling the rating for each question that is the closest to your normal behaviour. When you have completed this, total your score and read the summary for that score.

Ratings	1 = Never	2 = Sometimes	3 = Often	4 = Always

1	I will often act before thinking	1	2	3	4
2	I don't like taking advice	1	2	3	4
3	I will cancel social engagements because of work	1	2	3	4
4	I often miss lunch because of work commitments	1	2	3	4
5	I sometimes push myself physically too hard	1	2	3	4
6	I put off dealing with difficult situations	1	2	3	4
7	I find it difficult to refuse a request	1	2	3	4
8	I often get impatient	1	2	3	4
9	My family sometimes comes second to work	1	2	3	4
10	I am often late	1	2	3	4
11	I react badly to criticism	1	2	3	4
12	I often feel that there is not enough time	1	2	3	4
13	I do not like to be kept waiting	1	2	3	4
14	I have little time to relax	1	2	3	4
15	I find it difficult in a new environment	1	2	3	4
16	I get angry easily	1	2	3	4
17	I sometimes take on too much	1	2	3	4
18	I find it difficult to delegate	1	2	3	4
19	I feel guilty if I am not busy at work	1	2	3	4
20	I take on too many jobs at once	1	2	3	4
21	Sometimes I find it difficult to cope	1	2	3	4
22	I often feel emotional at work	1	2	3	4
23	I feel frustrated when stuck in traffic	1	2	3	4
24	I tend to bottle up my emotions	1	2	3	4
25	I know when I am stressed	1	2	3	4
	TOTAL				

Score between 1 - 25 = OK
Score between 25 - 50 = mildly stressed - observe
Score between 50 - 75 = Cause for concern management action required
Score between 75 - 100 = Immediate action required refer to medical practitioner

Stress Awareness Questionnaire

Guidance Notes on Health Surveillance / Management of Occupational Illness

Health Surveillance 3

GUIDANCE NOTE	HEALTH SURVEILLANCE	Code: O001	Issue: C

WHY CARRY OUT HEALTH SURVEILLANCE?

The benefits of health surveillance are that it can:

- Provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs.
- Check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what that might be.
- Provide data, by means of health records, to detect and evaluate risks.
- Provide an opportunity to train and instruct employees further in safe and healthy working practices.
- Give employees the chance to raise any concerns about the effect of their work on their health.

WHEN IS HEALTH SURVEILLANCE APPROPRIATE?

Health surveillance is required where you answer yes to all of the following:

- Is the work known to damage health in some particular way?
- Is it reasonably likely that damage to health may occur under the particular conditions at work?
- Are there valid ways to detect the disease or condition? (Health surveillance is only worthwhile where it can reliably show that damage to health is starting to happen or becoming likely. A technique is only useful if it provides accurate results, is safe and practicable.)
- Is surveillance likely to benefit the employee?

For example, these criteria would be met in the following circumstances:

- High noise levels are known to cause hearing loss.
- A valid technique - hearing tests - can detect the effect of noise on the hearing of individuals who work in noisy conditions.
- Hearing tests will benefit employees by identifying those at risk so that measures can be taken to protect them and improve working conditions.

Other tips for assessing whether health surveillance might be appropriate include:

- Known previous cases of work-related ill-health in the workplace.
- Reliance on personal protective equipment (PPE) as an exposure control measure.
- Evidence of ill-health in the jobs found within the construction industry.

Health surveillance is likely to be required for employees who are significantly exposed to:

- Hazardous substances such as chemicals, solvents, fumes, dusts, gases, vapours, aerosols, biological agents and carcinogenic materials (under the Control of Substances Hazardous to Health (COSHH) Regulations).
- Asbestos (under COSHH and the Control of Asbestos Regulations).
- Lead (under COSHH and the Control of Lead at Work Regulations).
- Noise (under the Control of Noise at Work Regulations).
- Hand-arm and whole-body vibration (under the Control of Vibration at Work Regulations).
- Ionising radiation (under the Ionising Radiation Regulations).
- Compressed air work environments (under the Compressed Air Regulations).
- Ultraviolet radiation, i.e. direct sunlight.

HAZARDOUS ACTIVITIES/PROCESSES NOT REQUIRING HEALTH SURVEILLANCE

Many activities may be carried out by employees that, although potentially hazardous to health, do not require formal health surveillance. In such cases exposures are so rare, short or slight that there is only a minimal risk to the employee. Employers must ensure that under these circumstances all employees are provided with information, instruction and training on how to protect their health from these hazards.

KEEPING RECORDS

Employers must keep an up-to-date health record for each individual employee placed under health surveillance. It should contain at least the following particulars which are approved by the HSE:

- Identifying details:
  - Surname and forename;
  - Permanent address;
  - Sex;
  - Date of birth;
  - National Insurance Number;
  - Date of commencement of present employment;
  - A historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.
- Results of all other health surveillance procedures, including medical surveillance, and the date on which and by whom they were carried out. The conclusions should relate only to the employee's fitness for work and will include, where appropriate:
  - A record of the decisions of the medical inspector or appointed doctor;
  - Conclusions of the medical practitioner, occupational health nurse or other suitably qualified or responsible person.

Individual health records must be kept for a considerable period. Under Regulation 11(3) of COSHH this period is 40 years following the last entry; other regulations may or may not prescribe other specific requirements. Health records should not include confidential clinical data and may be kept in any format, e.g. paper or electronically. Where records are kept electronically, employers should ensure that they have a suitable back-up system in the event of a serious computer failure.

MONITORING

Health surveillance is only appropriate and worthwhile if you can act upon the results. If employees are suffering from an adverse health effect, e.g. respiratory diseases or dermatitis, then you must prevent further exposure to the substance. This may be by a change of process or material, by relocating the worker or by the provision of respiratory protective equipment (RPE) or personal protective equipment (PPE). RPE and PPE are only suitable where exposure to the substance constitutes a small part of the work, i.e. for short periods of time.

CONCLUSION

In assessing the need for health surveillance remember the following:

- Health surveillance is not a substitute for preventing or controlling exposure; rather it is a way of seeking to protect employees' health.
- Using the right technique in the right way at the right time is critical. Getting it wrong can be expensive. Also remember that some tests are themselves not free from risk, e.g. x-rays, and the results, if inaccurate or badly explained, could add additional stress to employees.
- Whichever technique is used, you should carry out health surveillance systematically and regularly.
- Simply carrying out health surveillance procedures is not enough; it is essential you act upon the results.

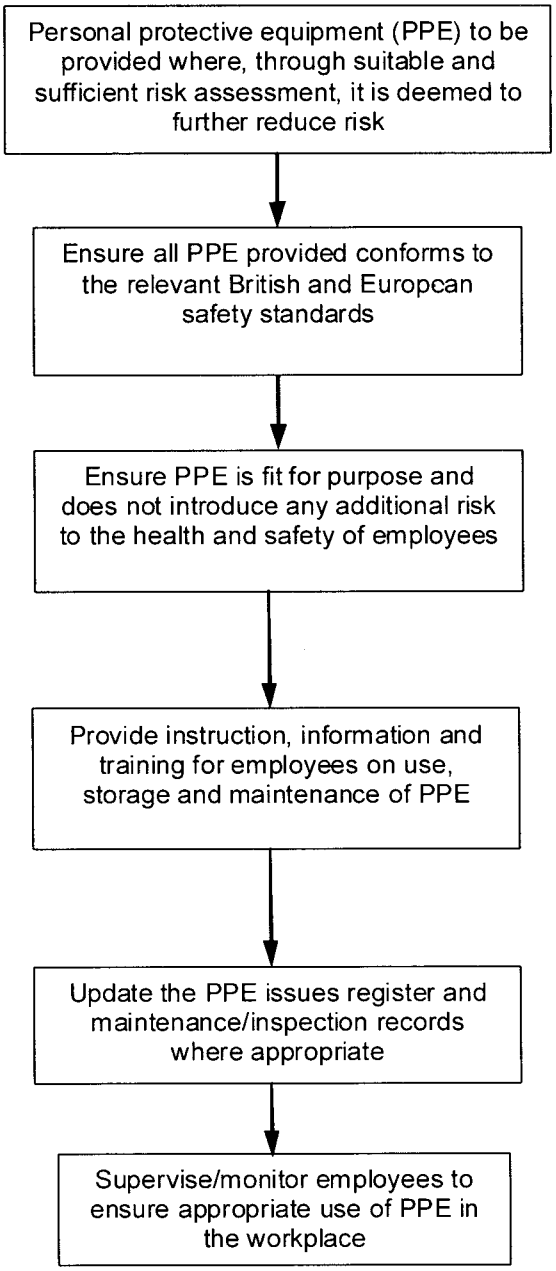
SECTION P

Arrangements for Personal Protective Equipment

Personal protective equipment (PPE) requirements will be defined by the risk assessment process. Whatever is defined will be communicated to employees and any PPE needed to make the task safe will be supplied to employees by the company, free of charge.

It will be for site supervisors to ensure that all employees have been shown how to use, store and check their PPE and that they actually use it.

Procedures for Personal Protective Equipment



See guidance section for details

Guidance on Personal Protective Equipment

INTRODUCTION

The company is required by Section 2 of the Health and Safety at Work etc. Act to provide a safe place of work. The provision of personal protective equipment (PPE) may assist the company in attaining this requirement.

Under Section 7 of the same act employees are required to co-operate with the company and to look after their own health and safety. It is, therefore, a legal requirement that the employee uses the protective equipment provided by the company.

The need to utilise PPE will become apparent as part of the risk assessment process. Where a risk assessment defines the need for PPE this company will ensure that the PPE is suitable for the task, suitable for the operative to wear, is properly maintained and that the operative is properly trained to use it.

PPE is to be used as the last resort; all other practicable risk control measures are to be taken first.

It should be noted that, although the company is not obliged to provide them with protective equipment, the self-employed and trade-contractors are also required to wear this equipment where and when designated.

Hard Hats

These must be worn where there is a risk of injury either from falling materials or from striking the head against projections. The only exception is in the case of Sikhs, whilst wearing turbans. It should be noted that, in this case, the company's liability for injuries is reduced. Hard hats shall comply with BS EN 397.

Ear Defenders

Hearing protection is to be worn whilst carrying out all noisy operations or in noisy areas. Selected equipment should comply with the specification in BS EN 352. For further guidance see the information regarding noise assessments in section B.

Eye Protection

To be used wherever there is a risk of contamination from chemicals, either by vapour or splashing, or risk from dust or any danger from flying particles. All eye protection shall comply with BS EN 166 except in the case of lens filters for welding, which shall comply with BS EN 169.

Respiratory Protection

Specialist operations will be covered in separate sections of the manual if tasks requiring respiratory protection are carried out.

Disposable dust masks shall be provided and are to be used whilst performing operations giving rise to nuisance dust.

Hand Protection

Gloves shall be provided for the handling of objects which may be sharp, rough, hot, cold, contaminated with either chemical or biological agents or liable to cause a hazard by breaking in the hand, e.g. glass. Barrier creams shall be provided for use when dealing with mildly irritant substances.

Foot Protection

Safety footwear is to be worn in all areas where there is a risk of injury to the feet from either materials or equipment crushing the feet or from materials penetrating the soles of the feet. In this circumstance steel toe-caps and mid-soles to BS EN 346 will be the requirement. In addition, if there is the risk of penetration by chemicals or water the footwear should be able to withstand that.

High-Visibility Clothing

This is made from PVC impregnated with fluorescent pigments. It **must** be worn by anyone working on or near the roadside; also by anyone else working in areas where it is important to be seen to be safe, e.g. banksmen; or when there is moving plant and poor visibility. All high-visibility clothing shall comply with BS EN 471; the flame retardant version shall meet BS EN 469.

Safety Harnesses

Harnesses should be used only if the use of other, safer work equipment is not reasonably practicable, the work can be performed safely while using a harness as a personal fall protection system and both the user and a sufficient number of available people have received adequate training specific to the planned operation, including rescue procedures.

Harnesses must always be secured to a safe anchorage when in use.

Harnesses are to be stored in a cool, dry and well-ventilated place away from direct sunlight and away from any materials that are likely to cause them damage.

All harnesses are to be examined by a competent person every 3 months and a record kept of the examination.

PPE REGISTER

When PPE is issued to an individual it is to be recorded on the form provided. A copy of this form is contained overleaf.

PERSONAL PROTECTIVE EQUIPMENT (PPE) REGISTER

Name: **Site:**

Item	Type	Date issued	Signed	Date returned	Signed
Helmet					
Gloves					
Eye protection					
Hearing protection					
RPE/Dust protection					
Foul weather gear					
High-visibility clothing					
Foot protection					
Harness					
Other (specify)					

Personal Protective Equipment (PPE) Register

PPE - EUROPEAN STANDARD COMPLIANCE

Item	Type	Standard	Comment
Eye protection	General purpose	BS EN 166S	
	Impact grade 1	BS EN 166B	Recommended
	Impact grade 2	BS EN 166F	for
	Chemical goggles	BS EN 166-3	construction
	Dust goggles	BS EN 166-4	
	Lens filters for welding	BS EN 169	
Hearing protection	All types	BS EN 352	Protection must also match the attenuation of the sound source
Foot protection	General purpose safety	BS EN ISO 20345	Supersedes BS EN 345
	General purpose protective	BS EN ISO 20346	Supersedes BS EN 346
Hand protection	General purpose industrial gloves	BS 1651	
	Rubber gloves for electrical purposes	BS EN 60903	
	Chemical resistant gloves	BS EN 464	
	Protective gloves for chainsaw users	BS EN 381	
	Heat resistant for welders/burners	BS 2653	
Protective clothing	General clothing	BS EN 340	
	High-visibility clothing	BS EN 471	
	Protective clothing for chainsaw users	BS EN 381	
	Protective clothing for welders	BS 2653	
	Personal buoyancy equipment	BS EN 384	
Head protection	Industrial hard hats - heavy duty	BS EN 397	
Respiratory protective equipment	Full-face masks	BS EN 136	
	Self-contained open-circuit compressed-air breathing apparatus	BS EN 137	
	Fresh-air hose breathing apparatus	BS EN 138	
	Compressed-air line breathing apparatus	BS EN 139	
	Half-masks and quarter-masks	BS EN 140	
	Gas filters and combined filters	BS EN 141	
	Particle filters	BS EN 143	
	Self-contained closed-circuit breathing apparatus	BS EN 145	
	Power-assisted filtering devices incorporating helmets or hoods	BS EN 146	
	Power-assisted filtering devices incorporating full-face, half- or quarter-masks	BS EN 147	
	Filtering half-masks against particles	BS EN 149	
	Power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 269	
	Compressed-air line breathing apparatus incorporating a hood	BS EN 270	
	Compressed-airline or power-assisted fresh-air hose breathing apparatus incorporating a hood	BS EN 271	For use in abrasive blasting operations
Safety harnesses	Full body harness	BS EN 361	
	Pole belts	BS EN 358	
	Rescue harness	BS 3367	
	Retractable fall arrester	BS EN 360	e.g. Sala Block
	Guided type fall arrester	BS EN 353	
	Shock absorbers	BS EN 355	
	Lanyards	BS EN 354	

PPE - European Standards Compliance

SECTION Q

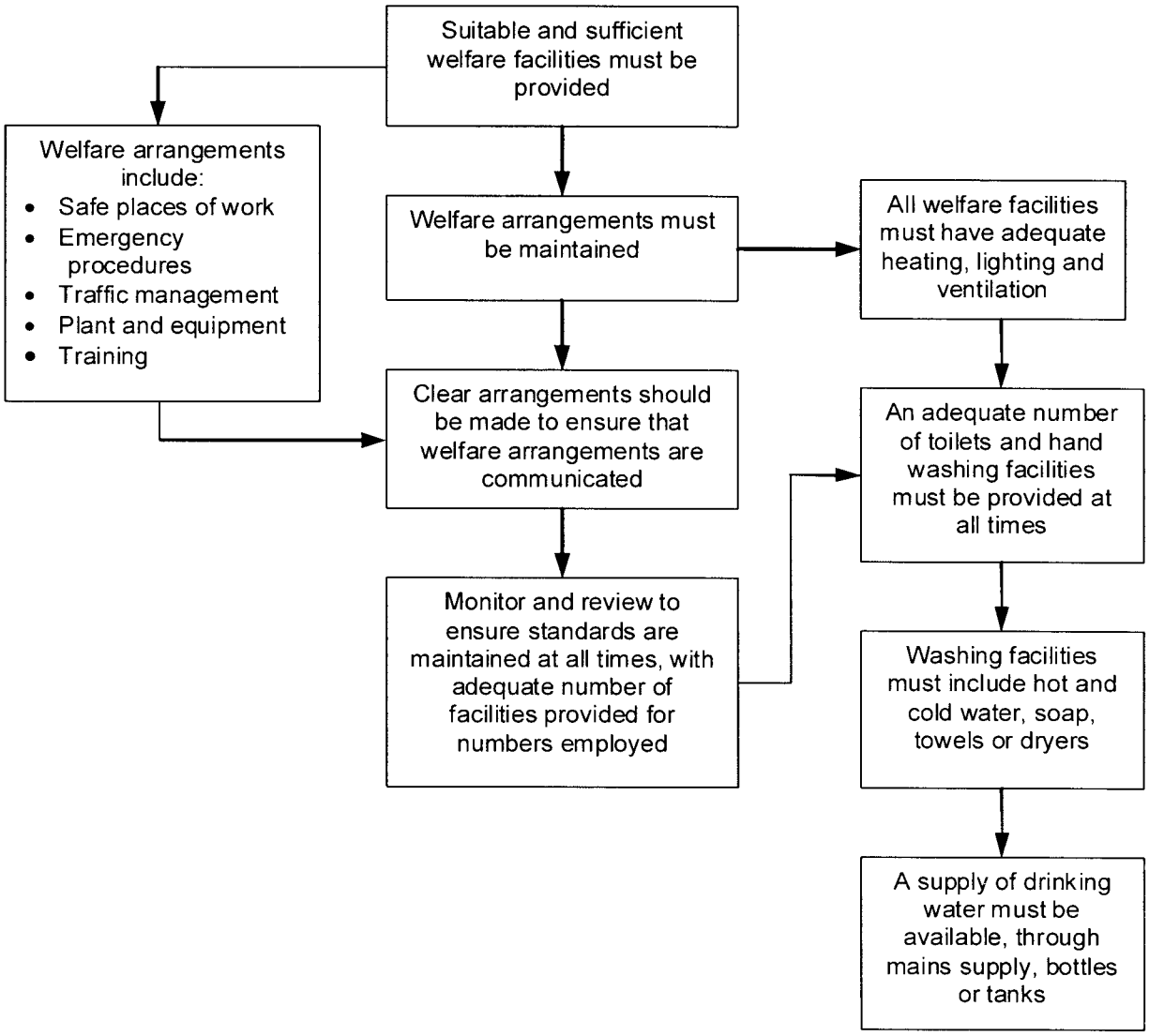
Arrangements for Employee Welfare, Safety and Health

Welfare facilities are provided for the use of employees. **Paul Sayer, Lee Sayer and Mark Sayer** will be responsible for ensuring facilities on company premises comply with the requirements of the Workplace (Health, Safety and Welfare) Regulations and that a regular cleaning and maintenance regime is implemented.

Where appropriate, and in accordance with our duties under the Construction (Design and Management) Regulations, **Paul Sayer, Lee Sayer and Mark Sayer** will be responsible for ensuring sufficient site welfare facilities are provided for all "notifiable" and "non-notifiable" construction projects.

Contract or site managers will be responsible for ensuring the necessary site specific arrangements are in place prior to deployment to site.

Procedure for Employee Welfare, Safety and Health



See guidance section for details

Guidance on Employee Welfare, Safety and Health

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS

The Workplace (Health, Safety and Welfare) Regulations require, as far as is reasonably practicable, the following:

MAINTENANCE OF WORKPLACE, EQUIPMENT, DEVICES AND SYSTEMS

All equipment, devices and systems which fall under the scope of these regulations, including the workplace itself, will be maintained (including cleaned as appropriate) in an efficient condition and in a good state of working order and repair. Where appropriate this will include such items being subject to a suitable system of maintenance. Guidance on safe equipment and plant, including maintenance requirements and procedures is dealt with in section G of this manual.

VENTILATION

In order to comply with ventilation requirements, effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh- or purified-air. For health and safety purposes any plant used to achieve this purpose will include an effective device to give visible or audible warning of any failure of the plant.

TEMPERATURE IN INDOOR PLACES

Although no values are accorded to temperatures in the regulations this company will ensure that, during working hours, the temperature inside buildings is reasonable, i.e. has achieved 16° within 1 hour of work commencing. However, in order to achieve a reasonable indoor temperature the company will not use a method of heating or cooling which results in the escape into the workplace of fumes, gas or vapour which could be injurious or offensive to any person. A provision under this section is that the company must provide a sufficient number of thermometers in the workplace to enable employees to determine the temperature inside the workplace.

LIGHTING

Every workplace inside the company's premises will have suitable and sufficient lighting. Such lighting will, as far as is reasonably practicable, be natural. Emergency lighting will be provided in any room in circumstances where employees would be exposed to dangers in the event of the failure of artificial lighting.

CLEANLINESS, FLOORS, TRAFFIC ROUTES AND WASTE MATERIALS

It is a requirement of the regulations and company policy that every workplace and all furniture, furnishings and fittings be kept sufficiently clean. Surfaces of walls, floors and ceilings of all indoor workplaces will be capable of being kept sufficiently clean. As far as is reasonably practicable, waste materials will not be allowed to accumulate in a workplace except in suitable receptacles.

The construction of all floors and traffic routes will be suitable for the purpose for which they are used, including the absence of unevenness, holes (unless suitably guarded to prevent falls), slopes (unless fitted with suitable handrails) and slippery surfaces that constitute a risk to health and safety. All floors will have an adequate means of drainage where necessary.

So far as is reasonably practicable, all floors and traffic routes will be free of obstructions, articles and substances that may cause a person to slip, trip or fall.

All traffic routes which are staircases will be fitted with suitable and sufficient handrails and (where appropriate) guardrails, unless a handrail cannot be provided without obstructing the traffic route.

WORKSTATIONS AND SEATING

Every workstation will be so arranged so that it is suitable both for the person undertaking the work and the work being performed.

Where a workstation is outdoors it will be, as far as is reasonably practicable, protected from adverse weather conditions in such a way that it can be evacuated swiftly in the event of an emergency and so that any person at the workstation is not liable to slip or fall.

A suitable seat will be provided for each person at work in the workplace whose work includes operations of a kind that the work (or a substantial part of it) can or must be done seated. A suitable footrest will be provided where necessary.

A workstation assessment checklist can be found in section B.

FALLS OR FALLING OBJECTS

So far as is reasonably practicable, suitable and effective measures will be taken to prevent either of the following events:

- Any person falling a distance liable to cause personal injury.
- Any person being struck by a falling object liable to cause personal injury.

Any area where there is a risk to health and safety as a result of the above will be clearly indicated where appropriate.

So far as is practicable, every tank, pit or structure where there is a risk of a person in the workplace falling into a dangerous substance in the tank, pit or structure will be securely covered or fenced. Any traffic route over, under or in an uncovered tank, pit or structure - as mentioned above - will be securely fenced. A "dangerous substance" in this context means:

- Any substance likely to scald or burn.
- Any poisonous substance.
- Any corrosive substance.
- Any fume, gas or vapour likely to overcome a person.
- Any granular or free-flowing solid substance or any viscous substance which, in any case, is of a nature or quantity which is liable to cause danger to any person.

WINDOWS AND TRANSPARENT OR TRANSLUCENT DOORS, GATES AND WALLS

Where necessary for reasons of health and safety, any window or other transparent or translucent surface in a door or gate will be of safety material or be protected against breakage, and be appropriately marked or incorporate features so as to make it apparent.

WINDOWS, SKYLIGHTS AND VENTILATORS

It is the policy of this company to provide on its premises only windows, skylights or ventilators that can be opened, closed or adjusted in a manner which does not expose any person performing such an operation to a risk to their health or safety. Furthermore, no window, skylight or ventilator will be permitted to be in a position that, when open, exposes any person in the workplace to a risk to their health and safety.

It is the policy of this company to provide on its premises only windows and skylights that are designed and constructed so as to be able to be cleaned safely. Where this cannot be achieved alternative arrangements will be devised so as to render the window cleaning operation safe and without risks to health and safety.

TRAFFIC ROUTES

It is the policy of this company to organise every workplace in such a manner that pedestrians and vehicles can circulate in a safe manner. Traffic routes will, as far as is reasonably practicable, be suitable for the persons or vehicles using them (including taking into account the separation of pedestrians and traffic using the same routes, and distance of doors, gates and pedestrian access points leading to vehicular traffic routes), sufficient in number, in suitable positions and of sufficient size. All traffic routes will be suitably indicated where necessary for reasons of health and safety.

DOORS AND GATES

Doors and gates will be suitably constructed (including being fitted with safety devices where appropriate) and the following devices or features will be included if required:

- Any sliding door or gate will be fitted with a device to prevent it coming off its track during use.
- Any upward opening door or gate will have a device to prevent it falling back.
- Any powered door or gate will have suitable and effective features to prevent it causing injury by trapping any person and, where necessary for reasons of health and safety, will be able to be operated manually unless it opens automatically in the event of a power failure.
- Any door or gate which is capable of opening by being pushed from either side will, when closed, have a built-in feature to enable a clear view of the space close to both sides.

ESCALATORS AND MOVING WALKWAYS

Where provided, such equipment will be equipped with any necessary safety devices and be fitted with one or more emergency stop controls, which are easily identifiable and readily accessible.

SANITARY CONVENIENCES

Suitable and sufficient sanitary conveniences will be provided at readily accessible places. The rooms containing the sanitary conveniences will be adequately ventilated and lit, and be kept in a clean and orderly condition. Separate rooms containing sanitary conveniences will be provided for men and women. In a situation where a part of or the whole workplace is not new, or is a modification or alteration, and was in existence prior to these regulations coming into force in 1993 (and thus fell under the provisions for sanitary facilities in the Factories Act 1961) then sanitary facilities will be deemed acceptable provided that there is at least one suitable water closet for every 25 females and one water closet for every 25 males.

WASHING FACILITIES

Suitable and sufficient washing facilities, including showers if appropriate, will be provided at readily accessible places if required by the nature of the work or for health reasons.

Such washing facilities will be sited in the immediate vicinity of every sanitary convenience and changing room. Facilities will include a supply of clean hot and cold running water, soap or other suitable means of cleaning as well as drying facilities (towels, paper dispenser or hot air dryer). The rooms containing the washing facilities will be well-lit and ventilated and will be kept in a clean and orderly state.

Separate shower facilities will be provided for men and women unless the room is capable of being secured from the inside and the facilities inside the room are intended for the use of only one person at a time.

DRINKING WATER

The company will ensure that an adequate supply of wholesome drinking water will be provided for all persons at work in the workplace. Such drinking water will be readily accessible at suitable places and be conspicuously marked by an appropriate sign where necessary for reasons of health and safety. Additionally, suitable and sufficient cups or other drinking vessels will be provided unless the supply of drinking water is in a jet from which persons can drink easily.

ACCOMMODATION FOR CLOTHING

Suitable and sufficient accommodation will be provided in a suitable location for the clothing of any person at work which is not worn during working hours and for special clothing which is worn at work but which is not taken home. This will involve separate accommodation for clothing worn at work and for other clothing. Such accommodation will be secure. So far as is reasonably practicable, the accommodation will include facilities for the drying of clothing.

FACILITIES FOR CHANGING CLOTHING

Suitable and sufficient facilities will be provided for any person at work in the workplace to change clothing in all cases where the person has to wear special clothing for the purpose of work and that person cannot, for reasons of health or propriety, be expected to change in another room. Separate changing facilities for males and females will be provided as required.

FACILITIES FOR REST AND TO EAT MEALS

Suitable, sufficient and readily accessible rest facilities shall be provided. Rest areas or rooms shall have sufficient tables and seats with backrests for the number of workers likely to use them at any time. They shall include suitable facilities to eat meals where meals are regularly eaten in the workplace and the food would otherwise be likely to become contaminated. Where provided, eating facilities shall include a facility for preparing or obtaining a hot drink and workers shall be provided with a means for heating their own food where hot food cannot be obtained in or reasonably near to the workplace.

Where required, rest facilities for pregnant women or nursing mothers shall be provided.

DOCUMENTATION

Documentation required by health and safety legislation to be kept and/or displayed on the production facility/office premises will be as follows:

- **Notices:**
  - Health and safety law placard.
  - Fire and emergency plan.
  - A copy of the company's employer's liability insurance certificate.
  - A copy of the company's health and safety policy statement.

Any other abstracts of regulations that are relative to works being carried out within the workplace will be displayed as applicable.

- **Prescribed Registers:**
  - Record of inspection and/or thorough examination of equipment as required by PUWER or LOLER.
  - Accident book - record of injuries occurring in the workplace.

THE WORKPLACE (HEALTH, SAFETY AND WELFARE) COMPLIANCE CHECKLIST

1.	Are all places of work safe and free from risk? If no describe the steps that are being taken to correct this.	YES/NO
2.	What steps have been taken to prevent access to places that are not free from risk?	
3.	What steps have been taken to ensure that fresh or purified air is available at every workplace? What system is in place to detect a failure of this air?	
4.	Can all windows, skylights and ventilators be opened from a safe position? If no, what steps are being taken to remedy the situation?	YES/NO
5.	Has suitable provision been made so that windows and skylights can be cleaned safely? If no, what steps are being taken to remedy the situation?	YES/NO
6.	What steps have been taken to ensure that the temperature at any indoor place of work is reasonable?	
7.	Has suitable and sufficient lighting been provided at every workplace and traffic route? If no describe the steps being taken to correct this.	YES/NO

Workplace (Health, Safety and Welfare) Compliance Checklist

Workplace Health Safety and Welfare Compliance Checklist Cont...

8.	Is there a system in place for a secondary lighting system? If no describe the steps being taken to correct this.	YES/NO
9.	Is there a traffic route(s) on the premises? If yes describe the steps being taken to ensure that persons near a traffic route will not be harmed.	YES/NO
10.	Are areas around workplaces clear from items that may cause a slip, trip or fall? Are floors sufficiently clean and dry? If no, what steps are being taken to ensure workers' safety, particularly in emergency evacuation situations?	YES/NO
11.	Is it possible that materials or objects could fall and cause injury? If yes describe the precautions to stop people from being struck.	YES/NO
12.	Are there a sufficient number of suitable emergency routes? If no describe the steps being taken to correct this.	YES/NO
13.	Are all doors and gates suitably constructed and have safety devices been fitted where necessary? If no, what steps will be taken to correct this?	YES/NO
14.	Have maintenance checks been carried out to escalators or moving walkways? If no, what steps will be taken to ensure such checks are done?	YES/NO

Workplace Health Safety and Welfare Compliance Checklist Cont...

15.	Is it possible for any structure to collapse? If yes what steps will be taken to ensure that this does not occur?	YES/NO
16.	Is it possible for people to fall into water or other liquid where there is a risk for them to drown? If yes describe the steps being taken to prevent this.	YES/NO
17.	Is there a possibility that fire, explosion, flooding or asphyxiation could occur? If yes describe the steps that are being taken to prevent the risk of this.	YES/NO
18.	Are there suitable and sufficient fire fighting equipment, fire detection and alarm systems, suitably located and are employees trained to use such equipment? If no describe the steps being taken to correct this.	YES/NO
19.	Are there sufficient toilets, washing facilities and areas to change clothing or rest, close to the work place? If no describe the steps being taken to correct this. How will they be cleaned and maintained?	YES/NO
20.	Is all statutory documentation and prescribed registers displayed clearly or easily accessible? If no, what steps will be taken to correct this?	YES/NO

Inspection carried out by .....(Name)..... (Signed)

Results of inspection passed to .....(Name) .....(Position)
for action
Date.....

Guidance on Employee Welfare for Construction Projects

The Construction (Design and Management) Regulations (CDM) apply to both "notifiable" and "non-notifiable" construction projects. These regulations require that welfare facilities sufficient to comply with the requirements of Schedule 2 are provided throughout the construction phase of all projects. Site welfare facilities should include:

Sanitary Conveniences:

- Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

- So far as is reasonably practicable, sanitary conveniences and the rooms containing them shall be kept in a clean and orderly condition.

- Separate rooms containing sanitary conveniences shall be provided for men and women, except where and so far as each convenience is in a separate room, the door of which is capable of being secured from the inside.

Washing Facilities:

- Suitable and sufficient washing facilities, including showers if required by the nature of the work or for health reasons, shall so far as is reasonably practicable be provided or made available at readily accessible places.

- Washing facilities shall be provided:

  (a) in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere; and
  (b) in the vicinity of any changing rooms required by paragraph 14 whether or not provided elsewhere.

- Washing facilities shall include:

  (a) a supply of clean hot and cold, or warm, water (which shall be running water so far as is reasonably practicable);
  (b) soap or other suitable means of cleaning; and
  (c) towels or other suitable means of drying.

- Rooms containing washing facilities shall be sufficiently ventilated and lit.

- Washing facilities and the rooms containing them shall be kept in a clean and orderly condition.

- Subject to the paragraph below, separate washing facilities shall be provided for men and women, except where and so far as they are provided in a room the door of which is capable of being secured from inside and the facilities in each such room are intended to be used by only one person at a time.

- The paragraph above shall not apply to facilities which are provided for washing hands, forearms and face only.

Drinking Water:

- An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.

- Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

- Where a supply of drinking water is provided, there shall also be provided a sufficient number of suitable cups or other drinking vessels unless the supply of drinking water is in a jet from which persons can drink easily.

Changing Rooms and Lockers:

- Suitable and sufficient changing rooms shall be provided or made available at readily accessible places if:

  (a) a worker has to wear special clothing for the purposes of his work; and
  (b) he cannot, for reasons of health or propriety, be expected to change elsewhere,

  being separate rooms for, or separate use of rooms by, men and women where necessary for reasons of propriety.

- Changing rooms shall:

  (a) be provided with seating; and
  (b) include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects.

- Suitable and sufficient facilities shall, where necessary, be provided or made available at readily accessible places to enable persons to lock away:

  (a) any such special clothing which is not taken home;
  (b) their own clothing which is not worn during working hours; and
  (c) their personal effects.

Facilities for Rest:

- Suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible places.

- Rest rooms and rest areas shall:

  (a) include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke;
  (b) be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time;
  (c) where necessary, include suitable facilities for any person at work who is a pregnant woman or nursing mother to rest lying down;
  (d) include suitable arrangements to ensure that meals can be prepared and eaten;
  (e) include the means for boiling water; and
  (f) be maintained at an appropriate temperature.

Working Time Regulations

INTRODUCTION

The Working Time Regulations, 1998 (amended 1999, 2001 and 2002) deal with workers' rights in relation to hours of work, night-time working, breaks from work and paid holidays. Some of these rights can be amended if an employer comes to a "collective" or a "workforce" agreement with his workers.

There are two types of agreement:
1. A collective agreement is one that has been negotiated through a trade union.
2. A workforce agreement is one that has been agreed by the employer and his workers or their representatives.

In general, a worker is someone for whom an employer provides work, controls when and how the work is done, and pays tax and national insurance contributions. The majority of agency workers and freelance workers are likely to be workers, but not the genuinely self-employed who are paid on the basis of an invoice rather than with wages.

The Regulations apply to trainees over school leaving age who are engaged on work experience or on training for employment, other than that provided on courses run by educational institutions or training establishments. An adult worker is a worker who has attained the age of 18. A young worker is a worker who is older than the minimum school leaving age, but under 18 years of age.

HOURS OF WORK

The Company shall ensure that all reasonable steps are taken so that workers do not work more than an average of 48 hours a week (including overtime) in any reference period, which will normally be a period of 17 weeks. If during a reference period a worker is absent from work, on annual, sick or maternity leave, the calculation of average weekly hours for the reference period shall include the total number of hours worked immediately after the reference period, during the number of working days which equals the number of days of absence.

An individual worker may agree with the Company to work more than the 48 hour average weekly limit. Any agreement, which must be in writing, may relate to a specified period or apply indefinitely. A worker has the right to terminate any agreement he has made, but only after giving the Company at least seven days notice in writing of his intention to do so. An agreement may specify the period of notice a worker is required to give the Company if he wishes to terminate the agreement. This period must not exceed three months.

However, under no circumstances must a young worker's working time exceed eight hours a day, or 40 hours a week.

NIGHT-TIME WORKING

The term "night-time" is defined in the Regulations as meaning a period, determined by a collective or workforce agreement of at least seven hours, including the period between midnight and 5.00 am. Where there is no agreement, "night-time" means the period between 11.00 p.m. and 6.00 am.

A "night worker" is a person who normally works at least three hours of his daily working time during night-time, but this arrangement can be altered through a collective or workforce agreement.

"The restricted period", in relation to a worker, means the period between 10 p.m. and 6 a.m. or, where the worker's contract provides for him to work after 10 p.m., the period between 11 p.m. and 7 a.m.

A night worker's normal hours of work are not to exceed an average of eight hours in each 24 hours over a 17 week period. Averaging is not permitted where a night worker's work involves special hazards or heavy physical or mental strain. There is a limit of eight hours on the worker's actual daily working time. The work of a night worker shall be regarded as involving special hazards or heavy physical or mental strain if it is identified as such in a collective or workforce agreement or if it is recognised in a risk assessment as involving a significant risk. The night time limits and the reference period may be modified or excluded by a collective or workforce agreement.

The Company shall ensure that free health assessments are offered to any workers who are to become night workers, and night workers shall also be given the opportunity to have further assessments at regular intervals. The frequency of repeat assessments will vary between individuals according to the type of night work, its duration and the age and health of the individual worker.

Young workers shall be entitled to a health and capacities assessment if they work during the period between 10.00 p.m. and 6.00 a.m. Issues that shall be included in this assessment are physique, maturity and experience, and the type of work that is to be undertaken by the young person.

REST PERIODS

In each 24 hour period, an adult worker is entitled to a rest period of at least 11 consecutive hours whilst a young worker is entitled to a rest period of at least 12 consecutive hours.

In addition to their daily rest periods, workers are entitled to weekly periods of rest. The Company shall ensure that adult workers are able to take 24 hours uninterrupted rest in each seven day period or, alternatively, either one 48 hour rest period or two 24 hour rest periods in each 14 day period.

The Company shall ensure that young workers are able to take rest periods of not less than 48 hours in each seven day period.

Where an adult worker's daily working time exceeds six hours he is entitled to an uninterrupted rest break of at least 20 minutes. Young workers are entitled to a rest break of at least 30 minutes if their daily working time exceeds four and a half hours.

A collective or a workforce agreement may modify the rest breaks of adult workers. The rest breaks of young workers must not be modified.

ANNUAL LEAVE

All workers are entitled to four weeks annual leave calculated on the basis of one-twelfth of their annual entitlement for each complete month of service.

There is no statutory entitlement to bank and public holidays. These are simply days on which a worker may receive leave under the terms of his contract. As with other contractual leave, these days may be used by the Company as part of the leave it is required to provide under these Regulations. If a worker is paid for a public holiday, the day may count towards his entitlement to annual leave.

Leave may be taken only in the leave year in which it is due. It may not be replaced by a payment in lieu, except where a worker's employment is terminated.

A collective or workforce agreement may contain the date on which the leave year begins. Where no such date is agreed, a worker's leave year will begin on one of the following dates:

1. On 1st October if the worker started with the Company on or before 1st October 1998;
2. On the date the worker started employment if that employment started after 1st October 1998.

RECORDS

The Company shall keep adequate records to show whether the limits on weekly hours of work and night time work are being achieved for each of its workers.

Workers who have opted out of the 48 hour limit on their working week shall be identified. The terms on which they have opted out shall be recorded and the hours worked during each reference period specified. The Company shall also keep, where appropriate, records showing that the requirements concerning health and capacity assessments are being complied with. The Company shall determine the form in which records are kept, but all records must be maintained for two years from the date on which they are made.

SECTION R

Arrangements for Drugs and Alcohol

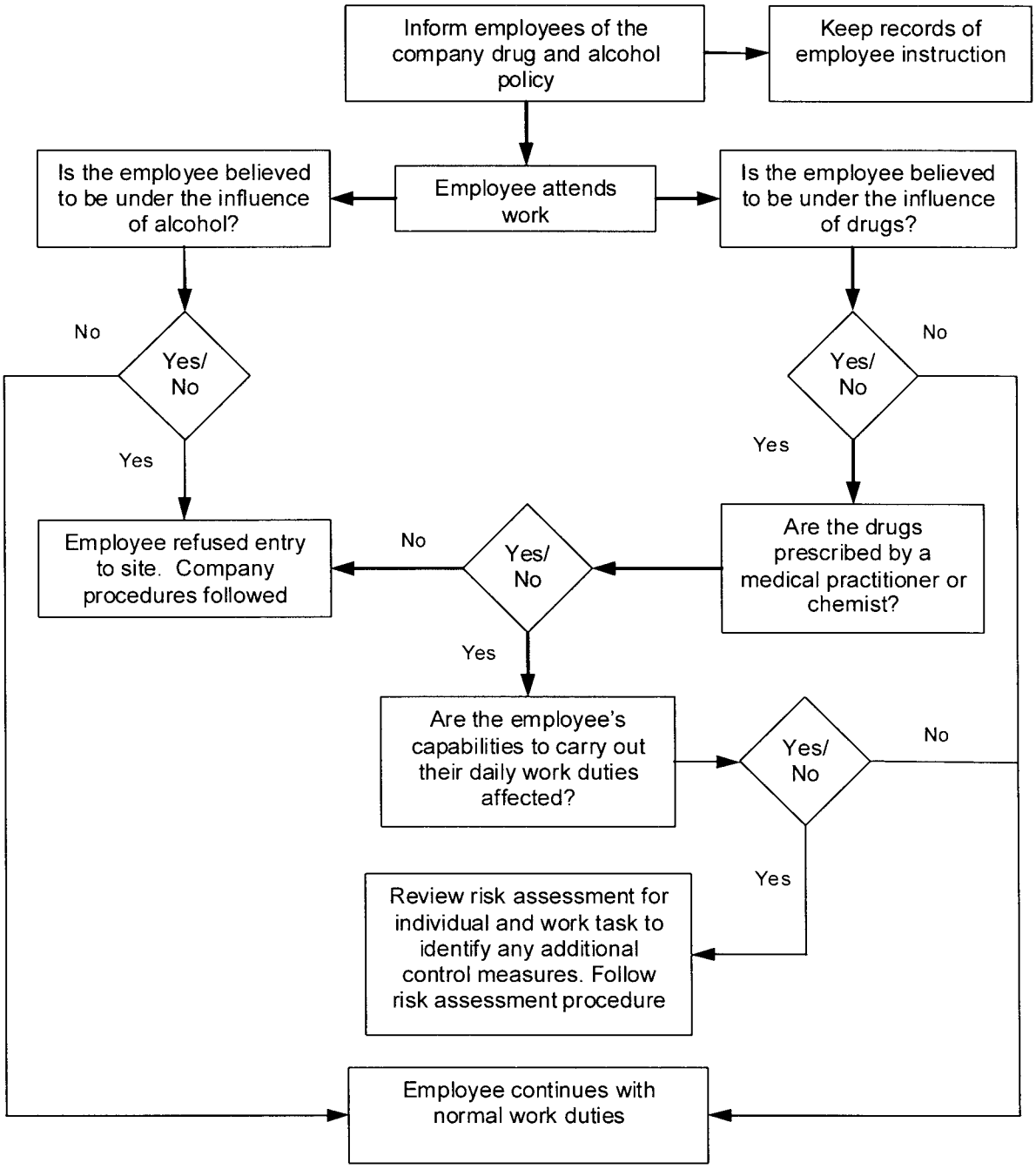
To assist in the safe performance of our duties, Elite Enviromental Services Ltd operates a strict policy of **no alcohol** and **no drugs** in the workplace.

No alcohol or drugs will be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

Procedures for Drugs and Alcohol



See guidance section for details

Guidance on Drugs and Alcohol

To assist in the safe performance of our duties, the consumption of alcohol or drugs will not be tolerated in the workplace. Anyone who presents themselves for work under, or apparently under, the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety and for the safety of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their direct manager.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager must be informed of that circumstance.

SECTION S

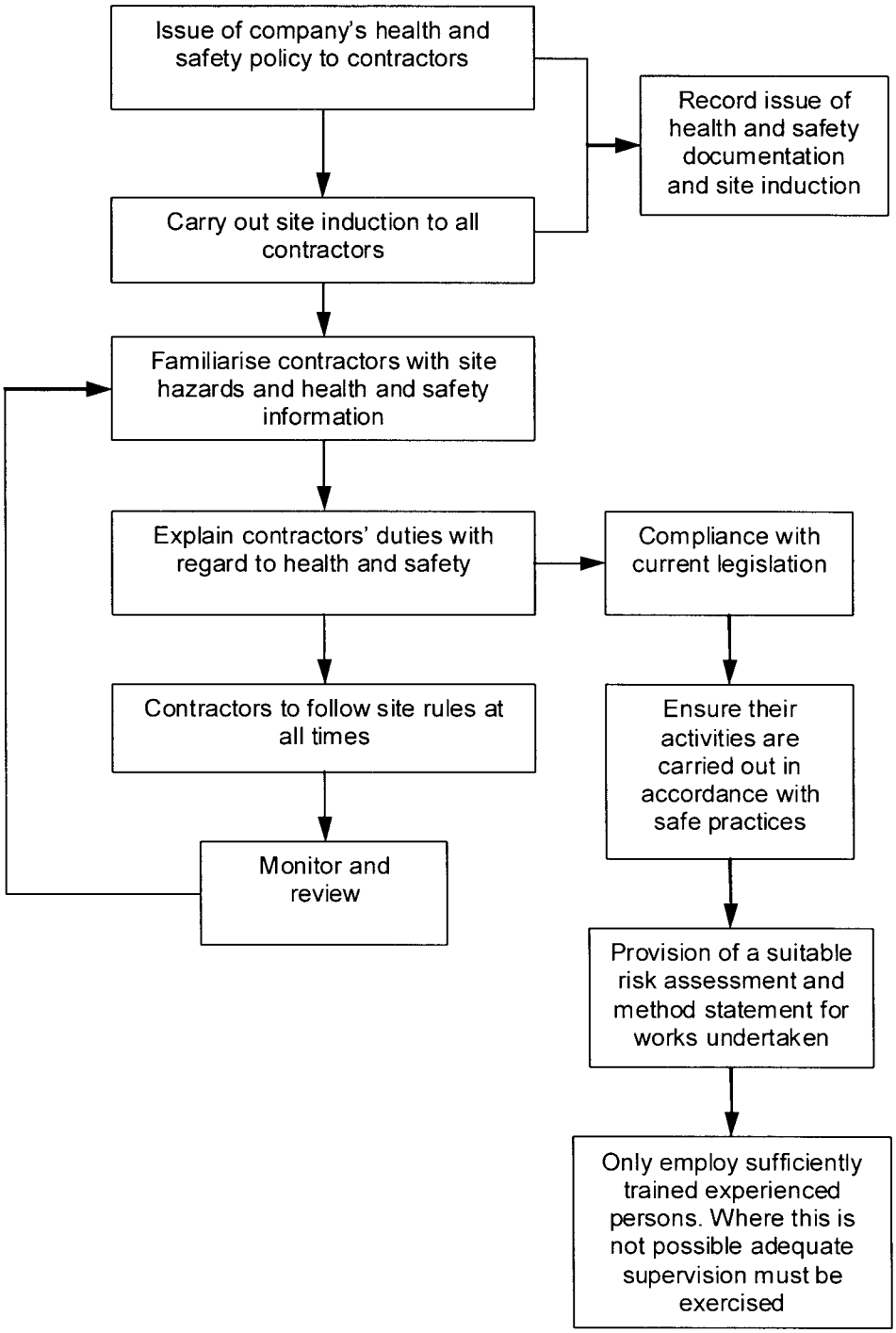
Arrangements Concerning Trade Contractors' Safety Information

Safety information, which forms an integral part of the company's health and safety policy, is applicable to all trade-contractors and persons under their control and forms part of the terms of contract. Trade-contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site.
- Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
- They comply with all the relevant legislation applicable to the workplace.
- They provide the correct protective equipment and clothing to their employees at the contractor's expense.
- Employees remain within the designated areas of their work.
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves trade contractors of their duties and obligations under statute or common law. Failure to comply with Elite Enviromental Services Ltd's health and safety policy or any legal requirements will lead, at Elite Enviromental Services Ltd's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Procedures for Providing Trade Contractors' Safety Information



See guidance section for details

Guidance on Trade Contractors' Safety Information

VETTING HEALTH AND SAFETY COMPETENCE

In order to assess whether a contractor has allocated adequate resources to fulfil their health and safety obligations in terms of health and safety law it will be necessary for the contractor to complete the company's vetting questionnaire.

The responses obtained from the contractor, and thorough evaluation and rating of this return will also serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this company.

In order to rate or assess any item it is necessary to have a scoring system. This is an operational system:

Score	Rating	Example
0	Zero	Topic not covered, no action/evidence
1	Very poor	Topic badly covered, no action/evidence
2	Poor	Topic badly covered, some action/evidence
3	Good	Topic covered, some action/evidence
4	Very good	Topic well covered, procedure well followed
5	Excellent	Procedure in place, evidence of compliance

Thus a contractor will develop an average score. A contractor ought to be competent if they can average more than a score of 3. It is borne in mind that the degree of competence necessary for a simple task carried out in a "safe" environment is less than that required for a complex task in a more dangerous workplace.

VETTING A SMALLER CONTRACTOR'S HEALTH AND SAFETY COMPETENCE

Assessing a contractor who employs less than five people will not be as simple. Their legal requirement is to obey the legislation but without the burden of writing these things down. The questionnaire overleaf may assist.

The responses obtained from the contractor and thorough evaluation of this return will serve to gauge the contractor's commitment to health and safety and adherence to recognised standards of competence.

Each contractor tendering for work with this company will be required to complete the vetting questionnaire and a decision will be taken by this company's management, based on the evaluation of the questionnaire responses, as to the suitability of the contractor and their proposed works for this company.

CONTRACTOR HEALTH AND SAFETY COMPETENCE ASSESSMENT

Name of company:

Address:

Tel: **Fax:**

Email address:

Nature of business:

Does your company have five or more direct employees? *If yes please answer all questions. If no please answer all questions except 1 and 2*	YES/NO	
Does your company have/operate the following: *If yes please attach evidence*	Rating	
1. A health and safety policy? *Please attach your policy statement, describe the health and safety responsibilities of management, and provide an index listing of your general arrangements, and health and safety procedures*	YES/NO	
2. An environmental policy? *Please attach your policy statement*	YES/NO	
3. A procedure for making risk assessments? *Please attach an example of a completed assessment*	YES/NO	
4. A procedure for making COSHH assessments? *Please attach an example of a completed assessment*	YES/NO	
5. A person appointed in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations? *Please provide details and evidence of health and safety training and qualifications or CV* Name: Position: Company:	YES/NO	
6. A health and safety training programme for employees? *Please supply details of courses attended in last 5 years*	YES/NO	
7. A health and safety training programme for management/ supervisory staff? *Please supply details of courses attended in last 5 years*	YES/NO	
8. An accident investigation procedure? *Please provide details*	YES/NO	

9. An accident recording system? *Please provide the number of accidents in the last 3 years* "Over-three-day" reportable: Major: Fatal: YES/NO		
10. A plant selection and maintenance procedure? *Please provide details*	YES/NO	
11. A vetting procedure for contractors or sub-contractors to ensure that they are competent to carry out their work? *Please provide details*	YES/NO	
12. A procedure for informing staff about health and safety matters? *Please provide details*	YES/NO	
13. A procedure for discussing/consulting staff about health and safety? *Please provide details*	YES/NO	
14. Access to health and safety information? *Please provide details*	YES/NO	
Any other comments that you wish to bring to our attention regarding health and safety:		

Name of person completing questionnaire: **Job title:** **Date of completion:**
Required action (for assessor's use only):
Grading:
Evaluated by:
Date:

SELF-EMPLOYED CONTRACTOR COMPETENCE ASSESSMENT

Name: .....

Address: .....

.....

.....

Tel: ..... **Mob:** .....

Email: .....

Trade / Skill: .....

		Rating
Training Have you recently undertaken any of the following types of training courses? • Site safety for operatives • Site safety for supervisors • Asbestos awareness • Trade or skill (refresher) • First aid (4 day full or 2 day refresher) • Other health and safety related training (e.g. fire) *If yes please indicate which and provide course details, dates and copies of certificates where possible*	YES/NO	
Qualifications/memberships Are you working towards or do you currently hold any of the following qualifications or individual memberships? • CSCS card (trainee, operative, experienced, supervisory) • CCNSG safety passport • CPCS or equivalent plant operators card • CISRS, Gas Safe, IPAF, SKILLcard, other • NVQ, C&G or certificates • Trade or professional associations *If yes please indicate which and provide a photocopy of cards, certificates or relevant correspondence as appropriate*	YES/NO	

		Rating
Experience Do you have relevant work experience? *If yes please provide details such as a list of some recent projects or contracts on which you have worked along with contact details of the person who can verify that the work was carried out with due regard for health and safety*	YES/NO	
Insurance Do you have any of the following insurance cover? • Public and product liability • Employers liability • Personal accident *If yes please indicate which and provide a copy of your current insurance schedules which should contain the level of cover held, policy numbers and expiry dates*	YES/NO	
Signed: **Date of completion:**		
Required action (assessor's use only):		
Grading:		
Evaluated By: ..... Date:		

SECTION T

Arrangements for Safety Monitoring, Audit and Inspection

Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

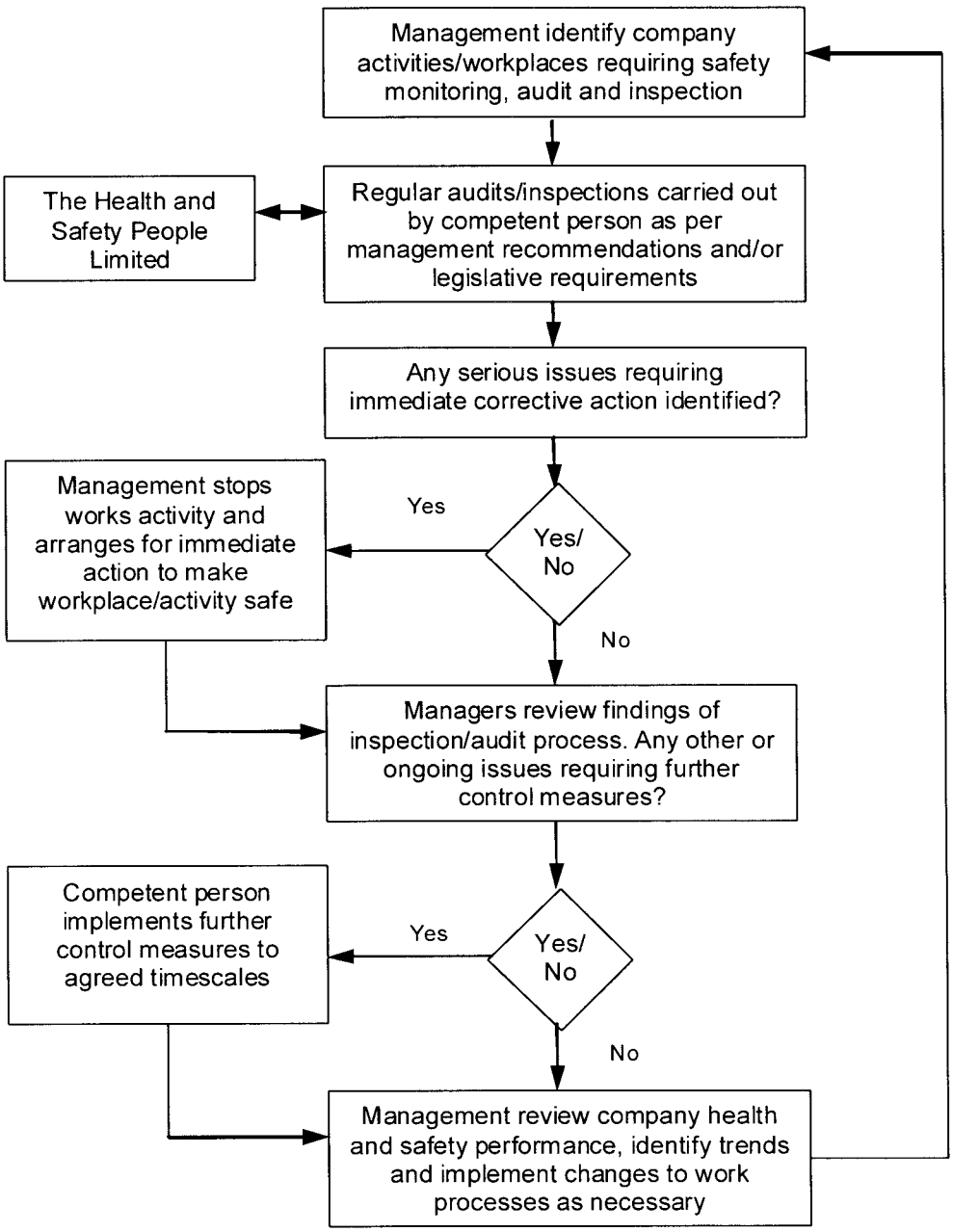
Paul Sayer will ensure that a systematic audit of all safety arrangements will be carried out on a regular basis.

Andy Sayer will ensure that places of work are inspected regularly and in accordance with statutory requirements.

Where requested, Elite Environmental Services Ltd's health and safety advisers, The Health and Safety People, will visit the workplace to carry out safety inspections and audits.

Records of safety inspections and audits will be kept in order that the directors of Elite Environmental Services Ltd can monitor the performance of the Company and improve the overall safety culture within the workforce.

Procedure for Safety Monitoring, Audit and Inspection



See guidance section for details

Guidance on Safety Monitoring, Audit and Inspection

INTRODUCTION

Workplace monitoring, and health and safety performance checks are key management responsibilities for ensuring ongoing health and safety standards within the workplace remain at an acceptable level. Regular workplace audits, inspections and management reviews go some way to help ensure those standards are maintained.

WORKPLACE INSPECTIONS

Inspections should only be carried out by a competent person, such as the company health and safety manager or an external safety advisor. Any issue posing a significant risk to health and safety requires immediate management action and should, where possible, be rectified there and then. All issues are to be recorded and reasonable timescales specified for rectifying/addressing any outstanding issues.

Where required, a formal report shall be completed before the end of the working period with a copy issued to the person for whom the inspection was carried out. The safety manager or appointed person shall regularly check that any outstanding issues have been suitably addressed and rectified.

Statutory inspection reports shall be kept at the workplace for at least 3 months after the date of the report.

Safety Audit Checklist

The following should be checked when carrying out an inspection:

- Company health and safety policy is being adhered to.
- Relevant documentation such as risk assessments, method statements, safety plans, etc. is specific to the works being carried out.
- Workplace inductions have been carried out for all personnel.
- All personnel are adequately trained to carry out their tasks safely.
- All protective clothing and equipment is in good order and is being used correctly.
- All plant and equipment is in good order, suitably guarded and inspected/maintained at the required intervals by a competent person.
- Any potentially hazardous substances used have been COSHH assessed, are being handled and stored correctly, and relevant safety information, where appropriate, is readily available.
- All places of work, including access routes, are safe and have been inspected in due time by a competent person.
- The provision of adequate lighting, including secondary lighting systems.
- The provision of adequate first aid facilities.
- The provision of adequate fire precautions.
- The provision of adequate welfare facilities.
- The provision of adequate emergency arrangements.
- The provision of safe pedestrian and vehicular traffic routes.
- That all statutory notices are displayed in the workplace.

Elite Environmental Services Ltd

PREMISES SAFETY INSPECTION CHECK SHEET

Location: Date: Carried out by:

	Satisfactory - ☑ Unsatisfactory - ξ	Action Date
SAFETY MANAGEMENT		
Policy available to employees?		
Registers being completed?		
HEALTH AND WELFARE		
Toilets adequate?		
Rest facilities adequate?		
Drying space adequate?		
First Aid facilities adequate?		
Washing facilities adequate?		
Drinking water and cups provided?		
FIRE PRECAUTIONS		
Alarm system/detection system?		
Extinguishers adequate?		
Fire procedures understood?		
RISK		
Hazards identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
COSHH		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
NOISE		
Monitoring?		
Hearing protection in use?		
Hearing Protection Zones established?		
TRAINING		
Induction carried out for all?		
Task training OK?		
Fire training carried out for all?		

	Satisfactory - ☑ Unsatisfactory - ξ	Action Date
MANUAL HANDLING		
Risks assessed?		
Staff trained?		
Good practice observed?		
POWER TOOLS		
Trained operators?		
Maintenance register up to date?		
MACHINERY		
Trained operators?		
Maintenance forms signed/ up to date?		
Sufficient space?		
ELECTRICS		
Circuits earthed?		
Trip switches in use?		
All tools/equipment checked?		
Maintenance register held?		
EMERGENCY PLANS		
Published?		
Tested?		
Secondary lighting in place?		
TRAFFIC ROUTES		
Signed?		
Separation working?		
GASES		
Properly stored?		
Trained users?		
PPE		
Being used properly?		
In good repair?		
Correct equipment?		
HOUSEKEEPING		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Waste removal OK?		

Premises Safety Inspection Check Sheet

Elite Environmental Services Ltd

WORKPLACE SAFETY INSPECTION CHECK SHEET

Location: Date: Carried out by:

	Satisfactory - ☑ Unsatisfactory - ξ	Action Date
SAFETY MANAGEMENT		
Policy available to employees?		
Registers being completed?		
Safety plan adhered to/updated?		
HEALTH AND WELFARE		
Toilets adequate?		
Rest room adequate?		
Drying space adequate?		
First Aid Facilities adequate?		
Washing facilities adequate?		
Drinking water and cups OK?		
FIRE PRECAUTIONS		
Alarm system/detection system?		
Extinguishers?		
Fire procedures understood?		
Hot work permits?		
Flam store?		
RISK		
Hazards identified?		
Assessments produced?		
Effectiveness monitored?		
Assessments complied with?		
COSHH		
Substance survey?		
Data sheets collected?		
Assessments produced?		
Assessments complied with?		
NOISE		
Monitoring?		
Hearing protection in use?		
Hearing Protection Zones established?		
TRAINING		
Induction carried out for all?		
Task training OK?		
Fire training carried out for all?		
POWER TOOLS		
Trained operators?		
Maintenance register up to date?		
PLANT		
Trained operators?		
Maintenance forms signed/ up to date?		
Sufficient space?		
Properly used/loaded		
LIFTING OPERATIONS		
Trained operators?		
Trained banksmen?		
All equipment tested?		
Certificates seen?		
Maintenance forms signed?		

	Satisfactory - ☑ Unsatisfactory - ξ	Action Date
MANUAL HANDLING		
Risks assessed?		
Staff trained?		
Good practice observed?		
ELECTRICS		
Circuits earthed?		
Trip switches in use?		
All 110 volts?		
All tools checked?		
Maintenance register held?		
EMERGENCY PLANS		
Published?		
Tested?		
Secondary lighting in place?		
TRAFFIC ROUTES		
Signed?		
Separation working?		
SCAFFOLDS		
Plumb and level?		
All boards there?		
Toe boards/guardrails OK?		
Ladders sound and tied?		
Competent inspection?		
EXCAVATIONS		
Shored/battered?		
Barriers/warnings?		
Access/egress safe?		
U/Ground services checked?		
Competent inspection?		
GASES		
Properly stored?		
Trained users?		
PPE		
Being used properly?		
In good repair?		
Correct equipment?		
HOUSEKEEPING		
Site tidy?		
Traffic routes clear?		
Material stacking OK?		
Fencing secure/signed?		
Waste removal OK?		
Timber de-nailed?		

Workplace Safety Inspection Check Sheet

SITE INSPECTION REPORT

Construction (Design and Management) Regulations 2007

Report of results of every inspection made in pursuance of regulation 31(4) or 32(2)

Name and address of the Company/Person on whose behalf the inspection was carried out:					Address of the place of work inspected:			
Description of the place of work or part of that place inspected (i.e. excavations, cofferdams and caissons)	Date & Time of Inspection	Details of any matter identified that could give rise to a risk to the health or safety of any person	Can work continue?	If not, name of person notified	Details of any action taken as a result of any matter identified	Details of any further action considered necessary	Name and position of the person making report	Date report handed over

SECTION U

Arrangements for Waste Disposal

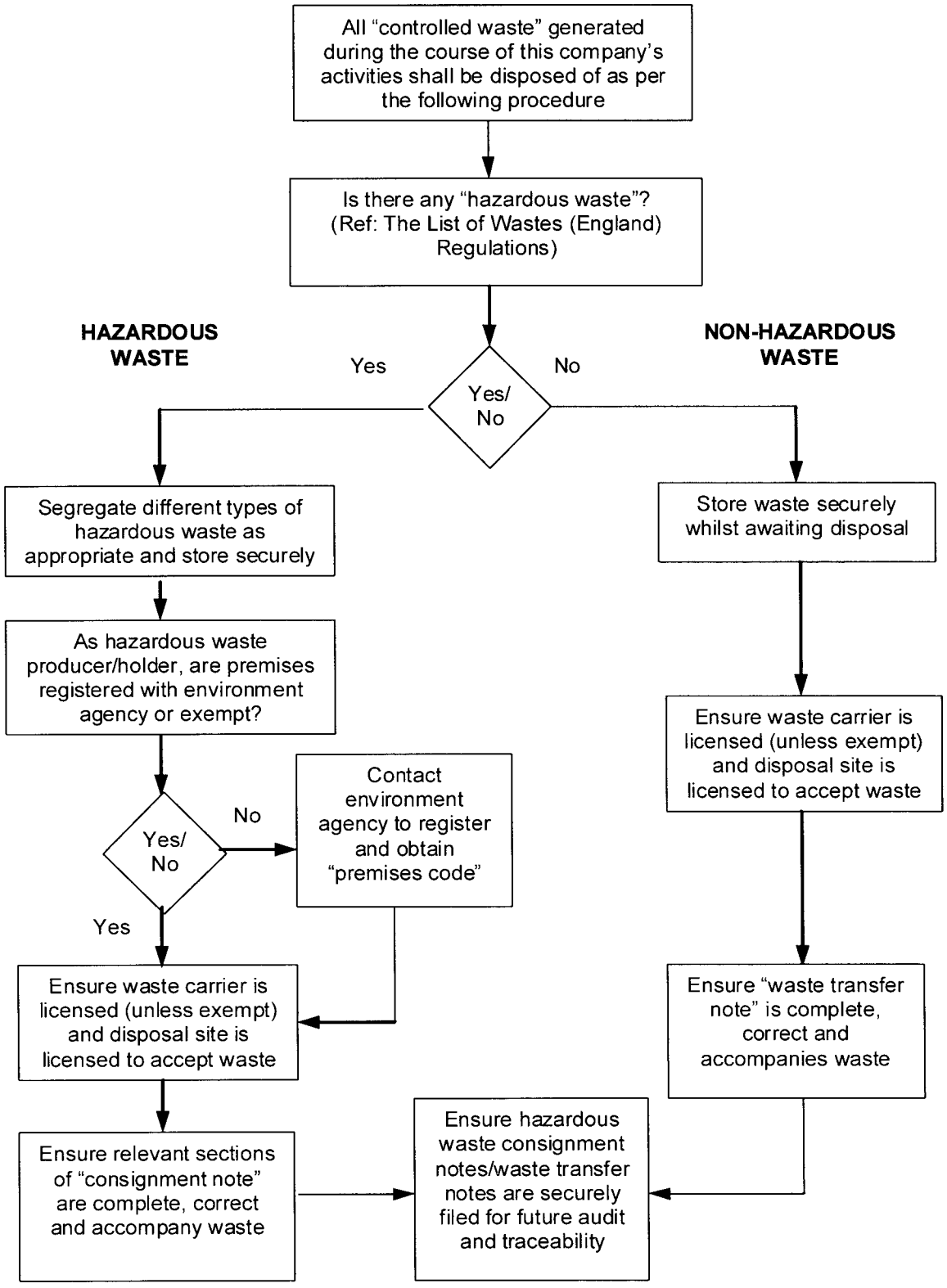
All waste generated during the course of this company's activities shall be deemed "controlled waste" and disposed of in a responsible manner in accordance with our duty of care under the Environmental Protection Act.

Paul Sayer, Lee Sayer and Mark Sayer shall ensure that all waste materials are stored and disposed of in accordance with company procedures and relevant legislation.

Paul Sayer shall ensure that disposal of all "non-hazardous waste" is accompanied by and recorded through a system of signed "waste transfer notes".

Paul Sayer shall ensure that disposal of all "hazardous waste" is accompanied and recorded through a system of signed "hazardous waste consignment notes".

Procedures for Waste Disposal



See guidance section for details

Guidance on Waste Disposal

WASTE MANAGEMENT DUTY OF CARE

The duty of care applies to "controlled waste". Waste is defined as "any substance or object which the producer or the person in possession of it discards or intends or is required to discard". Additionally, the duty of care applies to anyone who is the holder or carrier of such waste. The only exception to this is for occupiers of domestic property for the household waste generated from their home.

"Controlled waste" means waste from households, commerce or industry. A further subdivision can be made into "hazardous" and "non-hazardous" wastes depending on the effect of these wastes on health and the environment.

"Producer" means anyone whose activities produce waste or who carries out pre-processing, mixing or other operations resulting in a change in its nature or composition.

"Holder" means anyone who imports, produces, carries, keeps, treats or disposes of controlled waste or, as a broker, has control of it.

The Environmental Protection (Duty of Care) Regulations, the Controlled Waste Regulations and the Hazardous Waste Regulations place legal responsibilities on waste producers and holders to ensure that the disposal of all controlled waste is safely managed and that records are kept for audit by the relevant authorities.

AUTHORITIES AND ADVISORY BODIES

The following authorities and advisory bodies should be consulted where appropriate:

- The Environment Agency (EA).
- The Scottish Environment Protection Agency (SEPA).
- The Health and Safety Executive (HSE).
- The Local Authority Environmental Health Department.
- The Local Authority Waste Disposal Department.
- The Interdepartmental Committee of the Redevelopment of Contaminated Land, Department of the Environment, 43 Marsham Street, London SW1 3PY.

PREMISES NOTIFICATION

Where more than 500kg of hazardous waste is produced at, or removed from, premises during any 12-month period there is a requirement to notify the premises to the EA or SEPA.

It must be noted that exemption from notification does not exempt the producer from any other aspect of the Hazardous Waste Regulations, e.g. an office disposing of small quantities of spent fluorescent light tubes (i.e. less than 500kg) must still prepare hazardous waste consignment notes.

DISPOSAL CONTROLS

All waste processes must be regularly monitored. This should include weekly (or daily) checks on all waste collection areas, checks on the correct segregation of waste and checks on the contractors who remove the waste.

Appropriate documentation must be completed to provide an auditable trail for the waste.

Carriers must be registered in order to collect waste, and the disposal and recovery facilities must be licensed to take the waste.

It must be remembered that the duty of care for waste continues all the way down the line to the point of final disposal. Thus, if an incompetent contractor allows waste to escape after collection then the responsibility may rest with the producer of the waste. It is therefore crucial that organisations select competent contractors to deal with their waste.

In summary, the following actions must be carried out:

- Notify the premises (unless exempt) to the EA or SEPA where hazardous waste is produced.
- Appoint a competent waste carrier, ensuring that they are registered and hold an appropriate license (this can be checked through the EA's website).
- Ensure that appropriate documentation is completed and accompanies waste:
  - Waste transfer notes for non-hazardous waste (see example form below);
  - Hazardous waste consignment notes for hazardous waste (multi-part forms are available from the EA or SEPA).
- Ensure documents are securely filed (waste transfer notes must be kept for a minimum of 2 years and hazardous waste consignment notes for a minimum of 3 years).
- Ensure that the final disposal site is registered and has a license to accept specific types of waste.

It is strongly recommended that you also:

- Get references from other clients before you appoint a waste sub-contractor. It may also be appropriate to audit the contractor on issues such as staff training, equipment and vehicles, any previous convictions for waste offences, and policies and procedures.
- Visit the disposal or recovery facilities that finally deal with the waste. It may be appropriate to audit the facility to ensure compliance with your duty of care and legal obligations.

NON-HAZARDOUS WASTE TRANSFER NOTE

A. DESCRIPTION OF WASTE

1. Description of the waste being transferred:

2. European Waste Catalogue Code:

3. How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐ Other ☐ please describe

4. What is the quantity of waste? (number of drums, tonnes etc.):

B. CURRENT HOLDER OF THE WASTE (TRANSFEROR)

Full name:
Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste producer	☐	Holder of waste management licence	☐	Licence no: Issued by:
Waste importer	☐	Exempt from waste management licensing	☐	Reason why:
Waste collection authority	☐	Registered waste carrier	☐	Registration no: Issued by:
Waste disposal authority (Scotland only)	☐	Exempt from requirement to register	☐	Reason why:

C. PERSON COLLECTING THE WASTE (TRANSFEREE)

Full name:
Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste collection authority	☐	Authorised for transport purposes	☐	Specify purpose:
Waste disposal authority (Scotland)	☐	Holder of waste management licence	☐	Licence no: Issued by:
		Exempt from waste management licensing	☐	Reason why:
		Registered waste carrier	☐	Registration no: Issued by:
		Exempt from requirement to register	☐	Reason why:

D. ADDRESS OF PLACE OF TRANSFER:

Date of Transfer:		Time of transfer (for multiple loads give between dates):

Name and address of broker (if applicable):

TRANSFEROR		TRANSFEREE
Signature:		
Full name: Representing:		

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