

Lydon Contracting Ltd.

UTILITIES AND CIVIL ENGINEERING

YOUR TOTAL CONSTRUCTION SOLUTION

Health & Safety

Policy & Procedures

Tenth Edition

11th October 2016

Date of review	Amendment details	Reviewer	Next Review Date
01/03/2013	No amendments	Brian Lydon	01/03/14
01/03/2014	Pages 1,2,4&9	Tom Hollinshead	01/03/2015
01/03/2015	Page 10 – Company Organogram	Tony Watts	12/10/15
30/10/2015	Updated changes to the CDM 2015 regulations	Ian Norton	30/10/2016
11/10/2016	Page 10 – Company Organogram	Tony Watts	30/10/2017

Lydon Contracting Ltd.
UTILITIES AND CIVIL ENGINEERING

YOUR TOTAL CONSTRUCTION SOLUTION

INTRODUCTION

I believe that our health, safety performance are as important as our financial performance. Both are essential for the long term success and reputation of the company and they each reflect a professional, efficient business dedicated to excellence in everything we do.

Our reputation in the local and wider community is something that I am very proud of, and I therefore want everyone employed by the company to work in a considerate and safe way.

I have been fortunate enough not to have had first-hand experience of the devastating effect that a serious accident can have on a family but would like to remind you all of your responsibility for your own health and safety, along with that of everyone around you.

As a company we will help, support and train you in every way we can to ensure that works are carried out in a safe manner but we cannot control your each and every action – only YOU can do that.

Our Policies are set out in the following statements issued to all personnel.

- HEALTH & SAFETY POLICY STATEMENT
- OCCUPATIONAL HEALTH POLICY STATEMENT
- DRUGS, ALCOHOL & SOLVENTS POLICY STATEMENT

Signed by the Managing Director



Brian Lydon

Date: 11th October 2016

HEALTH & SAFETY- POLICY STATEMENT

Lydon Contracting Ltd is legally and morally responsible for the health and safety of its personnel (directly and indirectly employed) and for the impact of our work activities and business operations, as it affects others including our customers, the general public and the environment. As the Managing Director of the company I hold overall responsibility for Health and Safety.

The Directors and management of the company will:

- Prepare, communicate and regularly revise the Health & Safety Policy and Procedures for the business.
- Ensure that sufficient and suitable resources are allocated to enable the policies to be implemented.
- Ensure that our management systems provide effective procedures for monitoring and reporting of health & safety performance.
- Prepare and implement improvement targets in compliance with legislation.
- Prepare and implement additional Policies from time to time in support of this Health & Safety Policy.

Objectives

The company recognises that such a policy and procedures are advantageous to all personnel and the company by minimising the likelihood of injury or ill health to people, controlling the loss, damage, wastage, avoiding disruption of the production process and safeguarding of all.

To achieve these objectives, in compliance with legislation, Lydon Contracting Ltd require all personnel (directly and indirectly employed) to support and adhere to our policies and procedures, and to co-operate fully in their implementation.

Signed by the Managing Director



Brian Lydon

Date: 11th October 2016

Lydon Contracting Ltd.
UTILITIES AND CIVIL ENGINEERING

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OCCUPATIONAL HEALTH - POLICY STATEMENT

As a caring employer, Lydon Contracting Ltd is committed to operating and providing a workplace environment that is both safe and free from hazards to health.

The management of health risks on site remains the foundation upon which good occupational health policy depends and wherever reasonably practicable, the company is committed to:

- Giving priority to the elimination of substances, materials and activities which could give rise to health risks.
- Giving priority to smaller products or adoption of mechanical handling techniques for building methods.
- Where it is not possible, manage the use of hazardous substances, materials and activities so that risks to health are adequately controlled.
- Carry out appropriate pre-employment screening of safety critical workers where their health conditions could affect their own and / or other workers safety.
- Carry out employment screening and health surveillance to all at risk workers.
- Actively manage any cases of ill health that arise from work and make arrangements for the rehabilitation of anyone whose health has been affected.

The successful implementation of arrangements to manage occupational health will depend to a large extent on the participation and co-operation of all personnel, including the confidential disclosure of any changes to their health.

Where personnel have been diagnosed with an occupational illness or condition, the management will take all practical steps to prevent any identified condition worsening.

Lydon Contracting Ltd is committed to uphold these arrangements and will provide adequate resources for this purpose.

Signed by the Managing Director



Brian Lydon

Date: 11th October 2016

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DRUGS, ALCOHOL & SOLVENTS **POLICY STATEMENT**

As a responsible organisation Lydon Contracting Ltd is committed to operating and providing a working environment which is safe and free from hazards to health arising from the misuse of drugs, alcohol or solvents.

- We will not knowingly allow any person under the influence of drug, alcohol or solvent misuse to continue working, or place themselves or others at risk.
- We expect all persons to take reasonable care of themselves and others who could be affected by their actions while at work or when driving a motor vehicle on a road or other public place.
- We will not knowingly permit the supply of any controlled drugs, the smoking of cannabis, the consumption of alcoholic drinks or certain other activities to take place on our premises.
- We will support those who acknowledge previous misuse. To this end we will treat any information received in strict confidence subject to the provisions of the law.

The company is committed to management of health and wellbeing and as part of that commitment we will provide employees and contractors with general information about the effects of drugs, alcohol and solvents on health and safety.

In pursuance of our drugs, alcohol and solvents misuse Policy, we reserve the right to carry out random testing and where undisclosed misuse comes to our attention and/ or help is refused, or performance is impaired, disciplinary action will be taken.

Lydon Contracting Ltd is committed to uphold these arrangements and will provide adequate resources for this purpose.

Signed by the Managing Director



Brian Lydon

Date: 11th October 2016

HEALTH AND SAFETY MANAGEMENT SYSTEM

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PREFACE

This health and safety management system has been prepared and brought to the attention of all personnel working for Lydon Contracting Ltd to ensure that total commitment is given to the prevention of accidents and ill health on our sites and places of work.

The document contains checkpoints relating to the work, plant, equipment and procedures of the company. If any checkpoints cannot be answered satisfactorily, inform your supervisor or manager immediately.

Please retain this document and refer to it on a regular basis. Make sure you are aware of your duties and responsibilities for Health and Safety.

We are counting on your co-operation!

HEALTH AND SAFETY POLICY IMPLEMENTATION

General Implementation Statement

In support of our Health & Safety Policy we will implement procedures that:

- Safeguard the health, safety and welfare of all employees while at work, and to provide, so far as it reasonably practicable, working environments that are safe and without risks to health.
- Conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in its employment but who may be affected, are not exposed to risk to their health and safety.
- Recognise its obligations to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the undertakings of the company.
- Organise and arrange its affairs to ensure compliance with the policy.
- The responsibility for all matters relating to health and safety within Lydon Contracting Ltd rests with the Managing Director.

In carrying out implementation through its procedures we will use our best endeavours to:

- Ensure that all levels of supervision / management carry out their duties associated with the implementation of the Safety Policy.
- Ensure that the managerial responsibility and accountability for the safety, health and welfare of its employees, and for the health and safety of others who may be affected by its undertakings, is specified in writing.
- Ensure that appropriate training and instruction is provided, and that accident prevention is included in all relevant training programmes.
- Sustain an awareness of the need to prevent accidents and risks to health in the minds of all employees.
- Take into account when planning its work, any aspects which may help to eliminate injury, industrial disease, pollution and waste.
- Make appropriate accident prevention arrangements at the workplace and maintain liaison with all other employers who have employees working at the same workplace as the company.
- The company's operations will be regularly inspected and audits undertaken to ensure compliance with this policy and associated procedures.

Signed by the Managing Director



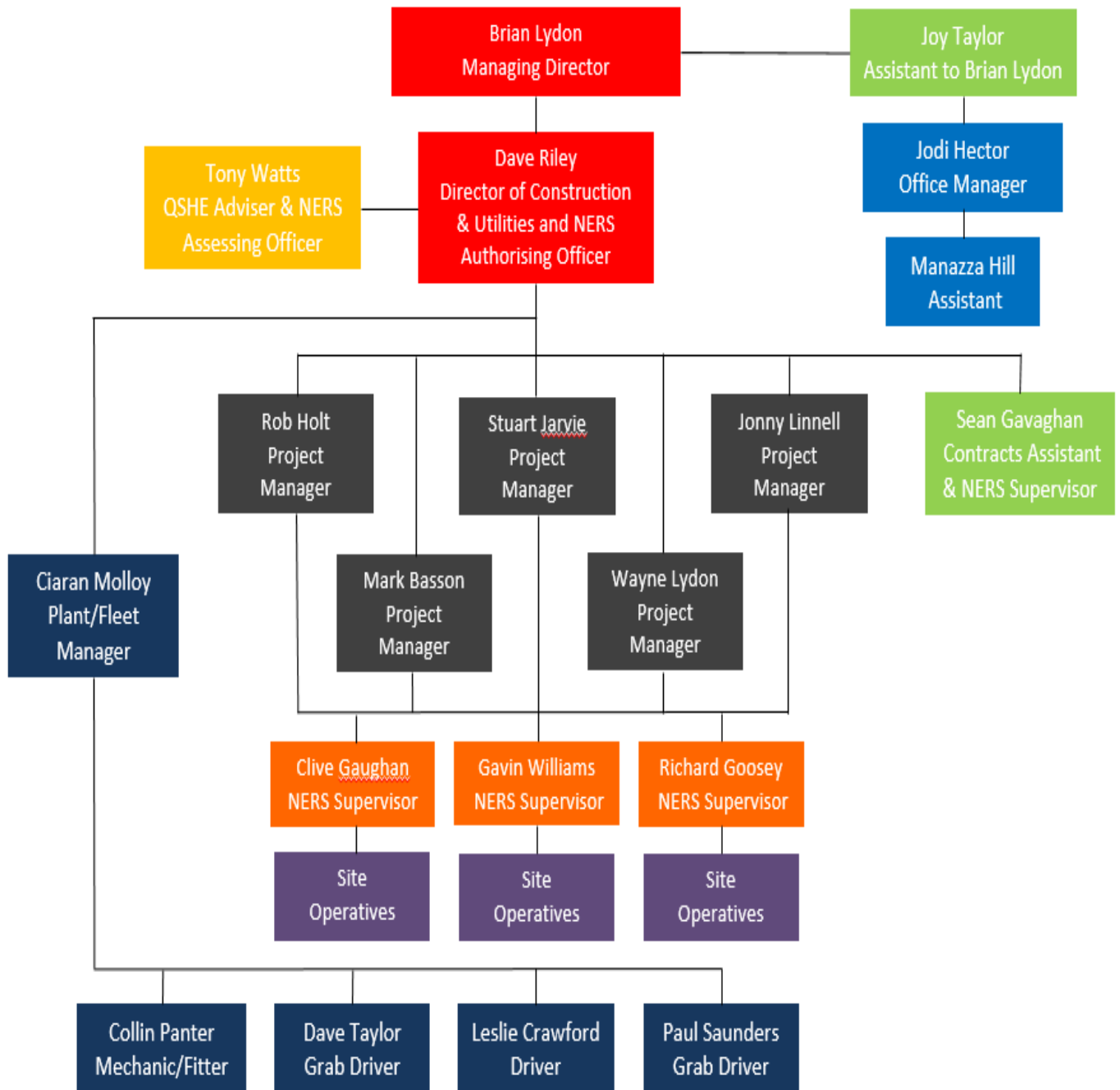
Brian Lydon

Date: 11th October 2016



YOUR TOTAL CONSTRUCTION SOLUTION

COMPANY ORGANISATION





YOUR TOTAL CONSTRUCTION SOLUTION

ROLES AND RESPONSIBILITIES

MANAGING DIRECTOR

1. Prepare and keep up to date a Statement of the Company's Policy for Health & Safety and ensure that it is brought to the notice of all employees.
2. Set a personal example when visiting sites by wearing appropriate protective clothing and discuss health and safety issues with the workforce.
3. Prepare instructions for the company and methods for carrying out the Company Safety Management System to make sure each person is aware of their responsibilities and the means by which they carry them out.
4. Ensure compliance with all standards set by Accreditation bodies.
5. Know the appropriate statutory requirements affecting the company's operations.
6. Ensure that appropriate training is given to all staff as necessary.
7. Insist that sound working practices are observed as laid down by the safety procedures and that work is planned, the risks are assessed and then carried out in accordance with statutory provisions.
8. Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and waste and that health and safety factors are considered in the selection of sub-contractors.
9. Ensure that there is a liaison on health and safety matters between the company and others working on the site.
10. Promote reporting, investigations and costing of injury, damage and loss and to promote the analysis of investigations to discover trends and eliminate hazards.
11. Reprimand any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
12. Instigate liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the company.
13. Arrange for adequate funds and facilities to meet the requirements of the Company Policy.
14. Make sure that managers and other supervisory staff understand that injuries, equipment damage and wastage will be taken into account when salary review and promotions are being decided.



YOUR TOTAL CONSTRUCTION SOLUTION

ROLES AND RESPONSIBILITIES

DIRECTOR/Authorising Officer

1. Understand the company policy for health & safety and ensure that it is readily available on each site. Arrange that where required a construction phase health and safety plan is established and where acting as a sub-contractor ensure that risk assessments and method statements are prepared and made available. Both of these documents should be regularly reviewed to establish if improvements or additions are required.
2. Carry out any duties set by Accreditation bodies to ensure compliance with standards. Maintain any qualifications to hold this position.
3. Assess the risks and provide written instructions in unusual situations not covered by the company policy. Obtain or compile method statements as risk assessments dictate.
4. Obtain full details from contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide protection to others on site.
5. Instruct all operatives and contractors that the correct PPE must be worn at all times. The correct personal protective equipment must be worn as is necessary, this will be set out in the risk assessments and method statements.
6. Ensure to far as is reasonably practicable, that once work is started;
 - It is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed.
 - It is carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
7. Reprimand any employee who fails to discharge their safety responsibilities satisfactorily.
8. Check working methods and precautions with the site supervisory staff and any safety co-ordinators before works start, usually by submission of risk assessments and method statements or preferably at the pre-start meeting.
9. Set a personal example to all employees by wearing the appropriate personal protective equipment.
10. Carry out the assessment of sub-contractors to ensure that they have their health and safety policy and procedures meet with our commitment to health and safety.



YOUR TOTAL CONSTRUCTION SOLUTION

ROLES AND RESPONSIBILITIES

QSHE Advisor/Assessing officer

1. Understand the company policy for health & safety and ensure that it is readily available on each site. Arrange that where required a construction phase health and safety plan is established and where acting as a sub-contractor ensure that risk assessments and method statements are prepared and made available. Both of these documents should be regularly reviewed to establish if improvements or additions are required.
2. Carry out any duties set by Accreditation bodies to ensure compliance with standards. Maintain any qualifications required to hold this position.
3. Maintain company training records for all employees and sub-contractors. Arrange appropriate training where identified.
4. Assess the risks and provide written instructions in unusual situations not covered by the company policy. Obtain or compile method statements as risk assessments dictate.
5. Carry out planned and ad-hoc site audits and notify all of the actions needed should problems/non-conformities be identified.
6. Obtain full details from contractors of assessments of risk associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide protection to others on site.
7. Order, Supply and Instruct all operatives and contractors that the correct PPE must be worn at all times. The correct personal protective equipment must be worn as is necessary, this will be set out in the risk assessments and method statements.
8. Ensure to far as is reasonably practicable, that once work is started;
 - It is carried out as planned and that account is taken of changing and unforeseen conditions as works proceed.
 - It is carried out in accordance with the Construction Regulations and other appropriate statutory requirements.
9. Reprimand any employee who fails to discharge their safety responsibilities satisfactorily.
10. Check working methods and precautions with the site supervisory staff and any safety co-ordinators before works start, usually by submission of risk assessments and method statements or preferably at the pre-start meeting.
11. Set a personal example to all employees by wearing the appropriate personal protective equipment.
12. Carry out the assessment of sub-contractors to ensure that they have their health and safety policy and procedures meet with our commitment to health and safety.

ROLES AND RESPONSIBILITIES**CONTRACTS/PROJECTS MANAGER (page 1 of 2)**

1. Understand the Company Safety Policy and ensure that it is brought to the notice of all employees, particularly new starters who will require a copy of it and a company induction. Carry out all work in accordance with its requirements and bring to the notice of the management any improvements you feel necessary.
2. Carry out any duties set by Accreditation bodies to ensure compliance with standards. Maintain any qualifications required to hold this position
3. Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment and materials.
4. As required, issue written instructions setting out the method of works. Check that Sub Contractors are working in accordance with their risk assessments and method statements.
5. Know the requirements of the Construction Regulations and other relevant legislation and ensure they are observed on site.
6. Ensure that a risk assessment has been carried out on any substance, process or work activity hazardous to health and safety, and that the appropriate control measures, training, instruction, protective clothing etc have been provided.
7. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc have been provided.
8. Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.
9. Ensure that the operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
10. Arrange for delivery and safe storage of materials to site.
11. Ensure that all information available relating to underground services on site is obtained and that services are located, marked and plotted accurately and that this is brought to the attention of those involved prior to commencement of any excavation works.
12. Protect all overhead services in accordance with Service Company recommendations before works in the area start.
13. Plan and maintain a tidy site.
14. Implement arrangements with other contractors on site to avoid confusion about areas of responsibility for health, safety and welfare and ensure that liaison is maintained.
15. Check that all plant and machinery on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
16. Ensure that protective clothing is issued when required and that records are kept of issue in a Protective Clothing and Equipment Register.

CONTRACTS/PROJECTS MANAGER (page 2 of 2)

17. Ensure that adequate first aid facilities are on site and that all employees are aware of their appointed person and the procedure for receiving treatment for injuries.
18. Ensure that a system is organised, in the event of an emergency, for applying first aid and calling for an ambulance.
19. Ensure that adequate fire precautions are in place for all works activities, particularly those identified as hazardous by risk assessment.
20. Examine drawings and site investigation reports to determine excavation support in advance and provide in accordance with Company Policy.
21. Ensure at least one Site Supervisors Checklist is carried out on each team every week.
22. Set a personal example by wearing the correct personal protective clothing on site.
23. Ensure that any incident on site which could or has resulted in an injury to any person (not just employees) and/or damage to plant, equipment or materials, is reported in accordance with Company Policy.



YOUR TOTAL CONSTRUCTION SOLUTION

ROLES AND RESPONSIBILITIES

QUALIFIED SITE SUPERVISOR

1. Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of and understood by operatives under your control. Carry out all work in accordance with its requirements.
2. Carry out any duties set by Accreditation bodies to ensure compliance with standards. Maintain relevant qualifications required to hold this position.

Essential – CSCS card, SMSTS/SSSTS qualification, NRSWA Supervisor, First Aid Training, Manual Handling, Abrasive Wheels, Sub Access
Desirable – NRSWA Operative, Plant operative.

3. Carry out planned and ad-hoc site audits and notify all of the actions needed should problems/non-conformities be identified.
4. Know the site rules applicable to the work on which you are engaged and ensure that they are observed.
5. Incorporate safety instructions into routine orders and see that they are obeyed.
6. Do not allow operatives to take unnecessary risks.
7. Ensure that new employees, particularly apprentices and young people are shown the correct method of working and all safety precautions.
8. Ensure that young employees (under 18 years old) do not operate any mechanical equipment.
9. Commend operatives who, by action or initiative, eliminate hazards.
10. Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
11. Report immediately any defects to plant or equipment.
12. Report any incident, however minor, to the site supervisor immediately.
13. Set a personal example by wearing the correct personal protective equipment and by carrying out your own work in a safe manner.
14. Look for and suggest ways of eliminating hazards.

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ROLES AND RESPONSIBILITIES

SITE OPERATIVES

1. Read and understand the Company's Health and Safety Policy and carry out your work in accordance with its requirements.
2. Carry out any duties set by Accreditation bodies to ensure compliance with relevant standards of Safety, Health, Environment and Quality. Maintain relevant CSCS/CPCS qualifications required to hold this position.
3. Use the correct tools and equipment for the job.
4. Wear the correct personal protective clothing and equipment provided by the company and ensure that this is suitably maintained.
5. Keep all tools in good condition.
6. Report immediately any defects to plant or equipment.
7. Work in a safe manner at all times. Do not take unnecessary risks which could endanger yourself or others. If possible remove site hazards yourself, e.g. remove or flatten nails sticking out of shutters etc.
8. Do not use plant or equipment for work for which it was not intended or if you are not trained/authorised to use it.
9. Warn other employees, particularly new employees and young people, of particular known hazards.
10. Do not play dangerous or practical jokes or engage in 'horseplay' on site.
11. Report any injury to yourself which results from an accident at work, even if the injury doesn't stop you from working.
12. Suggest safer methods of working.



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ROLES AND RESPONSIBILITIES

OFFICE STAFF

1. Read the Company's Health and Safety Policy and co-operate in its implementation.
2. Carry out any duties set by Accreditation bodies to ensure compliance with standards. Maintain any qualifications required to hold this position
3. Follow instructions, laid down working methods and other procedures designed to ensure safe and healthy working, paying particular attention to fire precautions and emergency procedures.
4. Report hazards or defects in any equipment.
5. Keep offices tidy and free from obstructions and fire risks.
6. Seek advice on safety and health problems.
7. Suggest ways of eliminating hazards.
8. Report any injuries incurred at work.

HEALTH AND SAFETY PROCEDURE No. 1

ACCIDENT AND DANGEROUS OCCURANCE REPORTS

All accidents, dangerous occurrences and near-miss incidents are to be recorded by the site supervisor in the accident book, the copy of which is to be kept at head office for review and analysis purposes.

Accident reporting procedures will vary from site to site depending upon the client, the details of site specific procedures should form part of the site induction – If it is not covered, ASK.

Major Injury Accidents and Dangerous Occurrences

Injuries and dangerous occurrences require reporting to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases' and Dangerous Occurrence's Regulations 2013. In order to ensure that this is done properly and efficiently the following procedure should be adhered to.

1. Make the area safe – stop work in the area immediately.
2. Inform/summon assistance from the emergency services if required.
3. Inform the Managing Director who will telephone the HSE to report the incident. MD will also inform other parties as appropriate.
4. Site Supervisor / Foreman / Ganger to complete an entry in the accident book.
5. Managing Director to investigate incident, with support when and if appropriate, and produce a comprehensive report for submission to HSE along with Form F2508.
6. Report to be circulated to Construction Manager and Site Supervisor in order to carry out any required remedial actions with respect to system of work or procedures etc to ensure that the incident will not recur.
7. Operatives to be advised of any necessary changes identified by investigation.

For clarification purposes a major injury is; any fracture other than fingers, thumbs or toes, any amputation, dislocation of the shoulder, hip, knee or spine, loss of sight (whether temporary or permanent), a chemical or hot metal burn to the eye or any penetrating injury to the eye, any injury resulting from an electric shock or electrical burn, any other injury leading to hypothermia, heat-induced illness or unconsciousness, any injury requiring resuscitation, any injury requiring admittance to hospital for more than 24 hours, loss of consciousness caused by asphyxia or by exposure to a harmful substance and acute illness caused by absorption of any substance by inhalation, ingestion or through the skin.

A dangerous occurrence for reporting purposes is; The collapse of or overturning of or failure of any load bearing part of any lift or hoist, crane or derrick, mobile powered access platform, access cradle or window cleaning cradle, excavator, piling rig or fork lift truck, the failure of any closed vessel or of any associated pipe work where the failure has the potential to cause the death of any person, any unintentional incident in which plant or equipment come in to contact with an uninsulated overhead electric line or causes an electrical discharge from such an electric line by coming into close

proximity to it, electrical short circuit or overload attended by fire or explosion which result in the stoppage of the plant involved for more than 24 hours or which has the potential to cause death.

Lost and No Lost Time Injuries

As previously stated all injuries should be reported to the Site Supervisor who will be responsible for recording them regardless of whether or not the operative will lose time at work. It should be noted that the injured party has a right to record the incident in the accident themselves if they would prefer.

In all circumstances the following procedure must be adhered to.

1. Make the area safe – stop work immediately.
2. Summon assistance from the emergency services if required.
3. Accident book to be completed by Site Supervisor or injured employee.
4. Site Supervisor to carry out investigation into incident to determine cause.
5. Remedial actions to be implemented as required.
6. Operatives to be advised of any changes required.
7. Where injured party is off work for more than 3 days (or is expected to be) inform the Managing Director as soon as known / expected. They will also need to investigate, compile report and file form F2508 with the HSE.

Near Miss Incidents

Near miss accidents also need to be reported to the Site Supervisor in exactly the same way as an injury accident. Just because there isn't an injury, the fact that an incident is a 'near miss' means that the work system or equipment needs to be altered so as to stop there being a recurrence which may become an injury accident.

1. Notify the Site Supervisor who will carry out an investigation and complete an incident report form.
2. Remedial actions to be implemented as required.
3. Operatives to be advised of any changes required to the method of works.



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HEALTH AND SAFETY PROCEDURE No. 2

ASBESTOS

Asbestos containing materials (ACMs) must be identified and work planned and carried using adequate precautions to ensure exposure will be prevented or reduced to a level that is as low as reasonably practicable and does not exceed the control limits.

All employees should be advised in the safety induction if asbestos may be encountered during the course of the works.

Where asbestos has been identified to be a part of our works the removal of such material will be carried out by a licensed Asbestos Removal Contractor. The procedure for these works involves a HSE notification 14 days prior to commencement of removal and the specialist contractor will have to provide full risk assessments, method statements and drawings which will detail segregation areas, how the works will be carried out and where the removed material will be sent away to. The area will not be allowed to be accessed by any other person until such time as the Asbestos Removal Contractor issues a Certificate of Clean Air.

HEALTH AND SAFETY PROCEDURE No. 3

CONFINED SPACES

A confined space according to definition can be found almost anywhere dependant upon some of the many prevailing conditions such as access, mobility, lighting, ventilation and the like. Due to the many seen and unseen factors that make confined spaces hazardous it is essential that a risk assessment is always carried out prior to entering a confined space.

Where work is to be carried out in the following situations, they shall be

1. Live Sewers.
2. Making connections into live sewers.
3. Chambers deeper than 1.5m.
4. Where there is a risk of persons drowning, losing consciousness or suffering asphyxiation from toxic gases.

This list is only indicative of a few examples – You must check your project health and safety pack for specific identified confined spaces.

Only trained, competent and person's being deemed fit enough are allowed to work in confined spaces.

Identified Risks

The following risks are all indicators of confined spaces.

1. Access is limited or difficult.
2. There is limited space for movement.
3. Ventilation is poor / inadequate.
4. There is poor / inadequate natural light.
5. There is a likelihood of lack of oxygen, oxygen enrichment, toxic or explosive atmosphere.
6. Ground contamination in an excavation.

The presence of any of the above may lead to a work area being deemed a confined space. If you are in any doubt consult the Site Supervisor.

Permit to Enter

No confined space will be entered until a permit to enter has been completed and issued by the client or the Site Supervisor. Such permit will not be issued unless suitable Risk Assessments and Method Statements have been produced and approved.



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Risk Assessment & Method Statements

All work in confined spaces will require a full method statement and the minimum requirements for any confined space will be;

1. A specific risk assessment must be carried out.
2. The minimum gang size will be three, all of which must have confined space training and at least two of will have experience of working in confined spaces.
3. Only operatives who are physically fit will be employed for confined space works.
4. At least one operative from the gang will always be on stand by outside of the confined space. They must have access to a telephone in order to be able to summon rescue services in the event of an emergency.
5. A good system of communication must be established between all gang members.
6. An emergency rescue plan must be developed and form part of the method statement and briefing to ensure all operatives are aware of it.
7. The atmosphere in the confined space is to be monitored for at least 15 minutes prior to anyone entering the confined space in order to establish oxygen and toxic or explosive gas levels. The atmosphere is to be continuously monitored during the work operations.
8. Mechanical means must be provided on standby to enable an injured or unconscious person to be lifted to safety.

HEALTH AND SAFETY PROCEDURE No. 4

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS 2015 (CDM)

The company will comply fully with the requirements of the regulations in respect of the duties of Principal Contractor, as and when required to do so. In order to meet our obligations as Principal Contractor we will operate the following procedures.

Construction Phase Health & Safety Plan

The construction phase health and safety plan (CPH&SP) will be developed from the information received from the Principle Designer in the pre-construction information pack, which will provide information on risks and hazards that have been identified during the initial design processes.

The CPH&SP will be provided to all sub-contractors tendering for work on the site and the relevant sections will be displayed on site and form the basis of the site induction and works procedures.

The developed CPH&SP will include the duties imposed upon Principal Contractors by the Construction Regulations.

The CPH&SP will be reviewed and updated on at least a monthly basis during the course of the works to ensure that it contains the most current information.

Site Rules

Site specific safety rules relevant to individual projects shall be set out within the CPH&SP. The rules will be those indicated by the client in the pre-construction information pack as well as those identified by the site management team in order to assist in the safe management of the project.

The rules will be brought to the attention of all tendering contractors and everyone who works on the site as part of their site specific safety induction.

A copy will also be displayed in the welfare facilities to act as a reminder for all persons on site.

Authorised Personnel

The site management will decide, with the aid of risk assessments and traffic management plans etc. a suitable system to ensure that only authorised personnel are allowed on the site. These procedures will form part of the CPH&SP and will be brought to the attention of everyone working on site.

Risk Assessments

The site management will carry out risk assessments for every project. These risk assessments will form a part of the CPH&SP.

It is acknowledged that in undertaking these risk assessments the need for method statements detailing how the work is to be undertaken will be required and that specific hazards will require further control in the form of permits to work. All of which are to be detailed in the CPH&SP.

Other Assessments

COSSH, Noise, Manual Handling, Environmental and other assessments identified by the project risk assessment, and those received from any sub- contractors, are all to be included within the CPH&SP.

Emergency Procedures

The site management are to devise suitable emergency procedures for each project. These procedures are to be reviewed at regular intervals throughout the project and amended accordingly. These procedures shall form a part of the CPH&SP and will be made known to everyone working on the site as a part of the site specific safety induction.

Health and Safety Monitoring

The site manager / supervisor will undertake a weekly review of all of the health, safety and welfare arrangements on the project to ensure that everything is in place and in order. This will also be supplemented by health and safety monitoring visits from the senior management or an independent health and safety advisor.

Workforce Liaison

The health, safety and welfare of the employees will be liaised in a number of ways during the course of the project. These will include;

1. Site Induction.
2. Tool Box Talks.
3. Notices and the like displayed within the welfare facilities.
4. Direct discussion with the site management team.

Contractor Liaison

Health and safety liaison with other contractors will take place via regular contract progress meetings. Contractors will be encouraged to bring any health and safety issues and problems of their employees on the project to these meetings.

All sub-contractors are obliged to provide to the site management all copies of any notifications to the Health and Safety Executive (HSE) of injuries to their workforce and dangerous occurrences from their activities on the project.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 5

HAZARDOUS SUBSTANCES

As many substances used in the construction industry are potentially hazardous to health, where substitution or elimination cannot be used to reduce the risk, the substances hazardous to health will be properly assessed and material data sheets obtained, all in accordance with Control of Substances Hazardous to Health Regulations 2002 (COSHH).

COSHH Assessments

Assessments shall clearly identify any maximum exposure limit or occupational exposure standard assigned to the substance together with actions to be taken to reduce exposure to acceptable levels and any PPE which must be worn to control residual risks.

Risks to health associated with substances used on site and control measures to be taken in respect of assessed exposure to substance to be categorised as follows.

Minimal	No action necessary.
Small	Protective clothing or equipment will be provided and preventative measures taken.
Medium	Protective clothing or equipment will be worn and preventative measures followed.
High	Control measures will be introduced to minimise risk to health in addition to protective clothing or equipment being worn.

Records

Records will be maintained of assessments of all materials in use on site and these will be available on each site and be incorporated into the CPH&SP.

The site management are to ensure that all hazardous materials are properly assessed before being used.



YOUR TOTAL CONSTRUCTION SOLUTION

Materials Used By Others

Other contractors bringing materials onto site for their own use are to provide the site management with copies of their COSHH assessments. The site management are to assess these against the criteria already laid down before allowing their use. Where other contractor's materials are likely to affect the health of other workers, the actions taken to eliminate the risks to health are to be stipulated in the CPH&SP.

Dissemination of Information

Operatives using the substances will be informed of the level of exposure and the actions to be taken to control the risks to health prior to their use.

HEALTH AND SAFETY PROCEDURE No. 6

DEMOLITION

Competent Contractors

Demolition work will only be carried out by demolition contractors approved by the National Federation of Demolition Contractors. Only those undertaking the demolition work will be allowed to enter the part of the site where works are being carried out. Suitable barriers to prevent unauthorised access to the work area will be provided. A competent supervisor will be appointed to control the works operations.

Preparation & Planning

All demolition work falls within the scope of the Construction Regulations and as such will need to be carefully planned.

Information required prior to commencement of work includes;

- Structural survey
- Drawings
- Material identification – follow procedure no.2 for asbestos
- Previous use details of the building
- A risk assessment and method statement will then be produced based upon the above information which will include the following;
- Competent / appointed persons involved with the works
- Sequence of operations
- Machinery and equipment for the works
- Personal Protective Equipment and clothing
- Means for the prevention of falls and working at height
- Protection of other personnel and the public
- Disposal of waste – Waste management plan
- Arrangements for making safe of mains services – gas, electric, water etc
- Health hazards and emergency procedures

Further Guidance

Further guidance can be obtained from the company management, the health and safety advisor or from the HSE. Remember, if you are in any doubt about any aspect of the works or it's planning, ASK.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 7

ELECTRICITY

Design & Installation

All permanent and temporary electrical power systems will be designed and installed by a competent electrical contractor who will provide a test certificate upon completion of the installation.

Inspections, Testing & Maintenance

All systems and appliances must be tested, inspected and commissioned before being made available for use, with regular and routine maintenance after that.

Site conditions may dictate that voltages lower than 110 volt may be required, such instances may involve the use of hazardous substances or confined space work to name a few.

Inspection & Testing Periods

All equipment and systems will be tested and inspected at the following maximum intervals.

Head Office	5 Years
Temporary Site Systems	1 Year
Appliances in Office Locations	1 Year
Appliances and Extension Leads on Sites	6 Months

Protection

All systems, cables and equipment will be sufficiently insulated and provided with adequate earth.

All systems will be provided with means of protecting against excess current, such as Residual Current Devices (RCD's).

HEALTH AND SAFETY PROCEDURE No. 8

EXCAVATIONS

Excavations will not commence until any relevant utility/site plans have been provided and checked. A permit to dig may be required.

Excavation Support

Where a general risk assessment identifies the need for support a full method statement is to be provided which identifies the support system to be adopted.

Where excavations are required the risk of collapse will be assessed and suitable methods employed to prevent persons from being struck by a dislodgement of soil.

Suitable methods of excavation support include, but are not restricted to;

1. Battering the sides of the excavation to a safe angle of repose.
2. Stepped excavations provided that the vertical and horizontal steps are suitably sized so as not to cause a hazard.
3. The use of trench boxes, manholes boxes, drag boxes, trench sheets and trench struts or manhole braces to name but a few available types of system.

Material and Equipment

All excavation arisings, materials for filling and tools and equipment will be positioned a suitable distance away from the excavation in order to ensure that they do not fall in, even accidentally.

Dewatering

Excavations will be kept free of water by the safe use of pumps and any other means necessary. Water from excavations must not be pumped directly into road gulleys, drains or any form of surface water sewer.

Barriers

All excavations shall be protected by suitable barriers. Such barriers must be strong enough to prevent a person falling into the excavation should they fall against them. Barriers should be at least 950mm high with no gaps exceeding 470mm high. The barriers will be positioned far enough away from the edge of the excavation so that anyone working in the excavation is not struck by falling material etc.

Access

A suitable safe means of access and egress will be provided for all excavations and will be secured against movement.

Tipping

Where it is necessary to tip material into an excavation, suitable means such as a 'stop block' will be provided to prevent any vehicle being used from over running into the excavation.

Contaminated Ground

Where it is necessary to excavate through contaminated ground the soil shall be analysed to ascertain the type and degree of contamination. As a result of this analysis a COSHH assessment will be carried out to determine suitable working methods.

Personal protective equipment identified by the COSHH assessment will be provided.

Where it is necessary for persons to enter any excavation through contaminated ground this will be carried out under a 'permit to enter' system.

During periods of dry weather, contaminated ground shall be dampened down to prevent the creation of dust.

All persons affected by the work will be properly instructed as to the hazards and necessary safe working procedures.

Waste Removal

All waste arising out of work in contaminated ground will be properly stored so as to avoid leaching.

All waste will be removed by licensed carriers to a licensed tip and regular checks will be made to ensure it is being received at the licensed tip.

Inspections and Examinations

All excavations shall be visually inspected every day before any works commence and support systems shall be examined by a competent person at least every seven days.

The results of such examinations will be recorded in a register of inspections.

HEALTH AND SAFETY PROCEDURE No. 9

FIRE AND EMERGENCIES

Identified Risks

The following situations have been identified as having the potential for causing emergencies.

- Fires
- Collapse of building or structure
- Collapse of scaffolding
- Collapse of excavation
- Injuries to persons in confined spaces
- Fall from height on a harness or into safety netting

Control Measures

1. Each site or work place will be assessed for the potential for fire or other emergencies. Where assessments identify high risks, a site specific emergency plan will be established.
2. Planned escape routes must be identified at every temporary accommodation, permanent building or structure under construction. Appropriate signs will be provided to ensure that all persons are directed to a place of safety.
3. Instructions in case of fire will be included in all site induction training.
4. Emergency rescue procedures will be developed
5. Provision will be made at each work place for access on to site for emergency and rescue service vehicles.
6. In the event of an emergency the most senior person on site shall take control and summon, by telephone, all necessary emergency and rescue services. They will also inform the Director responsible for safety and the HSE.
7. Provision is to be made for the emergency services to meet at the site entrance and directed to the area of the emergency.
8. All persons not required to assist in any rescue operation will be removed from the area of the emergency.

Fire Prevention

1. Rubbish and combustible materials are to be regularly cleared away to eliminate the risk of fire.
2. Suitable fire extinguishers will be positioned at workplaces to be used by trained operatives should a fire break out.
3. In partially built premises, or those undergoing refurbishment, arrangements will be made to ensure that the building can be safely evacuated. Such arrangements will include the provision of fire exit signage and a means of raising the alarm.
4. Where appropriate fire detection equipment will be provided.



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Fire Risk Assessment

A fire Risk Assessment may be required for each notifiable project and this will form part of the CPH&SP. The following will be included in the Risk Assessment.

1. Name of person responsible for co-ordination
2. Location and type of fire extinguishers
3. Means of raising the alarm
4. Actions to be taken in case of fire
5. Fire Assembly point locations and provision of signs and notices
6. The need to regularly inspect and test fire systems
7. Operatives to be advised of the fire Risk Assessment at site induction
8. A copy of the Assessment shall be displayed in the mess room and other appropriate areas

HEALTH AND SAFETY PROCEDURE No. 10

HEALTH AND SAFETY DOCUMENTATION

Form F10

For construction or engineering works lasting more than 30 working days and have more than 20 workers simultaneously at any point in the project, or exceed 500 person days of construction work there is a requirement under the CDM Regulations to notify the HSE of these works on their form F10.

This is to be submitted by the Principle Designer and works will not be commenced until a copy of such notification is received for displaying on site.

Registers of Weekly Inspections

Weekly inspections of lifting appliances, scaffolding and other work equipment are to be logged in a register and kept on site for the duration of the works.

The Site Supervisor is to ensure that the inspections are carried out and the necessary register completed as required.

Accident Book

An accident book is to be kept at each site or work place for completion by employees when they are injured as a result of an accident at work.

In circumstances where the injured person is unable to complete it the first aider will complete it on their behalf.

The Site Supervisor will ensure that details of injuries are correctly completed.

Also refer to H&S Procedure No. 1 for further information.

Form F2508

Form F2508 is to be completed by the Managing Director and sent to the local HSE office relevant to an accident or dangerous occurrence under the RIDDOR regulations.

This is also covered in more detail in H&S Procedure No. 1

Insurance Accident Report Form

All insurance reporting and forms will be completed by the Managing Director.

Health and Safety Law Poster

Information for employees about health and safety law relating to the work place is detailed on this statutory poster. A copy of which will be completed by the Site Supervisor and displayed at each fixed place of work.

Company Safety Policies and Procedures

A copy of the company Health, Safety and Environmental Policy is to be displayed at every work place.

A copy of the complete company safety policies and procedures will be provided to all employees upon commencement of employment or when revised. These documents are to be retained for reference by all employees and will therefore be available at every place of work.

Authorisation to use Plant and Equipment

There will be a maintained register of persons held centrally in our head office who are authorised to use the plant and equipment on site. Depending on the type of job we carry out, this is sometimes kept on mobile sites.

The register will include the names of personnel appointed to mount abrasive wheels, operate dumpers, excavators, MEWP's and the like. Records of employee's competence to operate plant and equipment will be maintained on the training schedule which will be held at head office.

In circumstances where equipment and/or operators are obtained externally a record of their competencies will be retained on site.

These registers and records are to be included within the CPH&SP.

Certificate of Employers Liability Insurance

A current copy of the certificate of Employers Liability Insurance is to be displayed in the head office, and on every site where we have a site cabin.

Risk Assessments

Copies of risk assessments identifying the significant risks at the workplace, and the procedures for reducing these risks will be retained on site and included in the CPH&SP. These shall include, but is not limited to;

- Pre-Construction Information Pack
- Designers Risk Assessments
- General and Specific Risk Assessments
- Noise / Vibration Assessments
- Manual Handling Assessments

Health and Safety Plan

The Construction Phase Health and Safety Plan (CPH&SP) will be developed from the pre-construction information provided by the Principle Designer and will be continually updated over the course of the construction works. This document is to be kept in the site office and the contents of it will be made known to all contractors working on the site.

For further information on the CPH&SP see procedure No.4

HEALTH AND SAFETY PROCEDURE No. 11

HOUSEKEEPING AND SAFE ACCESS

Site Layout

All notifiable projects shall display a layout identifying routes for pedestrians and plant/vehicles.

Lighting Levels

All workplaces and access routes for pedestrians and vehicles will be adequately lit either by natural light or by the provision of artificial lighting.

Prevention of Slips, Trips and Falls

All trades on site will be informed of the need to ensure that the build-up of waste in their work areas does not occur.

Safe access and egress will be maintained at all times. Walkways must be kept clear of loose materials, tools, plant etc. All tripping hazards will be eliminated. Trailing cables will be managed and positioned so that they do not create tripping hazards. Mud and spillages must be cleared away. Grit/salt will be available in icy conditions to treat walkways.

Dust Levels

All dusty areas will be kept damp and swept clean regularly to ensure dust levels are maintained at a low level.

Roadways and Footpaths

Roadways and paths used by members of the public and others will be monitored to ensure they remain free of slip and trip hazards.

Waste Removal

Skips are to be provided and emptied regularly by a licensed waste carrier all in accordance with the site waste management plan.

Offices and Mess Rooms

Daily cleaning schedules are to be put in place for all offices, mess rooms and toilet facilities to ensure they are kept clean and tidy.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 12

LIFTING EQUIPMENT AND OPERATIONS

All Lifting Appliances

All lifting appliances, including cranes, forklift trucks, hi-abs, excavators, hoists and the like will be used in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER).

Lift plans shall form part of the initial Site Safety Plan.

Cranes will have a current 4 year test certificate and will have been thoroughly examined within the 12 months prior to use. Copies of certificates of tests and thorough examinations will be maintained and kept with the lifting equipment to which it relates.

All other lifting equipment will have been thoroughly examined within the past 6 or 12 months respectively. Generally lifting equipment will be hired in as and when required.

All lifting equipment will be inspected every 7 days by their users and the results of the inspection entered onto a weekly register of inspections, which will be kept in the office or with the equipment.

All lifting appliances will only be operated by competent persons who have attained the age of 18.

Lifting appliances will be clearly marked with the safe working load and will not be used to lift loads greater than the specified safe working load.

Where excavators are used as cranes, slings will only be attached to properly designed and constructed lifting points which have been specified with a safe working load.

All ropes, chains, slings, hooks, shackles etc used for raising and lowering loads shall be marked with their safe working load and a means of identification. They will have been tested and thoroughly examined at the time of manufacture and certificates of tests will be kept with the equipment.

All lifting gear is to be visually inspected prior to each use for signs of damage or wear and any damaged items will be taken out of use.

Lifting gear will only be used for its intended purpose and is not to be loaded above its safe working load. Hooks used for lifting will have safety catches or be of a design so that slings cannot accidentally slip off.



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Slinging

All loads will only be slung by competent persons. A banks man will be used to control all lifting operations, and communications with the operator of the lifting appliance will be by nationally accepted hand signals as shown in the Signs and Signal Regulations.

Hoists / Harness's

Hoists for carrying persons will have been thoroughly examined within 6 months prior to any use. Hoists will be fully enclosed and provided with gates at access points. Hoist gates will be kept closed except for access. Passenger hoist gates will be provided with interlocks, which will prevent the hoist operating when the gates are in the open position.

Hoists will be inspected weekly by the hoist operator and the results entered into the register of weekly inspections.

Cranes

When utilising a crane for lifting operations, the lift will be planned by an Appointed Person and will be co-ordinated and controlled by a competent person.

The use of cranes on site will be organised in accordance with the British Standard Code of Practice for the Safe Use of Cranes BS7121.

Lift Plans will be prepared and a permit to lift system will be adopted for all lifting operations involving cranes.



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HEALTH AND SAFETY PROCEDURE No. 13

MANUAL HANDLING

Manual Handling

The need for operatives to lift and carry will be reduced to the lowest level practicable with mechanical aids being used wherever possible.

Where manual handling cannot be avoided the lifting operation shall be assessed and methods devised which reduce the likelihood of injury.

Lifting Techniques

All employees who are required to lift loads, which may injure them, will be instructed in general safe lifting techniques.

Assessments

Where manual handling assessments are carried out safe lifting methods will be devised. These methods will include the following.

1. The weight of the material or object and its centre of gravity.
2. The correct use of any lifting aid or appliance to be used.
3. The number of operatives to be used.
4. Necessary personal protective equipment.
5. Sequence of operation.
6. Operatives are to be consulted / advised of the findings of the risk assessment.

HEALTH AND SAFETY PROCEDURE No. 14

NOISE / VIBRATION

Noise Assessments

Noise levels will be assessed on each site and machinery and equipment emitting noise levels of 80dB(A) or greater will be identified. Steps will be taken to reduce noise to the lowest level reasonably practicable.

Noise Levels 80dB(A)

Most site operations will expose operatives to levels of noise above 80dB(A) and all operatives will have the dangers of high levels of noise explained to them. Hearing protection will be available on site for issue to employees at their request.

Noise Levels 85dB(A)

Areas of work and all plant and machinery assessed as producing noise levels of 85dB(A) or above will be clearly indicated with signs or notices. Hearing protection will be issued to operatives exposed to these levels and they will wear the protection accordingly.

Noisy Plant and Equipment

Noise produced by plant and equipment will be measured and a noise data sheet will be provided by the plant supplier or contractors involved for any machinery emitting more than 80dB(A).

The noise data will identify:

1. Noise power levels.
2. Frequency analysis.
3. Attenuation provided by hearing protection.

Advice and assistance is available on noise problems from your supervisor.

Vibration Assessments

Suppliers of equipment and contractors using equipment which have known high levels of vibration will assess the risks to the users, and where identified, ensure that action is taken to minimise such risks to end users.

Information to Site Operatives

Where high noise levels are anticipated site operatives are to be advised of noise levels and the correct use of hearing protection.

HEALTH AND SAFETY PROCEDURE No. 15

PLANT, TOOLS AND EQUIPMENT

Plant, tools and equipment provided at the workplace will be suitable for their intended use. They will only be used to carry out tasks for which they have been designed.

Equipment will only be used by trained and competent persons who have been authorised to use it by their supervisors.

All plant, small tools and equipment will be kept in a state of good repair and be serviced and maintained in accordance with the manufacturer's schedules.

All dangerous rotating parts, cooling fans and pulley belts etc will be adequately guarded. Portable electrical tools and equipment shall operate off voltages not exceeding 110 volts.

All operators will familiarise themselves with the controls of machinery before attempting to operate it.

Fuel, oil and water levels shall be checked at the start of every shift and topped up as necessary.

Hydraulic hoses, fuel lines and couplings will be visually checked and inspected for damage and leaks at the start of every shift.

The tyres of all plant and machinery will be inspected regularly for damage and kept inflated to their recommended pressure.

Braking systems will be kept operative at all times and are to be kept applied while plant and machinery are stationary.

Defects are to be reported and rectified immediately with the plant being taken out of use for the period before the defects are rectified.

Operated Plant

All persons operating plant must be competent to do so. As a general rule nobody will be allowed to operate plant unless they have suitable training and experience which can be demonstrated by a CPCS card or equivalent.

Speed limits are to be imposed on site and this will be determined by the individual traffic management plan which is to be kept in the project CPH&SP.

All plant is to be fitted with flashing beacons and audible reversing sirens.

Dumpers will have a shroud fitted to the starter cog to prevent contact with the rotating shaft. A flashing, rotating beacon visible through 360° will be fitted and used on all dumpers and tractors to be used. These vehicles will also be fitted with a device which prevents them from being started in gear.

Excavators

All excavators which have a designed lifting point shall be inspected by the operator at intervals not exceeding seven days. Results of these inspections will be entered into a register of weekly inspections.

The main items requiring inspection are:

1. The state of the hydraulic hoses and unions.
2. The function of the slewing rings and boom joints.
3. The state of the retaining pins on buckets.
4. The operation of hydraulic rams and outriggers.
5. The state and operation of all electrical equipment including lights and windscreen wipers.
6. The braking system.
7. The state of the windscreen and other glass.
8. The general state of repair and cleanliness.

Excavators will only be used by competent persons which includes suitable training and certification, such as CPCS, for the plant being operated and experience of its use.

A flashing rotating beacon visible through 360° will be fitted to excavators and used whilst travelling.

Compressors

Compressors will be sited as far away as reasonably practicable from the works area. All covers, doors and hatches etc will be in the closed position whilst the engines are running. Air hoses and couplings will be inspected for damage prior to and during use with any defective equipment being discarded.

Abrasive Disc Cutters

Disc cutters will only be used to cut through materials such as metal, concrete, masonry and asphalt, and will only be used provided that the appropriate blade is fitted. Materials such as timber and pitch must not be cut in this way.

No person is allowed to mount an abrasive wheel unless:

1. They have been trained to mount abrasive wheels and hold a current certificate of training.
2. They are competent to undertake the work.

Abrasive wheels will only be changed and mounted upon disc cutters by persons who have been appointed by the company.

All damaged and defective abrasive wheels will be discarded, and under no circumstances should they continue to be used.

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Impact grade eye protection, ear defenders and where dust is generated FFP2 grade dust masks must be worn.

All cutting operations involving concrete or asphalt will require the use of dust suppression water bottles.

HEALTH AND SAFETY PROCEDURE No. 16

PERSONAL PROTECTIVE EQUIPMENT

Risk Assessment

The need to wear and use personal protective equipment (PPE) will be assessed at each site and for each particular operation.

Appropriate protective clothing will be provided and available on each site. Operatives requiring protective clothing or equipment will obtain it from their supervisor.

All protective clothing, identified by Risk Assessments as being necessary, shall be provided free of charge to the Company's own employees.

Where issued by Lydon Contracting Ltd, a record of issue of protective equipment and clothing will be retained.

Head Protection

Head protection will be worn at all times whilst working on a construction site, or when a supervisor determines the need or the relevant risk assessment identifies a hazard.

Eye Protection

Impact safety goggles to BS EN 166-B will be worn when using abrasive disc cutters and during other operations where there is a risk of eye injury. Chemical resistant eye protection to BS EN 166-3 will be worn when handling hazardous substances.

Hearing Protection

Hearing protectors will be available to all operatives upon request. Hearing protectors will be provided and must be worn when noise assessments have identified the need.

Gloves

Suitable gloves will be worn when there are risks of hand injuries or when site policy dictates their requirement. Suitable rubber gloves will be worn while handling hazardous substances and other chemicals

Overalls

Flame retardant overalls will be worn by all operatives and supervisors involved in any excavations, or when using any tool or item of plant which provides a fire risk.

Overalls will be worn by all operatives to provide general protection from contaminants or when identified by Risk Assessment.

High Visibility Clothing

High visibility clothing will be worn at all times by all operatives whether it is a waistcoat, jacket or flame-proof top will depend upon Risk Assessment and type of work being undertaken.



YOUR TOTAL CONSTRUCTION SOLUTION

Footwear

Suitable strong footwear with protective toe caps will be worn at all times by all operatives on all sites. These must have suitable ankle support.

Respiratory Protective Equipment

The type of respiratory protective equipment will be identified by the risk assessment of the specific activity. The minimum protection factor will be FFP2.

Protection from Inclement Weather

Suitable Clothing giving protection against wet weather or extreme cold conditions will be worn where appropriate.

Safety Harnesses

Where Risk Assessments identify that safety harnesses are required, the minimum specification will be to BS EN 361. A full assessment of the appropriate equipment to be worn will be made prior to any use.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 17

PROTECTION OF THE PUBLIC

Site Perimeter and Boundaries

The site Risk Assessment will identify the type of fencing required to ensure that there is no unauthorised access. Where young persons may be present a higher standard of fencing will be required.

Where the feet of sectional fencing points into pedestrian areas these will be highlighted to avoid them becoming trip hazards. Gates to be securable at access points and kept locked out of hours. Site entrances are to be provided with warning signage.

Control of Visitors

On manned or fixed construction sites, signage is to be displayed stating that 'Visitors are to report to the Site Office' along with directional signage etc. This is to try to ensure that there are no unaccompanied visitors on site. The site office is also to be positioned as close to the site entrance as possible. A safe pedestrian walkway to the site office is to be provided.

Control of Deliveries

Delivery vehicles are to be met at the site entrance. A vehicle marshall will guide the vehicles to their required locations, all in accordance with the traffic management plan.

Reversing is to be avoided wherever possible, if reversing does occur a banks man must be present.

Site materials should never be left outside of the site perimeter.

Openings and Excavations in Public Areas

Excavations will be supported or battered.

Guardrails will be provided.

Barriers suitable for the depth of excavation will be securely fixed and marked on any openings.

Suitable cones, lighting and signage will be provided.

HEALTH AND SAFETY PROCEDURE No. 18

RISK ASSESSMENTS

General Risk Assessment

Each project will be subject to a general risk assessment. This assessment will be recorded on the Lydon Contracting Ltd General Risk Assessment or client risk assessment form and will be brought to the attention of all operatives and sub-contractors.

Specific Risk Assessment

Depending on the complexity of a project and hazards involved, a Specific Risk Assessment will be undertaken for certain activities identified by the General Risk Assessment.

Generally the following activities will require Specific Risk Assessment.

1. Work at height.
2. False work and other temporary works.
3. Confined Spaces
4. Work on contaminated ground.
5. Working in isolation.
6. Work on or near water.
7. Work on or near railway apparatus.
8. Young persons under the age of 18 working on site.
9. Any works identified as high risk by the General Risk Assessment.

Levels of Risk and Actions

Risks identified by both the General and Specific Risk Assessment will be categorised as follows.

L – Low (where harm will seldom occur)

M – Medium (where harm will often occur)

H – High (where harm is certain to occur)

These categories will be ascertained by assessing:

The likelihood of an event occurring.

The consequence should such an event occur.

Actions to reduce the risk will be recorded on the Risk Assessment forms.

The residual risk is then established.

The operating/residual risk is to be reduced to the lowest reasonably practicable level.

Method Statements

Method Statements will identify the sequence of events, manpower, equipment and other resources required to ensure a safe system of work can be introduced that will minimise risks to as low as reasonably practicable. The site supervisor will be responsible for ensuring that Method Statements are adhered to.

Permits to Work

The Risk Assessment will identify the activities where permits will be required.

Permits will be issued by the site management when they are satisfied all possible controls are in place to ensure all risks have been identified and sufficient safe working systems devised to reduce the risk to as low as reasonably practicable.

Subcontractors

Any subcontractors used by Lydon's must go through the subcontractor evaluation approval process.

Subcontractors will be required to provide Risk Assessments covering their aspect of work on site. Elements of these Risk Assessments, which affect other workers on site, will be contained within the CPH&SP.

Elements of General and Specific Risk Assessments and any re-assessments which affect other contractors or subcontractors on a project will be communicated to them via site inductions, toolbox talks, safety meetings or some other suitable means.

Health and Safety Plans

All Risk Assessments, General, Specific, Design and Re-assessments together with Method Statements identified by them, will form part of the CPH&SP.

HEALTH AND SAFETY PROCEDURE No. 19

SECURITY & STORAGE

Security

Only authorised persons will be allowed on to construction sites. The means of authorisation and identification will be assessed for each contract and rules relating to this will be incorporated into the CPH&SP.

All visitors will sign a register to record their presence on site indicating their time of arrival and time of departure.

All subcontractors will be required to inform the Site Supervisor of the numbers and names of all their operatives working on the site on a daily basis.

The provision of site security and the level required will be assessed for each individual project.

Storage – General

Materials shall be stored in a secure manner. Where possible they shall be kept within a secure compound.

Small attractive items shall be removed from site or stored in a lockable steel storage unit.

Mechanical plant and machinery, when left overnight on site, will be immobilised and kept, if practicable, in a secure compound.

Materials will be stored in a safe manner. Packs of bricks and blocks will not exceed 3m in height (2 packs). Brick and block stacks will be inspected regularly and loose or precariously positioned materials will be removed or made safe.

Pipes etc will be stored in such a way that the risk of rotation is avoided. Concrete rings will be placed on their ends.

Highly flammable materials will be stored in fireproof containers.

All materials and storage areas will be kept tidy with loose items re-stacked as required.

A designated lockable storage area will be provided for all hazardous materials. The store will be adequately bunded with the provision of clear signage.

HEALTH AND SAFETY PROCEDURE No. 20

TEMPORARY ACCOMMODATION

The minimum standards of site facilities are those required by the Construction Design and Management (CDM) Regulations 2015. The welfare facilities provided at construction workplaces will be clearly set out in the projects CPH&SP. These facilities will reflect the nature of the work and the number of persons who will use them. Adequate facilities shall be available from the commencement of the works.

Office Accommodation

There will be a suitable office on every fixed site for the purpose of keeping site documents, drawings, work records and the like.

Washing Facilities

On every fixed site a suitable unit where operatives can wash themselves will be provided. Facilities within the unit will consist of a sufficient quantity of hand cleaner, soap and towels. At least wash hand basin will be provided on every site. Where the number of persons at a workplace exceeds 5 but is less than 25, 2 no. wash hand basins will be provided. On additional wash hand basin will be provided for each additional 25 persons thereon. Hot, cold and warm running water will be provided within this facility.

The exact requirement for washing facilities will be assessed for each workplace. It may, in certain circumstances, be necessary to provide shower facilities depending upon the work being carried out.

Toilets

There will be provided on every fixed site a toilet or toilets for the use of all employees on site. At least one WC will be provided on every site. Where the number of persons at a workplace exceeds 5 but is less than 25, 2 WC's will be provided with a further one WC to be added for each additional 25 persons. It should also be noted that separate toilets facilities should be provided for male and female employees, with quantities based on above ratios.

Mobile workers carry lists in their vehicles informing them of the nearest public conveniences.



YOUR TOTAL CONSTRUCTION SOLUTION

Rest Facilities

There will be provided on every fixed site a suitable unit for the use of employees to take refreshments, meals and to shelter from bad weather. A separate area will also be required for the changing and drying of employees clothes. The unit will be adequate for the number of employees on site.

Facilities provided within the unit will consist of the following.

1. Sufficient tables and chairs. Tables to be fitted with an impervious top.
2. Sufficient coat hooks.
3. Adequate heating arrangements.
4. Kettles or boiler for boiling water.
5. Means of heating food for consumption.
6. Drinking water. Tap or suitable containers clearly labelled.

All facilities are non-smoking.

First Aid Facilities

Each site will contain at least one suitably stocked first aid kit. The first aid kit is to be kept in the site office or another convenient location.

As a general rule a trained and certificated First Aider will be appointed on every site, however in circumstances where the General Risk Assessment indicates that the work does not involve significant risks and the number of worker involved is small, an Appointed Person may be selected to take control of first aid provision.

Emergency Facilities

Firefighting equipment will be available for all temporary accommodation / vehicle. Fire exits and fire doors will be clearly marked.

Employees will be instructed on fire safety and procedures at each individual site. New build sites will be continually assessed for fire risks and a means of raising the alarm, escape routes and fire extinguishers provided and maintained.

Housekeeping

All office accommodation, toilets and mess facilities will be kept clean and swept out with all rubbish removed at least once a day. Access to all site accommodation and units will be kept clear of obstructions at all times.

HEALTH AND SAFETY PROCEDURE No. 21

TRAFFIC MANAGEMENT

Where sites involve working on or adjacent to the highway, all employees must be vigilant at all times and be aware of the dangers from passing traffic.

At least one member of each team must be trained and hold a valid NRSWA certificate.

All operatives on road works of any kind will wear distinctive high visibility protective clothing.

Advance Warning Signs – Public Highway

All work areas on or adjacent to the highway will be properly signed in accordance with Chapter 8 of the Road Traffic Signs Manual – Traffic Safety Measures for Road Works.

Consultation with the Traffic Police and Local Highway authority will take place before any traffic flow is restricted by any means.

Working areas in roads and pavements will be protected by substantial barriers or fencing.

The working area on roads shall be protected with traffic cones and all plant, material and equipment will be positioned inside the coned off area.

Site Traffic

On every project site vehicle access will be assessed and a scheme will be produced which will eliminate as far as possible the need for vehicles to reverse and will provide for safe segregation of vehicles and pedestrians.

A sketch of the scheme will be produced and this will be displayed prominently on site and a copy kept in the project CPH&SP. The scheme will be kept under review and amended as required throughout the course of the project.

Drivers of vehicles will hold a current drivers license for the category of vehicle used. Speed limits for sites will be detailed in the project CPH&SP.

Pedestrian walkways will be provided wherever possible to segregate plant and operatives. Plant to be fitted with visual and audio warning systems.

Reversing of vehicles/plant will be restricted as far as possible with one-way systems however where it is necessary to reverse a vehicle a banks man must be used.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 22

UNDERGROUND & OVERHEAD SERVICES

Underground Services

Before any excavations take place, existing underground services will be located by the following means, with the HSE guidance note 47.

1. Drawings and other information on the location of buried cables, pipes etc, will be obtained from the public utilities and other owners of services.
2. The area of the excavation will be scanned / surveyed using a CAT and genny cable locator or similar device.
3. Services identified will be marked out in the area to be excavated and the operatives working in the area will be fully briefed on their presence.

No mechanical excavation will be carried out with 0.5 metres of buried services or greater if directed by the local network provider. Hand dig methods will be used in these circumstances.

Where services etc are exposed and uncovered in excavations, they will be protected against damage and adequately supported against collapse.

All damage to services etc will be reported to the owners before any backfilling is carried out.

Where electricity cables or gas pipes are damaged, work will cease in the immediate area until such time as they are made safe. All persons likely to be affected will be warned of the dangers both verbally and by the use of appropriate signs and barriers.

Any persons involved in or visiting any excavation works must wear flame retardant overalls.



YOUR TOTAL CONSTRUCTION SOLUTION

Overhead Electric Cables

Where work is carried out to overhead cables or where there is a probability of a discharge of current to earth through plant or equipment, a safe system of work will be devised and followed. The safe system of work will consist of a combination of one or more of the following:

1. Identify all overhead cables crossing the site.
2. Contact the local Electricity Company and ascertain in writing whether the service will be made dead or not. If it cannot be made dead, the Electricity Company must give reasons why it is unreasonable to have the power cut off. (In accordance with Regulation 14 of the Electricity at Work Regulations)
3. Whether or not the cables are made dead, suitable barriers, goal posts and signs will be erected in accordance with HSE Guidance Note GS6. The height of the goalposts must be specified by the Electricity Company.
4. Where cables remain charged with electricity and the provision of goal posts is not possible because of the nature of the site, or where work is required to be done beneath the cables, measures must be taken to limit the reach of excavators and the like, by means of suitable proximity devices.
5. Any works in the vicinity of overhead cables will require a 'Live Systems – Permit to Work' which will only be issued if suitable Risk Assessments and Method Statements are in place for the works.

HEALTH AND SAFETY PROCEDURE No. 23

USE OF VIBRATING EQUIPMENT

To ensure compliance with current legislation and in order to prevent operatives suffering the effects of 'Hand Arm Vibration' (HAV) the following guidelines will be followed.

During the risk assessment operations identified that require the use of vibratory tools will be identified.

Before any such operations commence vibrating equipment to be used will be properly assessed.

Control Measures

Where possible the use of handheld vibration tools will be substituted by other methods. If an alternative method of carrying out the works cannot be found then the details of the equipment to be used will be obtained from the manufacturer / Hire Company in order to determine the vibration levels and exposure times.

The equipment to be used will be the lightest reasonably practicable for the works.

Regular maintenance of the tools will be undertaken to ensure that they are in good order and that vibration is kept to a minimum.

Operatives using vibrating tools are to be informed of the maximum exposure levels and the maximum duration of use. Necessary work breaks or rotation will be introduced to ensure that exposure levels are not exceeded. It is recommended that rotation should be at intervals not greater than 15 minutes.

Where tools are to be hired in they will be selected to ensure that the tools with the lowest vibration levels and vibration isolation handles etc are selected wherever possible.

In cold weather suitable clothing will be worn to maintain hand and body temperature.

Training & Information

Training and toolbox talks will be given to operatives to ensure they are aware of the symptoms and causes of HAV and they are to report to their supervisor immediately any experience of blanching, tingling or numbness of the fingers or any other hand/arm muscle swelling or pain. They will also be advised to wear appropriate clothing to maintain the hands and body at an acceptable temperature.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 24

WASTE DISPOSAL / HAZARDOUS WASTE

All waste produced will be kept, transported and disposed of in accordance with the requirements of the Environmental Protection Act and in particular as set out in the Waste Management, Duty of Care Code of Practice.

All waste prior to being disposed of shall be properly described. The description will be entered onto the Controlled Waste Transfer Note before being transported for disposal.

The description will contain details of the following.

1. The type of premises or business from which the waste comes from e.g. construction site.
2. The name of the material e.g. brick rubble.
3. The process that produced the waste e.g. demolition.
4. If appropriate, a chemical or physical analysis of the material. Particularly if it is contaminated ground.
5. How the waste is contained i.e. loose, bagged, skip etc.
6. The quantity of the waste.

While waste is being kept or stored on site it will be contained in a suitable manner. Suitable methods will be used which will:

1. Prevent the waste from being contaminated with other waste materials.
2. Ensure that it is not adversely affected by the weather.
3. Not allow waste to be blown about.
4. Prevent scavenging by vandals, thieves, children etc.

When disposing of waste, waste will only be transferred to a Waste Manager licensed by the Waste Regulations Authority. Waste Managers will be used who are licensed to dispose of the type of waste concerned.

No waste will be transferred to a Waste Manager before checks have been made to ensure that the Waste Manager is in possession of an appropriate license.

Copies of Waste Transfer Notes will be kept for at least 2 years after the date of transfer and will be made available for inspection by the relevant authorities if required.

A site Waste Management Plan will form part of the CPH&SP.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 25

WORKING OVER OR ADJACENT TO WATER

Barriers

Anyone involved in working over or adjacent to water must be a competent swimmer. Sufficient effective barriers will be provided at all working places where there are risks of falling into water.

Warning Notices

Warning signs will be erected at boundaries near water.

Rescue Procedure

An Emergency Procedure for rescue will be prepared. This will include the provision of DTI Approved lifebuoys or rescue lines or a rescue boat.

Waterborne Traffic

Where work impinges upon waterborne traffic, a Method Statement will be devised which will enable the works to be carried out with minimum risks to such traffic and without undue hindrance to such traffic. Full use will be made of advance warning signs in these circumstances.

HEALTH AND SAFETY PROCEDURE No. 26

WORKING AT HEIGHT

Risk Assessment will identify the control methods and method statements will be provided for all works at height.

Scaffold

Scaffolds will be erected and provided to BS EN 128-11 Code of Practice for Access and Working Scaffolds, Special Scaffolds and Structures in Steel.

Competence of Scaffolders

A scaffold will not be erected, added to or dismantled unless it is under supervision of a competent person who is trained and experienced and will be the holder of a scaffold specific CITB/CSCS card.

HSE Safety Guidance SG4 will be followed by all employed to erect scaffolding.

Scaffold Inspections

A scaffold will not be used until a handover certificate has been accepted by a competent person. The competent person will carry out weekly scaffold inspections and record them in an appropriate weekly register.

Loading Bays

All loading provided will, wherever possible, be provided with up and over gates to ensure that the operative opening the gate is behind a guard rail at all times. Where this is not possible other suitable means of providing continuous edge protection whilst opening and closing for loading and unloading of materials will be provided.

Protection from Falling

All working platforms will be maintained in a fully boarded condition. Toe boards to prevent materials from falling or person falling between the guardrail and platform will be fitted. Where there is a high risk of injury should a person fall, toe boards will be at least 150mm above the platform and securely fixed. Guardrails are to be fitted at 950mm above the working platform with an intermediate guardrail fitted to prevent a person falling between the guardrail and toe board. The maximum distance between the intermediate guardrail and the toe board will not exceed 470mm. Brick guards will also be hung from the guardrail and securely fixed to prevent any material falling off the platform. If determined by risk assessment due to a public interface this may also be bolstered by debris netting or monarflex type sheeting.



YOUR TOTAL CONSTRUCTION SOLUTION

Access to Scaffold

Sufficient access points will be provided to allow easy access. Where stairwells are not reasonably practicable, access ladders will be provided as follows:

1. Securely fixed to the scaffold by lashings.
2. Set, where practicable, at an angle of not more than 1 in 4.
3. Set on firm and level footings.
4. Extended at least 1m above the landing point.
5. Kept clean and free from defects.

Tower Scaffolds

Tower scaffolds will only be erected by operatives with adequate skills and training. The stability of the tower can be affected by use and weather conditions, ensure all known factors are used to calculate the type of tower suitable for the purpose.

Mobile towers will not be used adjacent to overhead power lines.

The tower must not be moved with operatives or materials on it. It will be moved manually, pushing the tower at or near its base.

The tower must not be overloaded.

The wheels must always be locked when in use.

Stabilisers and outriggers must be used.

Tower scaffolds should be tied to the structure wherever possible.

Towers will be fitted with guardrails, toe boards and internal stairways or other suitable means of access.

Inspections of tower scaffolds are required to be undertaken and recorded on a weekly basis by a competent person.



YOUR TOTAL CONSTRUCTION SOLUTION

Ladders

Ladder work will only be undertaken if a risk assessment has been completed and shows low risk to include:

1. The frequency and duration of use is less than 10 minutes in any hour.
2. It is securely fixed against slipping outwards or sideways.
3. It is of sufficient length/height for the purpose it is intended.
4. It is no longer than 9m in length.
5. The user maintains a 3-point contact whilst using it.
6. It is in good condition.
7. It is of suitable quality for industrial use.
8. It is fitted with non-slip feet.
9. The inclination conforms to the 1 in 4 rule.
10. It is clean of mud and grease.

Stepladders

Stepladders will only be used after a risk assessment has shown that personnel are exposed to minimum risks.

Stepladders are only to be used where tower scaffolds cannot be erected.

Stepladders are only to be used if the duration and frequency rate is minimal.

Before use:

1. The stepladder will be spread to its fullest extent.
2. It will be made stable and only used on a level surface.
3. The stepladder will be checked to ensure that it is in good condition.
4. Ensure that the steps can be used without overreaching.

During Use:

1. Never work from the top platform/step.
2. Only one person is to use the stepladders at any time.
3. If used in a doorway, the door is to be wedge open.

Trestles

Will only be used for internal work at low level after a suitable risk assessment.

Shall provide adequate support to the platform throughout its length.

Shall not be overloaded.

Suitable access steps are to be provided.

Fall Arrest Equipment

Where guardrails and suitable edge protection cannot be provided, safety nets, air bags or other fall arrest systems will be utilised, based on risk assessment.



YOUR TOTAL CONSTRUCTION SOLUTION

Safety Nets

Safety nets are only to be erected by person trained and competent to do so. Before each shift the safety nets are to be inspected to ensure that they are secure, free from defects and are not containing debris. Weekly inspections are to be carried out by a competent person with the result recorded on a register of inspection.

Air Bags / Soft Landing Systems

Air bags / soft landing systems are only to be installed by persons trained and competent to do so. Daily visual checks will be carried out and recorded by a competent person to ensure that there is no damage to the equipment and there are no gaps which would allow a person to fall into.

Harnesses

Harnesses will only be used where no other suitable fall arrest system is available. Harnesses will only be used where proof of testing and suitability is available and they will be visually inspected by the wearer before each use.

Where harnesses are used persons will be trained in the correct use of and wearing of harnesses.

Harnesses are to be clipped onto a suitable anchorage point.

The lanyard from the harness is to be kept as short as possible.

Means of rescue will be assessed prior to use to prevent suspension trauma.

Mobile Elevated Work Platforms (MEWP's)

Each type of MEWP is unique and manufacturers and suppliers information will need to be referred to for any specific safety instruction applicable to the type of MEWP.

Records of inspections and thorough examinations will be kept.

The task will be assessed to ensure the correct type of MEWP is chosen.

Harnesses are to be used by all operatives whilst working from a MEWP.

The safe working load will be displayed on all MEWP's and this will not be exceeded.

MEWP's will not be used where excavations or voids are not fully protected or on gradients greater than manufacturers guidance.



YOUR TOTAL CONSTRUCTION SOLUTION

Fragile Surfaces

No person will be allowed to access an unsupported fragile surface.

A safe system of work will be devised to ensure suitable support or covering, edge protection and guardrails or fall arrest devices are in place.

Warning notices will be displayed to indicate fragile roofs.

Areas on roofs such as roof lights will be provided with a suitable barrier to ensure accidental fall through is not possible.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 27

WORKING IN ISOLATION

Risk Assessment

Where employees are requested to work in areas which are remote or isolated from others, the site supervisor will assess the risks associated with the situation.

Lone workers will be informed of the hazards identified by the risk assessment and will be instructed in any special requirements including means of communication.

A Specific Risk Assessment form shall be completed for working in isolation.

Hazards will be identified on the form together with the necessary actions to be taken to reduce or eliminate the risks.

Special requirements such as protective clothing or equipment will be noted on the Risk assessment.

Communication

Where employees work alone, arrangements will be made for them to contact their supervisors at regular intervals.

The contact will be made at intervals specified on the Specific Risk Assessment form.

When employees fail to make contact at the specified interval their supervisor will instigate an investigation into the reasons.

The means of communication will be specified on the Specific Risk Assessment form and will be via mobile phone, 2 way radios or some other suitable means.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 28

MOBILE PHONES

The use of mobile phones, other than with approved 'hands free' kits, will not be permitted whilst driving a vehicle for company purposes.

Employees who regularly drive a vehicle for company business and are required to be accessible at all times will be provided with a suitable 'hands free' kit.

Any accident resulting from the use of a hand held mobile phone may result in prosecution by the police and could seriously affect the company's insurance cover.

Any person stopped by the police for using a hand held mobile phone whilst driving is responsible for any fine or points that may be levied and may also be subject to company disciplinary action as this constitutes a breach of policy.

Should you need to make a call on a hand held mobile phone you must pull off the road into a safe area before making the call.

The use of mobile phones on site is to be restricted where possible to avoid people from becoming distracted or losing concentration, especially if 'walking and talking' or operating plant on site.

If calls are to be made or received whilst on site they should stop work and move to a safe area to do so.

Some sites may prohibit the use of mobile phones by operatives and personnel if there are high risk activities in progress or where a risk assessment has identified a real danger of either injury or dangerous occurrence due to their use.

SMOKING

It is against the law to smoke in any building or company vehicle or item of plant.

SEATBELTS

Seat belts must be worn whenever travelling in a company vehicle.

When they are provided on items of plant, they must be worn.

HEALTH AND SAFETY PROCEDURE No. 29

OFFICE WORK

Lighting

Sufficient lighting either natural or artificial will be provided to enable tasks to be completed safely. Windows will be regularly cleaned and light fittings maintained at regular intervals.

Access & Egress

Offices will be laid out in the most appropriate way ensuring that each person has sufficient space and that they are offered unobstructed passageways. Electrical cables will be positioned to avoid tripping hazards.

Seating

Suitable seats will be provided and display screen users will be fully adjustable to ensure comfortable postures. Footrests will be provided where necessary.

Display Screens

Workstations of display screen users will be assessed in accordance with the Display Screen Equipment Regulations. On screen characters will be of sufficient size, clearly defined and free from unnecessary flicker. Unwanted reflections will be reduced by the correct positioning of the screen or the provision of blinds to windows. Screens and keyboards will be adjustable for tilt and height.

Welfare and First Aid

Sufficient first aid equipment under the control of a trained first aider or appointed person will be provided at each workplace. Adequate washing and toilet facilities will be provided and there will be means provided for making hot drinks and taking refreshments. A reasonable temperature will be maintained throughout the working day.

Manual Handling

The need to lift and carry heavy or awkward objects will be avoided. Loads will be broken down to the smallest unit practicable for carrying. Steps or hop-ups will be provided for access to high level shelves.

Housekeeping & Maintenance

Schedules will be put into place for the daily cleaning of all work areas and welfare facilities. All office equipment, electrical wiring, heating systems etc will be maintained in good working order.



YOUR TOTAL CONSTRUCTION SOLUTION

Consultation with Employees

Employees will be consulted on health and safety matters on a regular basis.

Consultation will take place on:

1. The introduction of new safety measures and new technology.
2. The appointment of health and safety personnel.
3. The provision of health and safety information.
4. The provision of health and safety training.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 30

YOUNG / INEXPERIENCED PERSONS

Risk Assessments

Where young persons under the age of 18 years or inexperienced persons are employed, under training or on work experience a Specific Risk Assessment will be undertaken. The risk assessment will identify:

The activities they will be carrying out.
Specific hazards associated with the activities.
An assessment of the risks to their health and safety.
The main items of equipment they will use.
Equipment they are prohibited from using.
Protective clothing or equipment they must utilise.

The risk assessment will be recorded on the appropriate form and a copy kept on site where the young person will be working.

A copy of this risk assessment will be provided to the young person's parents or guardian before they commence work.

Induction

Young persons will be fully inducted by the supervisor responsible for them. The induction will include an outline of their duties and an explanation of the Specific Risk Assessment undertaken.

Supervision

Young or inexperienced persons will at all times be adequately supervised by a responsible person.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 31

HEALTH SURVEILLANCE

Identification

Lydon Contracting Ltd will identify circumstances in which health surveillance is required by specific Health and Safety Regulations. In addition, health surveillance will be introduced where the assessment shows there is an identifiable adverse health condition related to the work / activity concerned and surveillance is likely to further the protection of the health of employees to be covered.

Proactive Control Measures

It should be noted that where possible such adverse effects are known, they are eliminated or minimised to their lowest practicable level through the introduction of proactive control measures. For example HAV is controlled through avoiding the task, by using mechanical methods or the selection of anti-vibration equipment with the lowest vibration rating, coupled with reduced exposure time by task rotation and used in conjunction with relevant PPE.

Records

If it is decided that health surveillance is appropriate such health surveillance will be maintained during the employee's employment unless the risk to which the worker is exposed and associated health effects are short term. This is to be recorded on the individual's health record.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 32

COMMUNICATION BARRIERS

Lydon Contracting Ltd acknowledges that communication is a fundamental issue and that the dissemination of information and instructions is vital to the running of the company and maintaining its safe working procedures. This applies to all staff not just staff with reading or writing difficulties or those whose first language is not English.

In order to effectively communicate information and instructions to our employees we will utilise the following methods.

Company Inductions.

Site Inductions.

Formal training.

Risk Assessments and Method Statements.

As the majority of these methods of communication normally utilise a written document which may not be understood by some employees the company will strive to utilise some or all of the following methods of communication in order to ensure that the information and instructions are comprehensible to our employees.

Induction videos.

The use of signs and posters.

Toolbox talks with personal Q&A to ensure that the information is understood.

Regular meetings to discuss safety issues and drives.

Safety briefings to run through Risk Assessments and Method Statements to ensure that the risks are understood and method of works to avoid them.

Buddy systems to ensure that operatives have someone available to guide and supervise them.

Translations of documents are to be provided where required.

Translators are to be provided if there are no available operatives with the required language skills.

The aim of all of the above systems is to be able to provide a safe place of work for people with communication barriers.



YOUR TOTAL CONSTRUCTION SOLUTION

HEALTH AND SAFETY PROCEDURE No. 33

TRAINING POLICY AND PROGRAMME

Lydon Contracting Ltd acknowledges that providing sufficient information, instruction, training and supervision is paramount in achieving the safest possible working conditions and maintaining it safe working procedures.

All employees will be given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations.

Training will be provided for the following situations:

- Company induction training for new employees (Health and safety awareness, Environmental procedures, company policies and procedures etc).
- Site induction training and method statement briefings in order to familiarise employees with the site specific constraints and requirements.
- Familiarisation training for the introduction of new plant, machinery or technology including modifications to existing items.
- A change in employee position/work activity or responsibility.

Training will also be provided for work with hazardous substances (COSHH), the correct and safe use of PPE, manual handling and the use of mechanical handling aids.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

All training provided will be recorded and hard copies kept in the office along with copies to be inserted into all employees' personal development folders.

This system of training and instruction is designed to keep those employed by Lydon Contracting Ltd safe whilst at work and your comments or suggestions with regards to training requirements will be gladly received.