



Health and Safety Policy

March 2016

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HEALTH AND SAFETY POLICY STATEMENT

AS Homes Scotland Ltd will comply with its legal duties in order to provide a safe and healthy working environment for its employees and others affected by its activities. It will take positive action to ensure that other contractors' employees, occupiers of premises, and members of the public do not have their health and safety adversely affected by the work operations of the company. The only acceptable standard of health and safety, and for welfare facilities, will be full and proper compliance with the requirements of legislation. Where it is possible and practical to do so, the company will exceed the minimum requirements of the legislation.

The company will seek to ensure that each company with whom it contracts or subcontracts aspires to a similar high standard of health and safety management.

In recognition of the importance that this company places on the engagement and wellbeing of its employees, the company will:

- Consult on health and safety matters, with its employees and others who may work under its control to ensure that the arrangements for health and safety management are practical to implement and effective.
- As far is reasonably practicable, fully and effectively control the health and safety risks arising from its work activities, in co-operation with employees, other contractors, clients and other relevant parties.
- Ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.
- Investigate lapses in health and / or safety performances and implement remedial actions to prevent, so far is reasonably practicable, their recurrence.
- Provide and ensure that all Plant and Equipment owned, used or hired by the company is appropriate, safe to use and properly maintained, inspected and tested.
- Ensure that all Equipment, materials and substances used by the company are appropriate for their intended use and used, handled and stored safely.
- Ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.
- Ensure that all working places are maintained in a safe and healthy condition.
- Provide adequate resources, including sufficient finance, and access to competent health and safety advice, to achieve the aims of this policy.
- Review and revise this policy statement at regular intervals and also where necessary due to changes in the company activities.

SIGNED:

Date: 21/03/2016

ENVIRONMENTAL POLICY STATEMENT

Our objective is to create a climate of excellence not only in our products and/or services, but also for our employees, persons affected by our activities and the environment. In order to achieve this, the following policy has been established.

We will manage our activities to minimise wherever practicable their effect on the environment. In this we are committed at all levels and within all functions of the organisation to continual improvement. We recognise that this will only be achieved through regular monitoring of our environmental performance against objectives regulated by a committed management system.

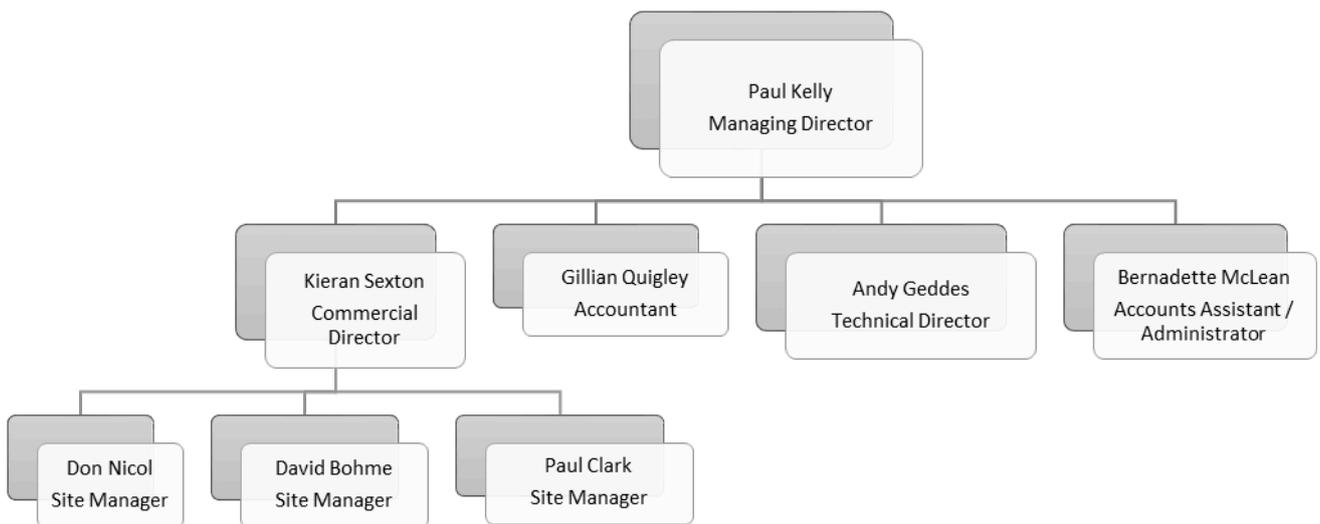
Our Environmental Policy commits the organisation at all levels to ensure that we:

1. Identify any risk of pollution arising from any of our activities, products and/or services, which shall then be either eliminated or effectively controlled to meet or exceed all regulatory requirements relating to the environment.
2. Reduce to a minimum unnecessary use of materials, resources and energy. Reduce to a minimum the environmental effect on all future developments and carry out an appraisal of the environmental effect of sourcing of raw material.
3. Reduce waste to the lowest practicable level ensuring responsible disposal of waste created and received, undertaking environmental audits, measuring the results against established targets.
4. Advocate employee involvement in all environmental matters, providing suitable training and support to all employees with regard to this environmental policy.
5. Minimise any adverse environmental effects caused as a result of our activities, products and/or services adopting the principle of BATNEEC (Best available techniques not entailing excessive costs).
6. Ensure that any persons working on our behalf are made aware of and agree to comply with this policy.
7. Seek to ensure that products and/or services supplied or provided by third parties can be used, handled, stored, and disposed of in a manner which safeguards the environment and the health and safety of all.
8. Undertake a review of this policy in the light of any new knowledge, changing legislation or public concerns.

SIGNED:

Date: 21/03/2016

ORGANISATION



DIRECTORS

Initiate the Company's policy for the promotion of good health, the prevention of injury to the workforce and the public including loss, damage and wastage to property.

Ensure that the policy is applied.

Arrange for funds and facilities to meet the requirements of the policy.

Appreciate the requirements of the law in safety and health matters and ensure that it is observed.

Ensure that all levels of staff receive adequate and appropriate training to job specification.

Ensure that all work stages arrangements are made for the provision of adequate manning, welfare facilities and equipment to ensure the implementation of the Company's policy.

Institute proper reporting, investigation and costing of injury, damage and loss: promote action to preclude and initiate analysis to discover accident trends.

Ensure that any number of staff failing to discharge satisfactorily the responsibilities allocated to them are reprimanded.

Instigate liaison with external accident prevention organisations: encourage the distribution of pertinent information throughout the Company.

Set a personal example.

SAFETY ADVISOR

Advise Management on the preparation, promulgation and review of a Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the Policy.

Give advice to Management as requested on:

Legal requirements affecting Health, Safety and Welfare.

Prevention of injury and damage.

Provision, selection and use of protective clothing and equipment.

New working methods, equipment or materials which could be affected by changes in legislation.

Potential hazards on new sites before work starts, Health and Safety factors affecting the selection of plant or equipment.

Carry out regular inspections of the sites and workplaces to determine whether work is being carried out in accordance with Company Policy and the relevant statutory provisions. Provide an inspection report to the Site Supervisor and send a copy of the report to the Safety Director nominated by the Company.

Assist Management in notifying The Health and Safety Executive of new sites, Dangerous Occurrences, Major Injury, and Accident, and so in accordance with the Company Policy.

Assist Management in any dealings with the Enforcing Authority.

Carry out investigations of serious accidents in accordance with Company Policy and prepare reports.

Supply any necessary First Aid equipment to sites or workplaces.

Supply any necessary statutory literature for use or display at sites or workplaces.

Provide advice on any training required and arrange training courses as required.

Endeavour to establish, at all levels within the Company, an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of the business and operational efficiency.

Assist with the preparation of any Safety Plan or provide any information that will be required to allow the formulation of a Safety File required under the Construction (Design and Management) Regulations 2015.

BUYER

Ensure that when an item of plant or equipment is purchased the order requires that it complies with the Health and Safety at Work etc. Act 1974 all other relevant legislation and British Standards and that instructions are supplied to the site covering its correct use and safe operation.

Ensure that when any substance is purchased the order requires that its content is defined and that the correct literature covering its safe storage use and transport is supplied to the site with any such substance and that a copy is sent to the Company Safety Advisor. Where possible, a safer alternative substance should be obtained.

Ensure that when a machine is hired the order requires the owner to:

Supply the necessary operating manual / documentation.

Ensure that the machine is in satisfactory working order and complies with the Health and Safety at Work etc. Act 1974. British Standards and all relevant statutory requirements.

Provide a driver / operator who are trained and competent in the safe operation of the machine.

Provide the site with a copy of the drivers / operators CPCS Certificate of Competence or a certificate of Competence complying with HSE guidelines.

If in doubt concerning these requirements reference should be made to the Company Safety Advisor.

When placing an order for safety items it is imperative that these are carried out quickly to avoid any unnecessary delay in delivery.

OFFICE ADMINISTRATION STAFF

Understand and comply with the Company Policy and current Regulations.

Develop a concern for personal safety and that of others.

Maintain equipment used in good order and report defects.

Do not take unnecessary risks and avoid unsafe practices.

Refrain from irresponsible behaviour.

All accidents and injuries to be reported.

Do not misuse anything provided for Health, Safety and Welfare.

Ensure that all necessary precautions are maintained when using, handling, storing and transporting hazardous articles and substances.

Understand the Fire Regulations and the action to be taken in case of Fire.

Have an approved First-Aid kit at the place of work.

Use protective clothing when necessary.

Set a personal example.

SURVEYORS

Consider possible impact on the project by current legislation, Codes of Practice and Company Safety Procedures.

Determine at tender stage of contracts so far as is reasonably practicable methods of working, known hazards and fire precautions in order to make a suitable cost allocation for such matters.

Where there is a known potentially contaminated area on site due account must be taken at tender stage to ensure that adequate funds are in place for protective clothing and equipment and that the information is passed to the Site Manager at the award of contract.

Seek advice from the Company Safety Advisor whenever appropriate.

Ensure that all available information is sent to the tendering sub-contractor(s) on known or suspected hazards in order that the sub-contractor(s) can make appropriate provision for safe working conditions.

SITE SUPERVISORS

To be familiar with all Statutory Regulations applicable to the work on which their staff are engaged.

Insist that all Regulations, Codes of Practice, Company Rules and Safety Working Methods are observed.

Ensure that all accidents are reported immediately.

To incorporate Health and Safety instructions in routine orders and see that they are observed.

Restrain employees from taking risks.

To ensure that all new employees particularly apprentices and other young persons are informed of and learn to take safety precautions before being exposed to risks.

Ensure that protective clothing and equipment is used.

To ensure that Plant and equipment is operated by competent persons; that all defects are reported to Plant Manager and that unsafe Plant and equipment is not used.

Ensure that Plant and equipment is in safe and secure state when unattended.

To discourage horseplay and report those who fail to consider the safety factors to immediate supervisor.

To commend operatives who by action or initiative eliminate hazards.

Set a personal example.

TRADESMEN / GENERAL OPERATIVES / SUB CONTRACTORS

Use the correct tools and equipment for the job.

Use safety equipment and protective clothing, which is issued in accordance with Regulations and Company Policy.

Keep Equipment in good condition.

To report to supervisor any defects in plant or equipment and to ensure that plant and equipment is in safe and secure state when unattended.

Develop a concern for safety personally and for others. Avoid short cuts which entail risk and improper use of equipment.

Co-operate with the Company in carrying out its statutory duties to maintain a safe working environment. Report any personal industrial injury or industrial disease to immediate supervisor and ensure that an entry is made in the Accident Record Book at your place of work.

Take care of Company property entrusted to you. Refrain from horseplay and abuse of welfare facilities.

Set a personal example.

PRELIMINARY PROCEDURES

(1) PLANNING

Any aspects of work not covered by this Policy must be planned by the Management as required by the Management of Health and Safety at Work Regulations 1999.

Written method statements and programmes will be prepared taking into account Health and Safety requirements and defining procedures as necessary.

(2) SUPPLIERS

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with Section 6 of the Health and Safety at Work etc. Act 1974, as amended by the Consumer Protection Act 1987 and modified by the Health and Safety (Leasing Arrangement) Regulations 1992 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when used. Also in accordance with the above, please supply details of any tests or examinations carried out and full instructions for the safe use of the article or substance".

All information received from suppliers will be passed to Management for implementation or reference.

(3) PROTECTION OF THE PUBLIC

All necessary measures required for the protection of the public will be allowed for and planned.

(4) DOCUMENTATION.

The Management will ensure that a complete copy of the Company Policy for Health and Safety and Welfare is issued to the Workplace for reference; also a copy of the current Employers Liability Insurance Certificate is issued for display.

All necessary Statutory Notices, Regulations, Registers and Accident Report Forms will be available.

The Workplace Supervisor must ensure that all documentation supplied is displayed as necessary and the Regulations and Company policy are available for reference as required.

(5) JOINT CONSULTATION

In accordance with the Safety Representatives and Safety Committee Regulations 1977 and the Codes of Practice and guidance Notes relating to these regulations, every facility will be afforded to officially appointed Safety representatives and Committees. We will consult with all employees at any time anything that may be considered as having Health, Safety or Environmental implications. We will also consult with any representative of the employees as required under the Consultation with Employees Regulations 1996.

PROCEDURES FOR NEW EMPLOYEES

This procedure is to be carried out by the workplace Supervisor.

Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible to.

Show new employee where Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibilities.

Ascertain if new employee has any disability or illness which could prevent him/her carrying out certain operations safely or require additional protective measures.

Show new employee where copies of Regulations are kept.

Warn new employee of any prohibited actions in the workplace, e.g. entering specific areas without safety clothing, operating machinery unless authorised.

If there is any training or instruction required inform Management.

Issue new employee any protective clothing or equipment necessary and obtain their signature for the items issued.

Show the employee the location of the first-aid box and explain the procedure in the event of an accident in particular the necessity to record all accidents however trivial it may appear at the time.

PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE

Assess risks to all young people less than 18 years of age, **before** they start work.

Ensure the risk assessment takes into account their psychological or physical immaturity, inexperience, and lack of awareness of existing or potential risks.

Introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.

Inform employees that they must not clean machinery if this exposes them to risk of injury from a moving part of that or any adjacent machinery. In addition they must not operate any machinery unless being trained under the DIRECT supervision of a competent person.

CONSULTING WITH EMPLOYEES REGARDING HEALTH AND SAFETY

The Company recognises the need for good consultation procedures and an open ended Policy is operated. Employees and Site Personnel are invited to nominate Safety Representatives to attend a joint Health and Safety Committee.

The Health and Safety committee will be structured in order that at least one senior manager and one contracts manager is in attendance with the Health and Safety Advisor during the meeting with the nominated site personnel. These meetings will be held either on site or at head office on a quarterly basis.

Employees are also encouraged to consult with Site Supervisors on any matter that may be of concern and / or make suggestions to improve Health and Safety on site.

DRUGS AND ALCOHOL

Site Agents/Supervisors must be informed of any prescription drugs being taken or

any condition which may affect operatives activity.

No operatives should report for work under the influence of alcohol or drugs – you may be a danger to others as well as yourself.

Sub-contractors are responsible for their own Drugs and Alcohol policies, however AS Homes Scotland Limited reserve the right to remove or bar any Contractors' employees from site that are suspected to be under the influence of alcohol or any other intoxicating substance (e.g. solvents).

SITE HOUSEKEEPING

A tidy site is a safe site. Stack and secure materials as they arrive on site.

Protect and secure all materials that can be damaged.

When on the scaffold, lower all materials onto the ground by hoist, pulley or chain – do not throw it down.

Dispose of any waste material in an approved manner.

Keep tools, materials and fixings away from the edge of working platform.

Before leaving a scaffold or site, make sure that all lightweight materials are tied down or removed.

Remove all off-cuts, broken batons, fittings and other materials.

Leave site clean and tidy on completion.

KEEP SITES TIDY

FIRST-AID

Trained first aid staff and first aid equipment must be available on site.

The level of provision of trained staff and first aid equipment will depend upon several factors.

Everyone working on site should know where the first aid staff and the first aid kits can be found.

All accidents causing injury must be recorded in the accident book.

Aspirin, paracetamol or other medication must NOT be kept in the first aid box.

In an emergency, assess the situation but do not put yourself in danger.

Don't move casualties who are obviously injured, unless it is necessary to do so – summon the first aid staff and dial 999.

Cover severe bleeding with a clean pad and apply direct pressure.

First aid staff, have the potential to save lives.

MANUAL HANDLING

Poorly thought out or badly performed manual handling activities are the cause of many injuries to construction workers.

‘Manual Handling’ includes lifting, pulling, pushing or carrying a load by physical effort.

Employers must:

Avoid so far as reasonably practicable their employees having to carry out manual handling activities likely to result in an injury.

Where that is not reasonably practicable, assess the risks to the employee.

Put in place control measures to prevent such an injury occurring.

Employees must:

Make full and proper use of the employer’s safe system of work.

Use (lifting) equipment and machinery in accordance with instruction and training given.

Report to the employer any situation where it is considered that the system of working is not safe.

Where sustaining an injury is a possibility and handling a load cannot be avoided, using a mechanical means of carrying out the activity is the best solution.

DISPLAY SCREEN EQUIPMENT

These Regulations originate in the European Directive on work with display screen equipment. They cover display screen equipment (DSE) such as Visual Display Units (VDU’s), microfiche and process control screens. The Regulations apply wherever DSE is used, including offices, classrooms and computer suites.

Employers duties are:

Assess risks to health from DSE workstations and reduce the risks identified by assessments to the lowest level reasonably practicable. Assessments must be kept up to date;

Ensure that workstations in use comply with standards laid down by the Regulations;

Plan the work of DSE users so that there are periodic breaks or changes of activity reducing their workload at the display screen equipment;

Ensure that DSE users are provided with eye and eyesight test on request and further tests at regular intervals;

Ensure additional tests are provided on request for users who experience visual difficulties (such as headaches)

Provide spectacles where tests show these are needed for DSE work;

Provide information on all aspects of health and safety relating to workstations, and on measures taken to comply with the Regulations.

“Workstation” in these Regulations means more than just a desk. It also means, for example, the screen, keyboard, disk drive, printer, document holder, chair, work surface, lighting, temperature, noise and space around the display screen equipment.

Due to the use of lap top computers, varied amounts of work at different times and by different personnel take place. Each person will complete a DSE self assessment checklist.

PERSONAL PROTECTIVE EQUIPMENT

The correct use of personal protective equipment (PPE) is essential in many cases to protect the wearer from harm.

Given the nature of most construction sites, the use of some items of PPE, such as hard hats, safety footwear and high visibility vests is a daily occurrence.

However, it must be remembered that the use of PPE as a means of protecting against risks to health or safety is the last resort; it only protects the wearer and only then if it is:

The right PPE for the job

In good working order

Being used properly

Employers must look after the PPE that has been issued to them and inform their employer if it becomes damaged or is lost.

Selection and use of PPE must comply with the **Personal Protective Equipment at Work Regulations 1992 (as amended)**, to ensure that it will effectively protect the user against the hazard for which it has been selected. All PPE must bear the CE mark to show conformity with European Standards.

C.O.S.H.H. REGULATIONS 2012

These regulations aim to control the exposure of employees to hazardous substances encountered at work and require employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the work place.

The existing requirements to follow good practice are being clarified and brought together by the introduction of the following eight principles.

Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.

Take into account all relevant routes of exposure – inhalation, skin absorption and ingestion – when developing control measures.

Control exposure by measures that are proportionate to the health risk.

Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.

Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.

Check and review regularly all elements of control measures for their continuing effectiveness.

Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.

Ensure that the introduction of control measures does not increase the overall risk to health and safety.

These assessments have been completed and detailed Hazard Data Sheets are available for inspection from your Supervisor.

You are required to adhere to the identified method of working and will be instructed, informed and trained as appropriate.

THE NOISE AT WORK REGULATIONS 2005

Prolonged exposure to excessive noise can result in damage to your hearing. Noise can also interfere with your ability to concentrate and may therefore be an indirect cause of an accident.

The main requirements specified by the Noise at Work Regulations 2005 apply where noise levels are likely to be at or above any of three "Action Values".

(1) The lower exposure action values are-

- (a) A daily or weekly personal noise exposure of 80 Db (A-weighted); and
- (b) A peak sound pressure of 135 dB (C-weighted).

(2) The upper exposure action values are-

- (a) A daily or weekly personal noise exposure of 85 Db (A-weighted); and
- (b) A peak sound pressure 137 dB (C-weighted).

(3) The exposure limits are-

- (a) A daily or weekly personal noise exposure of 87 Db (A- Weighted); and
- (b) A peak sound pressure of 140 Db (C-weighted).

(4) Where the exposure of an employee to noise varies markedly from day to day, an employer may use weekly personal noise exposure in place of daily personal noise exposure of compliance with these Regulations.

(5) In applying the exposure limit values in paragraph (3), account shall be taken of the protection given to the employee by any personal hearing protectors provided in accordance with regulations.

To ensure your protection:-

(1) Do not enter a marked high noise zone without first obtaining and wearing ear protection. (For visitors and work of short duration see item v).

(2) Wear the provided ear protection at all times when working within the noise area.

(3) Ensure that the protectors are kept clean, well maintained and that defects are reported immediately.

(4) Consult with the appropriate supervision, any operation or machine not previously identified as a noise hazard that you suspect requires ear protection to be provided.

(5) Visitors including company staff will be advised by the appropriate supervision in accordance with the nature and duration of the visit or work to be performed as to whether ear protection is required to be worn

THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005

Exposure to hand – arm vibration has the potential to cause disabling injuries.

Exposure to whole – body vibration can cause severe back pain.

Employers have a legal duty to reduce the risks to the health of employees by either eliminating exposure to vibration or reducing it to an acceptable level.

If it is necessary to have vibration measurements taken, it is essential that the person doing so is trained and competent.

Some of the things that can be done to control the potentially harmful effects of exposure to hand – arm vibration are:

- adopting alternative (non – vibration) work methods**
- ensuring that tools are either low – vibration by design and / or well maintained**
- adapting work patterns**
- ensuring that ergonomic factors are taken into account**
- preventing those person(s) exposed to vibration from becoming cold and / or damp;**
- Training workers how to minimise the risks from vibration.**

Exposure to whole – body vibration can be controlled by, for example, improved technology in mobile plant (e.g. improved suspension and driver's seat), operator training, smooth operation of machines and job rotation.

Legislation which came into force in 2005 specifies certain levels of vibration at which preventative actions must be taken.

Exposure limit and action values

For hand – arm vibration:

The **daily exposure action value** is 2.5 meters per second squared (2.5 m/s A(8))

The **daily exposure limit value** is 5 meters per second squared. (5 m/s A(8))

For whole – body vibration:

The **daily exposure action value** is 0.5 meters per second squared (0.5 m/s A(8))

The **daily exposure limit value** is 1.15 meters per second squared (1.15 m/s A(8))

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

These Regulations provide the framework for all the health and safety legislation being introduced by the E.U. They consist of general principals and practices for employers and employees on which more specific Directives are built. It reinforces many of the duties already in place under the Health and Safety at Work Act 1974 and introduces some new ones. Risk assessments required under these regulations have been carried out for our works in general; any additional assessments for non-standard tasks will be carried out by the supervisor with assistance from the safety advisor.

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

These Regulations place general duties on employers regarding the safety of work equipment and some specific minimum requirements on selected hazards. They are concerned not with machinery alone but with the whole system including training and information reflecting the fact that they are connected to the Management of Health and Safety at Work Regulations 1992. They apply to all sectors of work place activity including stopping and starting, use, transport, repair, modification, maintenance, servicing and cleaning of equipment. "Work equipment" any machine apparatus, tool or installation used at work. We as a company will supply tools and equipment that complies with the requirements of these regulations.

WORK AT HEIGHT REGULATIONS 2005

The work at Height Regulations 2005 applies to all work at height where there is a risk of fall liable to cause personal injury.

Overriding principle of the Regulations is that you must do all that is reasonably practicable to prevent anyone falling.

The Regulations set out a hierarchy for managing and selecting work equipment for work at height.

Duty holders must:

- Avoid work at height where they can
- Use work equipment or other measures to prevent falls where they cannot avoid working at height
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

The Regulations require duty holders to ensure:

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done, is safe
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled
- The risks from falling objects are properly controlled

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

As part of our procedures a copy of the above noted regulations and requirements must be kept on site for reference and information.

It is essential that all Managers and Supervisors are aware of the requirements of the regulations and ensure they are complied with.

Prior to any lifting operation all equipment must be assessed for suitability i.e. Winches, Hoists, Cranes, and Forklift Trucks. When suitability and type of lifting equipment has been assessed a fully detailed written Method Statement is to be implemented, showing:

Trained personnel i.e. Banksman, Crane Operator, and Hoist Operator.

Type of Lift (what is being lifted)

Lifting equipment i.e. Winch, Chains, Slings etc.

Assessment of material to be lifted and to where.

Prior to lift being carried out checks must be made on:

Test Certificates for the Lifting Equipment and
Test Certificates for Chains, Hoist, Ropes etc.

All persons involved in any lifting operation require to be trained, competent and fully aware of Method and Risk Assessments. Exact details of LOLER requirements are kept on site for further reference.

These Regulations apply to most fixed permanent workplaces and to employers and those who have control of workplaces. As many of the requirements are quite specific annexes and an Approved Code of Practice have been issued with the Regulations. Further Legislation (i.e. the construction and extractive industries) will complement these Regulations. These regulations apply to our office complex but not the site offices.

Under the new CDM (2015) regulations we appreciate the importance of competence throughout a construction project. As a company we are fully committed to providing a trained and competent workforce through the voluntary CSCS card scheme and other competency based training as required.

The CDM (2015) Regulations place duties on clients, designers and contractors so that they have to consider health and safety issues throughout all stages of the construction project from conception, design and planning through to the execution of the work on site and the subsequent repair and maintenance and demolition of the building.

These regulations will affect our company in that we could be in a position of being a designer of parts of the project as well as a principal contractor or indeed a contractor carrying out a Sub- Contract package on part of the project.

If this is not possible we will combat at source the risks to the workforce and introduce control measures to negate or minimise that risk.

We will allocate sufficient resources in time, money, and personnel as will be required to fulfil our obligations under the CDM 2015 regulations and all other statutory requirements.

All design work that requires design calculations will be drawn up by a qualified engineer and or an architect. The normal design works are carried out by the producer of the system we intent to use for a particular project and we ensure this design will not interfere with any other design requirement of other contractors.

As contractors we will supply all relevant information to the Principal Designer to enable that person to comply with their duties under the regulations. Any information that is required for the Health and Safety plan will be submitted to the principal contractor to forward to the Principal Designer.

EXCAVATIONS

Before digging any excavation, plan what temporary support will be required and what safety precautions will have to be put in place.

All excavation work should be carried out by trained and competent operatives. Work should be directed by a competent supervisor.

Ensure necessary equipment is available on site before work commences.

Prevent sides from collapsing by battering them to a safe angle or supporting them with proprietary support systems i.e. trench boxes. Never work ahead of the support

Do not store excavated spoil and other materials or have plant/vehicles close to the side of the excavation at any time.

Ensure excavations where people could fall into them are guarded using suitable barriers at all times i.e. heras fencing.

Ensure all vehicles, including vehicles tipping material into excavations are kept well back from the edge. Use stop blocks etc where necessary.

Ensure excavations do not undermine nearby structures i.e. walls or scaffolds.

Ensure there is safe, suitable access into excavations at all times.

Do not carry out any activity near excavations that could cause hazardous fumes to accumulate within the excavation.

Where possible keep excavations away from existing services.

Use cable locating devices and mark existing services. Re-route services as required by contract conditions. Hand dig near existing known services (Only if you have been trained to do so).

Supervisors should have service plans where available and should know how to use them.

If you think an excavation is not safe for any reason, stop work immediately and inform your supervisor.

CONFINED SPACES

Working in confined spaces has the potential to be very hazardous unless the appropriate controls are put in place.

Many people have died as a result of work in confined spaces not being adequately planned or organised, or safely carried out; many of them were would be rescuers.

A risk assessment must be carried out for all work in a confined space.

Where the findings of the risk assessment reveal there to be significant risks to health and safety, it may result in a method statement being written.

Any plan of work must consider the method of rescuing the people in the confined space should the situation become unsafe.

Entry to a confined space should be controlled by a Permit to Work.

Training should be specific for the type of confined space.

The use of respiratory protective equipment is common in confined space work and users must be trained in its use, general care and maintenance.

Unplanned or poorly planned work in confined spaces has the potential to kill – operatives should be adequately trained and experienced.

ASBESTOS PROCEDURES

There are three main types of asbestos:

Chrysotile

Amosite

Crocidolite

Unfortunately there are many asbestos containing materials (ACM) which may be encountered during working operations.

In the main, laboratory sampling is the only sure method for determining whether a material contains asbestos or not.

If a suspect material is encountered, do not disturb it.

Cease operations immediately and report the circumstances to the Site Manager.

Warn other workers of the circumstances and display a warning notice and if possible, fence off the area securely.

The Site Manager or Supervisor will arrange for samples to be tested by a licensed and accredited asbestos removal company. If the sample is positive, then removal of the material is required. Work will not be resumed until air tests show the air is clear of asbestos fibres.

Training

Operatives will be trained to observe the types of materials that may contain asbestos: Lagging, fire protection materials, ceiling tiles, heat insulation, certain cladding materials etc.

VEHICLES / MOBILE PLANT

Ensure suitable access/egress for vehicles is available and that there is suitable turning areas and good visibility on site.

Do not reverse vehicles unless it is unavoidable. Ensure a banksman is present for all reversing manoeuvres.

Set up a one way system on site if possible.

Provide pedestrian walkways on site where possible to separate people from traffic. Ensure all persons on site including visitors where high visibility vests.

All drivers on site should be fully trained as necessary and should be made aware of all site traffic rules.

Ensure necessary precautions are put in place to prevent vehicle getting too close to hazards such as excavations, overhead cables etc.

Ensure all vehicles are properly maintained. Report any defects to your supervisor immediately.

Select excavators/dumpers with good all round visibility. Fit mirrors etc if required to ensure the driver can see round the entire vehicle.

Do not ride on vehicles unless authorised to do so and a safe riding position/seat is provided.

Do not overload vehicles at any time. Ensure materials cannot fall from Lorries and hit pedestrians.

Only fully trained and competent persons who hold a current competency certificate to operate vehicles on site. Under no circumstances should an unauthorised person operate vehicles/mobile plant.

SAFE HANDLING OF TOOLS AND EQUIPMENT

Using the correct tools for the task will make your job safer and more efficient.

Keep tools and equipment dry and in good condition.

Keep safety guards in place.

Do not operate tools or equipment if you do not know how.

Check that all electrical appliances operate from a 110 volt supply.

Check that plugs and sockets are undamaged correctly wired and that they are earthed.

Automatic cut-out switches must not be interfered with.

Always disconnect the power supply of a machine that is being cleaned, repaired or adjusted.

Do not force or overload tools and equipment.

Safety eye protection and dust protection *must* be worn when using disc type cutting tools.

Abrasive cutting discs must always be fitted by a properly trained and certified person.

Hand tools should always be carried in a hold-all.

Electrical equipment must only be installed or altered by a qualified electrician.

REPORT ALL DEFECTS IMMEDIATELY.

SAFE SCAFFOLDS AND WORK PLATFORMS

Make sure that all items of scaffold and working platforms are erected by a competent person and that they are checked daily. If the scaffold is unsafe – do not use it.

Before starting work on a scaffold ensure there are no overhead power cables or sources of electricity, remember that the electricity can arc or jump across air gaps especially in the rain.

Eaves and verge protection rails should be 960 mm above the working surface.

Where it is not possible to erect proper eaves and verge protection rails or an eaves level platform, a safety harness must be used.

When working on fragile roofs use at least two crawling ladders or stagings at all times. These are to be a minimum of 600 mm wide each.

Use ladders or staging when working on sheet metal roofs where necessary.

Openings in the roof should be covered or protected by a scaffold rail around the perimeter.

DO NOT REMOVE OR MODIFY SCAFFOLDING IN ANY WAY, UNLESS AUTHORISED BY THE SUPERVISOR.

Ask for assistance to remove or reposition any part of a scaffold that is preventing safe access to your work.

Make sure that all handrails and toe boards on vertical scaffolds are in position at your working levels.

Make sure that all walkways are the correct width – 600 mm for footing only, 800mm for footing and materials.

Ensure you know the maximum loading which can be placed on the scaffold. Keep scaffold platforms clear of debris at all times.

DO NOT USE INCOMPLETE SCAFFOLDS

LADDER SAFETY

Do not climb on makeshift arrangements or up the standards – use a ladder.

Inspect ladders for splits, missing or damaged rungs or fittings.

Do not use defective ladders; report them to your Supervisor.

Ladders must be placed on firm, level ground and always tied at the top.

Make sure that the ladder is long enough for the work; it should extend at least 1.05 metres above its resting place or above the rung on which the user stands.

Place ladders at a sensible angle, an incline of 75 degrees – about one unit out at the foot for each four units of height, is about right.

Always face the ladder when using it, maintain a firm grip, use both hands.

Never allow more than one person on at a time.

Keep ladders away from electric power lines.

Extension ladders must be overlapped by at least three rungs, be sure that securing Clips are fully engaged.

Ensure that the access point area to the ladder is kept clear of all materials and debris.

Maximum safe height for any ladder is nine metres when anchored.

Provision to be made for diversion of public away from base of ladder if it is sited on a public footpath.

A physical barrier to be placed around base of ladder in order to provide physical barrier; between works and members of the public.

WINDY CONDITIONS

Working in strong winds on scaffolds can be very dangerous. Know and realise when work should cease in windy conditions.

Beware of sudden gusts even on relatively calm days.

Extreme care must be exercised when fixing or handling materials in winds over 15 knots/17 mph.

All height work must cease when the average wind speed reaches 20 knots/23 mph.

Gusts can be as much as twice the average wind speed.

Wind direction can be influenced by surrounding buildings and trees.

Make sure you know the conditions at high level before starting work.

Secure all material stored or being used on the scaffold; windblown material, particularly batons, can be lethal.

Use the local weather forecast for general guidance on expected conditions.

LIQUID PROPANE GAS

Make sure that you are aware of the suppliers' instructions. Cylinders must be marked flammable.

When transporting or storing cylinders keep them in an upright position and fastened securely. Be aware of the current road transportation requirements.

Make sure that the container valve is closed and the safety cap is in place.

Do not drop cylinders or allow them to strike against each other.

Move cylinders on a hand truck or roll them on the bottom edge; never drag them.

Check the pressure regulator prior to use and adjust as necessary.

Tighten regulators with the correct sized spanner.

Check the hose for cracks, cuts and wear and tear.

Hoses should be of the armoured type.

Replace damaged hoses and missing hose clips.

Use worm drive hose clips.

Always assume cylinders are full and handle accordingly.

When not in use all cylinders full or empty should be stored in a secure ventilated store.

ELECTRICITY

Electrical equipment is used on virtually every site. Everyone is familiar with it, but not all seem to remember that electricity can kill. Electrical systems and equipment must be properly selected, installed, used and maintained.

Electrical equipment used on building sites, particularly power tools and other portable equipment and their leads, face harsh conditions and rough use and are likely to be damaged and becomes dangerous. Modern double insulated tools are well protected, but their leads are still vulnerable to damage and should be regularly checked.

Where possible, eliminate risks. Cordless tools or tools which operate from a 110V supply which is centre-tapped to earth so that the maximum voltage to earth should not exceed 55V, will effectively eliminate the risk of death and greatly reduce injury in the event of an electrical accident. For other purposes such as lighting, still lower voltages can be used and are even safer.

If mains voltage has to be used, the risk of injury is high if equipment, tools, leads etc. are damaged, or there is a fault. Trip devices (such as residual current devices (RCD) rated at 30mA with no time delay) will be needed to ensure that the current is promptly cut off if contact is made with any live part.

Trip devices must be installed and treated with great care if they are to save life in an accident. They have to be kept free of moisture and dirt and protected against vibration and mechanical damage. They should be checked daily by operating the test button. If mains voltage is to be used, make sure that tools can only be connected to sockets protected by RCDs. If the permanent wiring is being up-rated as part of the work, a trip device at the new incoming supply will usually be installed. By installing it at the start of the work, immediate protection can be provided. Even so, RCDs cannot give the assurance of safety that cordless equipment or a reduced low voltage (such as 110V) system provides.

Lochay Homes carries out user checks, regular visual inspections and combined inspections and testing on all of their portable electrical equipment.

User check - weekly

Visual inspection - monthly

Combined inspection and test before first use and thereafter – 3 monthly

Servicing of our equipment is carried out by competent electricians. All of the above are carried out as per the requirements of the Electricity at Work Regulations 1989.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

The Company will endeavour to ensure that no person is put at risk from the outbreak of fire. Fire risks will be addressed by a risk- based fire and evacuation plan for the company offices and one for each site. Fire and evacuation plans will be drafted and amended as necessary by: Martin Markey (Health and Safety Officer). The range of fire fighting appliances required and suitable locations for them is the responsibility of the Health and Safety Officer and Site Manager. The annual maintenance of fire fighting appliances will also be arranged by the Health and Safety Officer.

The initiating and monitoring of the effectiveness of office and on-site fire drills and the training of operatives in the safe use of fire fighting appliances will be organised by the Health and Safety Officer.

There are four basic types of fire extinguisher agents: water, dry powder, foam, and carbon dioxide. These agents act either by cooling the burning material, by excluding the air necessary for combustion or by a combination of both effects.

The suitability of each type of extinguishing agent for dealing with fires in different materials and liquids is shown in the following table.

TYPES OF FIRE EXTINGUISHERS
their uses and their colour coding according to BS EN 3: 1996

WATER	POWDER	FOAM	CARBON DIOXIDE (CO₂)
For wood, paper, textile and solid material fires	For liquid and electrical fires	For use on liquid fires	For liquid and electrical fires
DO NOT USE on liquid, electrical or metal fires	DO NOT USE on metal fires	DO NOT USE on electrical or metal fires	DO NOT USE on metal fires

The contents of an extinguisher is indicated by a zone of colour on the red body of the extinguisher

The Fire Protection Association
Bastille Court 2 Paris Garden London SE1 8ND
Tel: 020 7902 5300 • Fax: 020 7902 5301
E-mail: tpa@thetpa.co.uk • Web: http://www.thetpa.co.uk

Halon extinguishers are not shown since no new halon production is permitted in the UK

REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES

The reporting of the above is a legal requirement under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

Certain defined major injuries and any fatal accident must be reported to the nearest HSE Office by telephone as soon as possible.

The schedule for RIDDOR reporting incidents and near misses can be discussed with the Health and Safety Advisor or directly with the Accident Reporting Line – 0845 300 9923.

Any incident which keeps a person away from work for more than 7 days must be reported online at www.hse.gov.uk/riddor. All incidents can be reported online but a telephone service remains for reporting fatal and major injuries only. Call the incident contact centre on 0845 300 9923.

Internal Procedures

In the event of an accident occurring on site, the Site Supervisor will inform HSE by telephone for a defined major injury. (Ensure full details are entered into the Accident book at the site, and also the Accident book kept at Head Office).

The Health and Safety Officer will be responsible for ensuring Form F2508 is properly completed and sent to HSE.

Follow up investigation, if required, will be carried out by our Health and Safety Officer in conjunction with Site Supervisors, Contracts Managers and Directors.

Accident Reporting Procedure

1. Accident or near miss – report to supervisor
2. Supervisor will liaise with the Health and Safety Officer for advice on type of accident / near miss and report procedure.
3. Health and Safety Officer will investigate the accident
4. Accident investigation will publish:
 - Immediate cause.
 - Underlying cause.
 - Root cause of incident. Review of procedures to prevent recurrence of accident or near miss.