



Company Safety Policy

Contents	Page
Statement of Company Safety Policy	1
Responsibilities for Health & Safety	
- The Company/Employer	2
- Construction Director	3
- Company Secretary	4
- Site Managers	5
- Safety Advisor	6
- Employees	6
Setting up New Sites	7
Risk Assessment	7
First Aider	8
Accidents	8
Safe Working Procedures	
- Safe Access	10
- Work at Height	10
- General Access Scaffolds	10
- Tower Scaffolds	12
- Trestle Scaffolds	13
- Ladders	13
- Stepladders	13
Electrical Safety	
- Tools & Equipment	14
- Overhead Lines	14
- Underground Cables	14
Gas Mains	14
Excavation Work - Permit to Dig	15
Roofwork	16

Demolition	16
General Transport	16
Excavators - Operatives Instructions	17
Lifting Accessories	18
Platform Hoists	18
Lifting Equipment including Cranes, Excavators etc	18
Cranage - Contract Hire	19
Cranage - Contract Lift	20
Mobile Elevating Work Platforms	20
Machinery	20
Hand Tools	20
Air Tools	21
Petrol/Diesel Power Tools	21
Safe Use of Cartridge Operated Tools	22
Abrasive Wheels	23
Flammable Gases & Liquids	23
Roadwork Safety	24
Waste Disposal	24
Noise at Work	24
Control of Hazardous Substances	25
Manual Handling	25
Asbestos	26
Procedures for Entering Confined Spaces	28
Procedure for Entering Open Excavations	29
Subcontractors	
- General requirements	30
- Specific requirements	31

STATEMENT OF COMPANY SAFETY POLICY

It is the policy of the Company to provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose.

The Company recognise the importance of safety, health and welfare in the successful operation of its activities, and believes in the active participation and co-operation of its employees, and subcontractors, in order to achieve and maintain the highest possible standards.

The activities of the Company will be conducted in accordance with relevant statutory requirements, appropriate safeguards being implemented to prevent exposing employees and the general public to risks to their health and safety. This Policy will be actively pursued by the Board of Directors and line management.

The requirements of the Health & Safety at Work etc Act 1974, the Factories Act 1961, the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2007 shall be regarded as the minimum standard of safety, health and welfare to be accepted.

In furtherance of this aim the Company will introduce and maintain systems of work which will ensure that all stages of construction work, from conception, design and planning through to execution of the works on site and subsequent maintenance and repair, are managed in an effective and co-ordinated fashion.

The Company recognises the need to consult with its workforce on health and safety matters in order to achieve policies which are both safe and acceptable when put into practice. It welcomes suggestions from its employees which serve to improve and promote these aims. Such suggestions may at any time be brought to the attention of line and senior management.

Whilst overall responsibility for health and safety matters must rest at the highest management level with the Company, employees should recognise that they to have duties under the Health & Safety at Work Act 1974. These duties include the taking of reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to comply with statutory safety obligations.

This policy will be kept up to date. To ensure this, the Policy and the way in which it has operated will be reviewed on an annual basis. Any revision will be brought to the attention of those affected by the changes.

Signed *Allan J Carr*

Date January 2012
ALLAN CARR, CONSTRUCTION DIRECTOR

File Ref: 12471

Responsibilities for Health & Safety

In order that the Company Health & Safety Policy can operate effectively it is essential that all levels understand their individual and collective responsibilities. These have been defined and are set out as follows:

The Company/Employer

The Company will, so far as is reasonably practicable, achieve the aims of this policy by providing safe systems of work, and in particular provide:

- 1 Safe access and egress to the site with adequate provision for the safe storage of materials.
- 2 A safe place to work free from undue risk.
- 3 Safe plant and equipment to carry out the work.
- 4 Safe and effective methods of carrying out the work.

This will be achieved by:

- 5 Assessing, preventing and managing health and safety risks liable to arise during all construction activities.
- 6 Allocating adequate resources to ensure compliance with health and safety legislative requirements.
- 7 Developing effective health and safety plans to co-ordinate and manage the activities of all contractors for the purpose of risk reduction.
- 8 Providing trained competent staff and employees.
- 9 Selecting competent and adequately resourced contractors to carry out work, where it is subcontracted.
- 10 Monitoring and reviewing the health and safety performance of the Company.
- 11 Ensuring that all workers are properly informed and consulted.
- 12 Providing for site safety inspections and taking advice for the Company's Safety Advisor, Safety Management Ltd.
- 13 Amending the Safety Policy from time to time as it becomes necessary and at least annually with any amendments being brought to the attention of those affected.

Construction Director

The Construction Director shall direct and control the overall Health and Safety Policy of the Company by:

- 1 Ensuring that there is at all times an effective policy for health and safety within the Company and that responsibility under the policy is assigned and accepted at all levels.
- 2 Ensuring that duties and responsibilities imposed by the Construction, (Design & Management) Regulations 2007 are suitably delegated and assigned within the Company.
- 3 Ensuring that adequate channels of communication are maintained within the Company so that information concerning health & safety matters, which may affect any or all employees, is effectively communicated.
- 4 Ensuring that adequate resources are made available in order to meet health and safety requirements and that all staff receives suitable and sufficient training for their level of responsibility.
- 5 Ensuring that the site management team are sufficiently resourced in terms of plant, equipment, experience and technical knowledge for the nature of the project being undertaken.
- 6 Ensuring that the tendering mechanism within the organisation takes all health & safety factors into account in order that adequate resources are costed and allocated at the tender stage.
- 7 Ensuring that a mechanism exists within the organisation for the considered evaluation of any risks liable to arise from a contract and that such risks are adequately controlled by the development of a detailed Health and Safety Plan prior to the commencement of construction activities.
- 8 Establishing a close liaison between the CDM Co-ordinator, Designer & Client to ensure that all relevant health and safety factors are taken into account in order to comply with the requirements of the Construction, (Design & Management) Regulations 2007.
- 9 Carefully appraising the experience and competency of contractors where elements of the project are to be subcontracted to ensure that such contractors are adequately resourced to comply with health and safety requirements.
- 10 Ensuring that the responsibilities of subcontractors are clearly laid down and that a system exists for the co-ordination of safety activities between Principal Contractor, subcontractor and any other individual contractor who may be working on the same site.
- 11 Determining at the planning stage, in consultation with the Company's Safety Advisor, that appropriate safe systems of work have been established and communicated to all relevant persons.

- 12 Ensuring that all risks are evaluated and any necessary precautions taken to ensure compliance with the Management of Health & Safety at Work Regulations 1999, the Construction (Design & Management) Regulations 2007, the Lifting Operations & Lifting Equipment Regulations 1998, Work at Height Regulations 2005 and any other relevant requirements.
- 13 Familiarising himself with all new health and safety legislation liable to affect the Company's sphere of activities and to bring such changes to the notice of all relevant persons.
- 14 Carefully evaluating health and safety implications before diversifying into new fields of activity within the Construction & Civil Engineering Industry.
- 15 Acting jointly with the Company's Safety Advisor in the role of Competent Person for the purposes of the Management of Health & Safety at Work Regulations 1999.
- 16 Determining that all risks liable to be encountered during the Construction Phase are evaluated and that appropriate safe systems of work have been established and communicated to all relevant personnel, taking advice as necessary from the Company's Safety Advisor.
- 17 Regularly monitoring that proper safe systems of working and means of avoiding dangerous or potentially hazardous conditions are adopted on site.
- 18 Demonstrating close personal involvement and support for the Company's Health & Safety Policy.

Company Secretary

The Company Secretary should ensure:

- 1 That the Company at all times holds and complies with the Employers Liability (Compulsory Insurance) Act 1969.
- 2 That it holds sufficient Indemnity Insurance to cover its range and breath of activities.
- 3 That all relevant HR records are kept including training, absenteeism and accidents.
- 4 That when hiring or sourcing plant and equipment all relevant health and safety instructions/manuals are obtained and delivered to site.
- 5 That when purchasing hazardous materials safer alternative substances are selected wherever reasonably practicable and that material health and safety data sheets are obtained and delivered to site.
- 6 That the required statutory inspections on plant, lifting tackle etc are carried out with appropriate records being kept.
- 7 That the office is organised and maintained to ensure the health, safety and welfare of all administrative staff.

Site Managers

Site Managers are responsible for the direct control of construction activities and for ensuring compliance with health & safety requirements. They will achieve this by ensuring:

- 1 That they fully familiarise themselves with the Company's Safety Policy.
- 2 That they adhere to the Health & Safety Plan drawn up in accordance with the requirements of the Construction (Design & Management) Regulations 2007.
- 3 That they confer with the Construction Director and CDM Co-ordinator in order to evaluate any health & safety implications should there be a need to deviate from the Health & Safety Plan.
- 4 That they confer with the Construction Director and the Company's Safety Advisor on all matters of safety and in connection with the Company's Safety Policy should the need arise.
- 5 That they co-operate with the Safety Advisor to rectify any matters that are in conflict with the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2007 or with other statutes currently in force.
- 6 That they organise the site so that all operations are carried out with a minimum of risk to operatives, equipment and materials.
- 7 That appropriate precautions are taken to protect members of the public and prevent unauthorised access by non-site personnel and in particular children.
- 8 That the delivery and storage of materials is carried out in such a manner so as not to endanger site personnel or members of the public and to avoid double handling wherever possible.
- 9 That the site welfare facilities are adequate and that First Aid Boxes are adequately stocked.
- 10 That all plant and equipment supplied to the site, whether owned or hired to the Company is in a safe condition before being put into service and that in the case of lifting appliances and hoists that the appropriate tests and examinations have been carried out.
- 11 That when hiring excavators for lifting duties over 1 tonne, check valves and automatic safe load indicators are fitted.
- 12 That when hiring cranes appropriate information is given concerning the load and lifting radius
- 13 That they clearly lay down the responsibilities of subcontractors and ensure that a system exists for the co-ordination of safety activities between principal contractor, subcontractor and any other individual contractor who may be working on the same site.
- 14 That any subcontractor who consistently fails to comply with health and safety requirements is reported to the Construction Director to decide whether to discontinue using their services.

- 15 That they carry out, or arrange to carry out, the required statutory inspections and examinations in respect of excavations, lifting equipment, scaffolds etc and that the prescribed particulars are recorded and kept available for inspection.
- 16 That they set a personal example and give leadership on health and safety matters.

Safety Advisor

The Company uses the services of Safety Management Limited to provide advice and keep up to date on Health & Safety Legislation applicable to the Construction Industry.

Safety Management Limited act jointly with the Construction Director to fulfil the role of competent person for the purposes of the Management of Health & Safety at Work Regulations 1999.

Employees

All employees including self-employed persons working under the direction and control of the Company shall:

- 1 Co-operate with management as far as is necessary on safety matters to promote health and safety at work.
- 2 Read and familiarise themselves with the Company Safety Policy and in particular the duties contained in this section.
- 3 Realise that they have a legal duty whilst at work to take reasonable care for the health and safety of themselves, that of their fellow employees and others who may be affected by their activities.
- 4 Observe all safety rules and only use the correct and recognised methods and systems of working.
- 5 Use the correct tools and equipment for the job, keep their tools in good and safe condition, and report any defects in plant, tools or equipment to their supervisor without delay.
- 6 Use and take care of all other safety equipment such as goggles, ear defenders, safety harnesses etc.
- 7 Wear safety helmets at all times whilst on site.
- 8 Report any loss or defect in any safety equipment to their supervisor. This is a specific legal requirement placed upon individuals under the new legislation relating to the wearing of safety helmets and EC legislation relating to the use of personal protective equipment.
- 9 Refrain from horseplay and acts which could cause hazards to themselves and others eg do not hitch rides on dumpers or 'bomb' materials from heights.
- 10 Develop a personal concern for the safety of themselves and others whilst at work. Remember each year up to 100 people die because of construction accidents and many thousands are severely injured or crippled. **DO NOT** become another statistic.
- 11 Report all accidents and damage to the supervisor whether persons are injured or not.
- 12 Keep their working place in a safe and tidy condition.

- 13 Suggest to the supervisor ways of eliminating hazards or improving standards of health and safety.
- 14 Remember that wilful and knowing disregard of safety instructions may result in disciplinary action.

Setting up New Sites

- 1 A Health & Safety Plan must be drawn up and approved by the CDM Co-ordinator prior to the commencement of any project which attracts the requirements of the Construction (Design & Management) Regulations 2007.
- 2 The CDM Co-ordinator will notify the Health & Safety Executive if the work is 'Notifiable' i.e. liable to last more than 30 days or involves more than 500 man days of construction work.
- 3 A copy of the notification (Form 10) should be displayed on the site together with the statutory notices.
- 4 The Company will supply a standard health & safety pack to site which will include Accident book, Statutory Notices, Company Safety Policy and associated guidance literature.
- 5 The site should be secured, as far as is reasonably practicable, by means of hoarding, security fencing or otherwise. If this is not reasonably practicable, individual hazards must be fenced off or made otherwise safe. All plant and mobile equipment must be effectively immobilised during out of site hours or placed in a security compound.
- 6 The site should be organised to ensure so far as is reasonably practicable that vehicular/plant movements are segregated from pedestrian routes and that the need to reverse is minimised.
- 7 The Site Manager should ensure that all amenities required by the Regulations such as Mess Huts, Toilets, Washing Facilities, Drying Rooms, etc are set up and maintained to the standard required by the Regulations, taking into account the maximum number of persons likely to be on site.
- 8 Should electricity cables pass in close proximity to where work is to be carried out, the Site Manager shall contact the relevant Electricity Authority (preferably in writing) to ascertain whether such cables can be removed, diverted or otherwise made safe and accept advice given by such Authority.
- 9 The Site Manager shall also contact all relevant public utilities/authorities eg Telecom, Gas, Water, Mercury, Cable TV etc. to establish the presence of, and agree safe methods of working adjacent to any such services.

Risk Assessment

- 1 It is the responsibility of the Construction Director/Site Manager to ensure that a suitable and sufficient assessment has been carried out of all the risks liable to arise during the construction phase.
- 2 All measures necessary to adequately control those risks identified as being of significant danger must be implemented and where appropriate incorporated into the Health & Safety Plan.

- 3 It is important to be systematic in the carrying out of this task and to understand the concepts of hazard and risk. A hazard is something that has the potential to cause harm e.g. a deep excavation, erection of steelwork, entry into a confined space, work at height etc. Risk is the likelihood that harm will arise from a hazard in the form of injury or ill health.
- 4 Severity of risk is a function of the probability of an event occurring and the degree of injury or ill health liable to arise. In assessing the risk consideration must be given to the level and adequacy of the existing precautions. Where an activity is of an above average risk nature then in depth planning in the form of a detailed method statement must be carried out. If in doubt seek advice from the Company's Safety Advisor.

First Aider

- 1 It is the policy of the Company to provide or have access to at least one qualified first aider for all sites notifiable under the Construction, (Design & Management) Regulations 2007.
- 2 In assessing the level of first aid cover for any particular project the Company will take into account such factors as the nature of the work, the risks involved, size and nature of the workforce and the distance from external emergency services.
- 3 All sites however small must be provided with an adequately stocked first aid container which should be looked after by an Appointed Person. The appointed person takes responsibility to ensure that first aid items are replaced and to take charge in the event of an emergency. The Site Manager will designate the Appointed Person if not fulfilling this role personally.

Accidents

- 1 The Site Manager/senior site supervisor will notify the Construction Director immediately of all accidents, except those of a minor nature.
- 2 In the event of a serious accident, reportable accident or reportable dangerous occurrence the Site Manager/Construction Director will inform Safety Management Limited immediately who will arrange for a site visit to investigate the cause of the incident and to advise the Company as to their legal liabilities.
- 3 All fatal and major injury accidents and all specified Dangerous Occurrences must be immediately reported to the Divisional Director who in turn must immediately make a report to the Health & Safety Executive's Incident Contact Centre by telephone (0845 300 9923) or by email (www.riddor.gov.uk). A written or online report utilising Form F2508 must follow within 7 days of the incident.
- 4 All injuries resulting in incapacity from work for more than 3 days must be reported on the F2508 by the Construction Director. The form should be sent as soon as it is apparent that the injury has resulted in a 3 day period of incapacity and should be sent no later than 10 days after the date of the injury.
- 5 All injuries however minor, should be reported in the DSS Accident Book BI 510 kept available on site.
- 6 Further information is available in the Guidance booklet HSE 11: "Reporting an Injury or a Dangerous Occurrence", copies of which are available from Head Office.

- 7 A record of all accidents will be compiled at Head Office in order to evaluate any trends which may require remedial attention.

Safe Working Procedures

Safe Access

- 1 Safe access should be provided to all places of work. Gangways, passageways and staircases should be free of obstruction. Ladders and scaffold should be provided as necessary.
- 2 All walkways should be kept level and free from obstructions such as stored material and waste.
- 3 Holes and openings should be securely fenced off or provided with fixed clearly marked covers.
- 4 The site should be maintained in a tidy condition. Materials should be stored safely. Packs of bricks and blocks should be stored on firm and level ground. Single bands of bricks or blocks should be stabilised. Pipes should be chocked and rings laid flat. Trusses if not stored flat should be tied back to prevent collapse. During windy conditions lightweight material of large surface area should be securely tied down.
- 5 Arrangements should be made for the safe collection and disposal of waste using registered waste carriers.
- 6 Nails and timber should be hammered down or removed.
- 7 Adequate artificial lighting should be provided when work is carried on after dark or inside buildings.

Work at Height

- 1 Work at height will be avoided wherever reasonably practicable.
- 2 No work at height (use of ladders, scaffolds or work close to open edges) will be conducted without further consideration and the drafting of a method statement on a job by job basis that will describe in detail the measures which will be adopted so as to reduce the risk of falls to a level which is as low as is reasonably practicable.

General Access Scaffolds

- 1 Scaffolds should be provided where work cannot be done safely on or from the ground or from part of a building or other permanent structure. The scaffold should be suitable and sufficient for the purpose and be properly maintained.
- 2 Scaffolds should be erected, altered and dismantled only under the supervision of a competent person and so far as possible by competent workmen possessing adequate experience. All materials should be inspected before use.
- 3 The sequence of erection and subsequent dismantling should be carried out in accordance with the National Access & Scaffolding Confederation's Code of Practice SG4:00 "The use of fall arrest equipment whilst erecting, altering and dismantling scaffolding". With fall arrest harness being clipped on for any work at or above 4m in height. Any subcontractor or individual failing to comply with this Code of Practice, should be required to leave site.

- 4 All scaffolds and materials should be of good construction, of suitable and sound material and of adequate strength. There should be sufficient materials available to complete the scaffold. All timber used in scaffolds should be of suitable quality, in good condition and should not be painted or treated so that defects cannot be easily seen.
- 5 No defective materials should be used in a scaffold. All scaffold materials should be stored under good conditions.
- 6 All scaffolds should be properly maintained and all parts should be fixed, secured or placed so as to prevent accidental displacement.
- 7 Incomplete scaffolds should be adequately signed at each access point to indicate that it is incomplete or access to it should be effectively blocked.
- 8 All scaffolds should be inspected by a competent person before being taken into use for the first time, after any substantial alteration, any event liable to have affected its strength or stability and at regular intervals not exceeding 7 days since the last inspection.
- 9 All reports must be kept readily available for inspection and shall be retained for a period of 3 months from the date they were carried out.
- 10 Where scaffolds provided for one employer, or his workmen, are to be used by a second employer or his workmen, steps should be taken by the second employer or his agent to check that the scaffold is safe for use.
- 11 A scaffold should not be overloaded. All loads should be evenly distributed. Materials should be transferred to a scaffold without violent shock. Materials should not be kept on a scaffold unless needed for work within a reasonable time.
- 12 All scaffolds should be erected to conform to the standards laid down within the Work at Height Regulations 2005.
- 13 Where scaffolds are erected and used in public areas persons should be excluded from the working area during erection. Suitable signs should be used where necessary to warn that work is going on overhead. Sheeting, boarding, fans and brick-guards should be provided where necessary to prevent materials etc from falling from the scaffold into public places. To prevent children from gaining access to the scaffold, ladders should be removed at the end of the working day. Alternatively a scaffold board may be securely lashed to the ladder to render it un-climbable.
- 14 All working platforms should be fully boarded and adequate guardrails including intermediate guardrails and toe-boards should be provided at every side from which a person can fall a distance liable to cause injury and in any event where the fall height is more than 2 metres. Safe access should be provided to all scaffold platforms.

Tower Scaffolds

Before Erecting the Tower:

- 1 Make sure that the supplier's instruction manual is on site and has been read and understood.
- 2 Take precautions to prevent collision with tower by persons or vehicles.
- 3 Check that all components are of the same make and correct type and that the correct number are on site and they are undamaged.
- 4 Check that the floor is level, firm and not obstructed and that floor openings are covered or filled in.
- 5 Check that the scaffold can be tied to adjacent structures if necessary.
- 6 Check that the area is free of overhead electric cables.

When Erecting the Tower:

- 7 Keep to the recommended height/base ratios (3:1 outside, 3□:1 inside). Fitting outriggers or stabilisers as required.
- 8 Check that the scaffold is vertical and that adjustable legs are secure and that castor brakes are on. Secure interlocking pins on all spigot and socket joints and fit bracing as the erection proceeds.
- 9 Fit guardrails and toeboards to all working platforms over 2 metres above ground level.
- 10 Towers that are required to a height in excess of their free-standing height and cannot be stabilised by increasing base dimensions should be tied at the maximum free standing height and thereafter in accordance with the manufacturer's instructions.

During Use of the Tower:

- 11 Inspect before each use to see that the height/base ratio is within limits and that no parts have been removed or altered from the correct configuration. A formal inspection report must be completed on initial erection and thereafter at least once every seven days. If the scaffold is dismantled for movement elsewhere, then a new report must be completed as soon as it is re-erected.
- 12 Ensure outriggers or stabilisers are correctly positioned and secured, checking that ties, ballast, weights or guys are in good order if fitted.
- 13 Limit horizontal forces on the platform as much as possible. On no account should a ladder be placed on top of the tower to gain extra height.
- 14 Towers must only be moved by pulling or pushing at the base and no person should remain on the tower whilst it is being moved. Any material left on the tower whilst it is being moved must be stored such that the movement will not cause it to fall.
- 15 Avoid using the tower in windy or severe weather conditions.
- 16 In industrial areas, housing estates, public places etc take all reasonable precautions e.g. fencing the base of the tower to prevent children from gaining access.

Trestle Scaffolds

- 1 Trestle scaffolds should only be used for short-term, lightweight work.
- 2 They should be fully boarded and erected on a level, firmly footed base.
- 3 Guard rails should be provided where a person can fall from its outer edge.

Ladders

- 1 All ladders should be of good construction, sound material, adequate strength and properly maintained. Ladders which have badly worn or broken rungs or split stiles should never be used. Rungs should not be repaired by a piece of timber nailed to the stiles or by the insertion of a short length of steel tube or reinforcing rod.
- 2 Ladders should be placed at a suitable angle to minimise risk of slipping and ideally at about 75 degrees to the horizontal i.e. about 1 metre out from the building for every 4 metres in height.
- 3 Ladders should extend to a height of at least 1.05 metres above the landing place or above the highest rung on which the user has to stand unless there is an equivalent handhold.
- 4 Wherever practicable the top of the ladder should be securely fixed to the structure so that it cannot slip.
- 5 The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on other equipment to gain extra height.
- 6 Ladders should only be used as a work platform where the work involved is light and at least one hand can be kept on the ladder.
- 7 Care should be exercised to ensure persons do not over-reach whilst working from a ladder.

Stepladders

- 1 Stepladders should only be used for short term access where it is not reasonably practicable to utilise a safer alternative such as podium steps or tower scaffold.
- 2 Before using a stepladder, ensure that it is in a good and sound condition, then open it to the maximum extension of the stays which should be of equal length.
- 3 Check that the stepladder is of adequate height for the work carried out. Ideally, there should be a hand-hold on the stepladder at chest height in order to achieve maximum stability.
- 4 Three point contact should be maintained at all times.
- 5 Stepladders are not designed for side loading and this should be avoided by placing the stepladder at right angles to the work.
- 6 They should only be used on a level surface and work should not be carried out from the upper treads or platform unless specifically designed for this purpose.
- 7 Only one person should use a stepladder at any one time and if steps are to be used adjacent to a doorway, the door should be wedged open securely.

Electrical Safety: Tools and Equipment

- 1 Portable, hand held tools and lighting should operate on 110 volts.
- 2 Cables feeding portable equipment should be routed to prevent damage. They should be adequately supported if run overhead.
- 3 Equipment should be regularly inspected and repairs should only be carried out by electrically competent persons.
- 4 Electrical cables should not be allowed to trail along floors or stairways but should be properly supported above head height.
- 5 If any electrical appliance is found to be faulty it must be immediately reported to the Site Manager.
- 6 When installing a temporary 240v supply in order to feed either temporary site accommodation or a 110v step down transformer a 30 milliamp residual current circuit breaker must be utilised.

Electrical Safety: Overhead Lines

- 1 Contact with overhead electric lines can be lethal even if they are carrying a voltage as low as 240 volts.
- 2 Contact or near contact should be avoided particularly if the object is metal e.g. aluminium ladder, scaffold pole, tower scaffold. An electric discharge carries the risk of fatal or severe shock and burns to any person in the immediate vicinity. There is also the danger of a person receiving a non-fatal shock which may then cause a severe fall from a ladder or working platform.
- 3 In all situations where work is necessary near overhead lines assume that all lines are live.
- 4 The local Electricity Board should be consulted for advice who will then screen i.e. insulate the lines, cut off power or lay down a minimum clearance distance.

Electrical Safety: Underground Cables

- 1 Underground cables should be located by a cable locator and cable plans. Advice should be sought from the Regional Electricity Company. Do not rely solely on a plastic cable trace they are often displaced several feet from the actual cable.
- 2 Mark the cable route and dig slowly and carefully by hand if it is necessary to excavate in close proximity.

Gas Mains

- 1 The location of underground gas mains should be made by the use of a 'cable' locator in conjunction with plans supplied by the local office of British Gas.
- 2 If impossible to avoid the main, it should be carefully exposed by hand digging.
- 3 Confusion can arise between the identification of water and gas mains, which are of cast iron construction. In such circumstances cross reference should be made with other utilities. The opening and shutting of water valves in conjunction with a listening device may also assist in identification.

- 4 In the event of a main being damaged, British Gas must be immediately notified. Work must be immediately halted and all ignition sources extinguished. Work must not recommence until clearance has been given by British Gas.
- 5 British Gas must also be notified in the event of any damage to individual service pipes. There have been several serious explosions whereby excavators have pulled a service pipe, broken its connection within the house and a dangerous build up of gas has occurred.

Excavation Work - Permit to Dig

- 1 Determine the positions of all underground services in relation to the proposed excavation work utilising site plans, contacting public utilities, site occupiers, use of cable detectors, trial holes etc.
- 2 Thoroughly brief relevant personnel as to the position of such services and issue a Permit to Dig which must clearly show the location and depth of service.
- 3 Ensure that an adequate supply of shoring materials are available on site before excavation work commences.
- 4 Ensure that an adequate supply of access ladders of suitable length and good condition are available on site.
- 5 Ensure that a safe system of work is devised for inserting the timbering, props and hydraulic supports i.e. one that does not rely on people working within an unsupported trench.
- 6 Ensure that the sides of all excavations 1.2 m or more in depth are either adequately shored, benched or sloped to a safe angle of repose. When benching, the max free standing face should not exceed 1.2 m.
- 7 The excavation must be inspected before any person carries out work at the start of every shift and after any event liable to have affected its strength or stability. It is Company policy that a report must be completed detailing the result of each inspection.
- 8 Barriers should be provided to prevent persons falling in. This is particularly important when excavating in a public place or where children may gain access.
- 9 Do not excavate close to a wall, building or other structure unless specialist advice is taken. Such excavation may affect the stability of the excavation.
- 10 Do not stack materials, spoil or plant close to the edge of an excavation that will increase the risk of collapse.
- 11 If vehicles are to tip into an excavation first ensure that properly secured stop blocks are provided or suitable and sufficient alternative precautions.

Roofwork

- 1 Effective barriers or guard rails are required to prevent persons and materials falling through or from the edge of any roof unless the work is of a minor nature and can safely be performed from a roof ladder.
- 2 Where the risk of falling cannot be entirely eliminated safety nets and/or harnesses and running lines must be provided and used.
- 3 If using roof battens they must be of good condition and supply a firm, safe handhold and foothold.
- 4 Crawling boards or stagings with suitable edge protection must be used for work on all fragile materials such as asbestos cement sheets or glass. Warning notices should be posted at the approach to the place where the material is situated.
- 5 All rooflights should be properly covered or provided with barriers.
- 6 Effective precautions should be taken to prevent debris falling from the roof or to barrier off the area beneath.

Demolition

- 1 Suitable and sufficient steps must be taken to ensure that the demolition or dismantling of any structure is planned and carried out to prevent the risk of danger.
- 2 A detailed advanced method statement must be drawn up detailing the sequence of its demolition or dismantling.
- 3 The work must only be carried out under the supervision of a competent person.
- 4 Prior to the commencement of demolition, the building/structure must be surveyed for the presence of asbestos materials.

General Transport

- 1 The site should be organised to segregate pedestrians and vehicular traffic as far as is reasonably practicable. Where possible, a one way system should be installed to reduce the risks arising through reversing. Where reversing is unavoidable and takes place in proximity to other site operations, a banksman should be utilised.
- 2 Vehicles should be maintained in good repair. Drivers of vehicles must report defects such as faulty brakes, faulty steering etc, immediately.
- 3 It is forbidden for any person other than the driver to ride on dumpers not constructed for the carriage of passengers.
- 4 All vehicles should be safely loaded within their capacities and where appropriate correctly lashed.
- 5 Vehicles and machinery must not be left running whilst unattended and if unattended must be left in a safe position.
- 6 Any vehicle used for towing must be equipped with a towing point.
- 7 Tipping bodies should normally be lowered whenever the operator leaves the machine. If for any reason it is necessary to leave them in the raised position, the equipment should be securely blocked. Tipping bodies should be lowered prior to moving off.

- 8 No one shall drive or operate any vehicle or plant unless qualified and authorised to do so.
- 9 No one shall operate a fork lift truck unless they have completed an Approved Course of Basic Training.
- 10 For those vehicles started by a starting handle, drivers should be instructed in the correct way to hold to handle with the palm of the hand, keeping thumb and forefinger together.
- 11 Vehicles liable to be used where there is a risk of falling material should be provided with falling object protection.
- 12 Vehicles liable to be used where there is a risk of overturning e.g rollers, dumpers etc should be provided with roll-over protection and seat belts.
- 13 Dump trucks should be provided with rear view cameras.

Excavators - Operatives Instructions

- 1 Check condition of tyres, tyre pressures, brakes and hydraulic fluid daily.
- 2 Park machine with a view to moving off and leave your machine secure after work and at meal breaks.
- 3 Ensure driving mirrors are clean and properly adjusted and that horn, indicators and brake lights are operating.
- 4 Keep bucket low and close to machine whilst travelling to aid vision and stability and use a banksman in congested areas.
- 5 Backhoe attachments must be in the travel position when the front shovel is in operation with the safety locking device in place.
- 6 When the backhoe is in operation the loading shovel should be lowered to the ground.
- 7 When loading vehicles, do not swing loads over the heads of any person. It may be necessary to use a banksman should persons, particularly members of the public, be in the vicinity.
- 8 No unauthorised materials are to be used to replace bolts, split pins or manufacturers fasteners in any linkage.
- 9 Unless it is necessary for the purpose of any operation to have blades, buckets, in a raised position, they should be returned to their lowest position. No driver may descend from the machine with blades, buckets in the raised position, unless it is necessary to do so for the purpose of servicing, in which case, the equipment must be blocked.
- 10 If using an excavator as a crane i.e. suspending a load from a chain rope sling etc then the load must be within the rated SWL for the machine.
- 11 All suspended loads must be slung from an approved lifting point via a closed shackle.

Lifting Accessories

- 1 All chains, ropes and lifting gear and other lifting accessories must be thoroughly examined at least once every six months of use, and all lifting gear other than fibre rope slings must be tested and certified before use and after repair.
- 2 An accurate record of all items of lifting gear should be retained on site.
- 3 All lifting gear must be marked with its safe working load.
- 4 Only use properly tested and marked tackle.
- 5 Slings must never be used for towing.
- 6 Always visually check lifting tackle for damage prior to use.
- 7 Only ever attach a sling, chain or rope to an approved lifting point and always use a shackle.
- 8 All hooks must be fitted with a safety catch unless they are of a closed configuration i.e. of the 'C' type.

Platform Hoists

- 1 All hoists should be thoroughly examined every six months by a competent person. Before a hoist is brought into use insist on seeing the inspection certificate.
- 2 The hoist should be protected by a substantial enclosure to prevent persons from being struck by any moving part of the hoist or falling down the hoistway. The enclosure should be at least 2m high at ground level.
- 3 Gates should be provided at all landings. They should be kept shut unless the platform is at the landing.
- 4 The hoist should be clearly marked with its safe working load.
- 5 The hoist should be capable of being controlled from only one position.
- 6 Only trained competent persons may operate the hoist.
- 7 If the hoist is for materials only then a warning notice prohibiting persons from riding on it should be provided on the platform or cage.
- 8 The hoist and enclosure should be inspected weekly by a competent person and a record made of the findings.
- 9 All passengers carrying hoists must be thoroughly examined and tested before use or following alteration in height of travel.

Lifting Equipment including Cranes, Excavators etc

- 1 Cranes are required to be thoroughly examined by a competent person once every 12 months. In addition the driver or other competent person should carry out a weekly inspection of the crane and safety devices. Insist on seeing the required documentation before allowing a crane to operate on site.
- 2 When hiring a crane give details as to the weight of the load to be lifted and the radius at which the crane has to operate.

- 3 Insist on the driver testing the automatic safe load indicator before a lift is made.
- 4 Ensure that the crane is on a hard level base and that outriggers are properly supported.
- 5 Ensure that the crane driver is trained, competent and over 18.
- 6 Only act as banksman if you have been trained to give signals, can attach loads correctly and know the lifting limitations of the crane.
- 7 If a hydraulic excavator is being used as a crane then the maximum safe load must be clearly marked. Check valves and an automatic safe load indicator must be fitted to all excavators rated to lift in excess of 1 tonne. As an alternative to the provision of an automatic safe load indicator, the excavator can be derated to what it can safely lift in its least stable configuration provided this is clearly marked on the excavator and the weight of the load to be lifted is known.
- 8 Chains, ropes, slings and other lifting tackle should be visually inspected for damage prior to use. Check that the load to be lifted is within the safe working load of the lifting tackle. All lifting tackle should be thoroughly examined every 6 months.

Cranage - Contract Hire

Simple or 'basic' lifts involving the lifting of loads well within the crane's capacity and line of sight, may be carried out under the CPA Contract Hire option. A competent person (Site Manager or Engineer) must, however, draw up an advanced method statement/lifting plan taking into consideration the following matters;

- 1 Selection of crane based on weight of load (including the crane hook block and any lifting tackle), the maximum height of lift and maximum radius required with reference to the rated duties chart supplied by the manufacturer or hire company.
- 2 Location of the operation, taking into account the access and egress required for the crane and the presence of any overhead cables or other obstructions.
- 3 The load bearing characteristics of the ground to take the down thrust of the outriggers (available from crane manufacturer handbook/hire company) referenced where appropriate to CPR tests with suitable sized mats provided.
- 4 Selection of appropriate lifting accessories (tackle) including their method of attachment to the load and any protection to prevent damage.
- 5 Safe means of access for the attachment and removal of lifting tackle.
- 6 Means of communication between slinger/supervisor and crane driver.
- 7 Ensuring that the crane is not operated in wind speeds in excess of those given in the instruction manual for the crane.
- 8 The wind area of the load to ensure that its movement does not present a hazard, applying tag lines where required.
- 9 Means of excluding non essential personnel from lifting zone.
- 10 Checking that the crane has been thoroughly examined within the last 12 months and all lifting accessories within the previous 6 months.

- 11 Checking that the automatic safe load indicator is in functional order prior to commencing the lift.

Cranage - Contract Lift

- 1 Difficult and complicated lifts, particularly those involving multi-crane use, should be carried out under the CPA Contract Lift option. In these circumstances, responsibility for the planning and supervision of the lift is transferred across onto the Crane Company, although there will remain a duty upon Parkway Construction MK Limited to check that this has been carried out.
- 2 In order to facilitate the preparation of the lifting plan, it will be necessary to provide the Crane Hire Company with the following information.
 - The weight of the load to be lifted.
 - The radius at which the crane has to operate.
 - The ground bearing characteristics of the site.

Mobile Elevating Work Platforms

- 1 All mobile elevating work platforms including cherry pickers, scissor lifts etc must have a current six monthly thorough examination certificate. A copy of the last certificate must be obtained from the hire company or subcontractor prior to use on site.
- 2 Whoever is operating it should be fully trained and competent.
- 3 Always ensure that it is used on firm level ground away from open excavations, and;
- 4 That the tyres are properly inflated and any outriggers extended and chocked as necessary before raising the platform.
- 5 Avoid operating close to overhead cables and do not allow any part to protrude into a traffic route.
- 6 Safety harnesses should be worn when using boom operated equipment or in the case of scissor lifts if it is necessary to over reach the guard rails.

Machinery

- 1 All dangerous parts of machinery such as exposed gears, chain drives, projecting engine shafts, power take off shafts etc should be fully guarded.
- 2 Mixer bowls should be in good condition and free from splits on which clothing could snag.

Hand Tools

- 1 All shafts and handles must be in good condition, free from splinters or splints and must be adequately secured to the tool. All tools having a point or edge must be kept properly sharpened.
- 2 All tools having a point or edge must be stored and transported in such a way that the point or edge is not damaged.
- 3 The head of all hammers, chisels etc., must be kept free from mushrooming.

- 4 Where a file has a sharp pointed tang at one end, it must be fitted with a protective handle.
- 5 Only the correct sized spanner may be used and no spanner should be used with the jaws distorted.
- 6 Spanners should not be fitted with lengths of tube to give them greater leverage.

Air Tools

- 1 All spindles, drive shafts, fanblades, fanbelts etc., on all compressors must be completely guarded, likewise any dangerous part of any tool driven by air pressure.
- 2 All joints on airlines must be made with the properly matched connectors and improvisation must not be permitted.
- 3 Air jets must never be directed at any person, and should never be used for cleaning clothes.
- 4 When an air line is being used for blowing out it must be fitted with a valve, and all personnel in the vicinity, including the operator, should wear goggles.
- 5 The air supply to all air tools must be switched off when the tool is left unattended, before it is disconnected, when it is being transported or when it is being repaired.
- 6 Before any air tool is used the air line should be inspected for any splits or holes.
- 7 The operator must ensure that the tool is maintained in a satisfactory condition, and notify site management of any defects.

Petrol/Diesel Power Tools

- 1 All starting spindles and flywheels must be effectively guarded.
- 2 These machines must always be refilled in the open air taking care that there is no spillage of fuel being used.
- 3 Machines must be stopped before refuelling.
- 4 Smoking is not permitted during refuelling.
- 5 Any person working with a rammer, roller or other compaction device must wear boots with protective toecaps.
- 6 These machines must not be used in any confined space where a dangerous build up of combustion gases could occur,
- 7 The operator of the machine must ensure that the machine is maintained in a satisfactory condition and report any defects to site management.

Safe Use of Cartridge Operated Tools

- 1 The tool should not be used unless the operator has been trained and issued with a certificate.
- 2 On receiving the tool, make sure that it is not loaded.
- 3 Check that the barrel is clean and free from obstruction.
- 4 Check that the breech and firing mechanism are clean, oiled and in good working order.
- 5 Always use a proper size of barrel for each type of bolt, stud, nail etc., to be fitted.
- 6 Load the tool with the barrel pointing away from any persons and in a safe direction.
- 7 Select a suitable cartridge strength for the material which is to be penetrated.
- 8 Only use the manufacturer's pins and do not use an improvised pin. It could shatter, instead of penetrating the working surface, producing dangerous fragments.
- 9 Do not use on thin or soft material as the pin may completely penetrate and continue in the free flight.
- 10 Do not attempt to re-use a misfired cartridge. It should be returned to the store for safe disposal.
- 11 Do not leave misfired or spare cartridges lying around. Children may find them and seriously injure themselves.
- 12 Keep the tool at right angles to the work surface.
- 13 Always know the material you are fastening into. Check constantly to avoid firing into unsuitable material. Provide a backstop when firing into the materials and ensure that no one is on the opposite side.
- 14 Do not attempt to fasten into brittle or hollow materials such as tile, hardened steel, cast iron, vitreous faced brick etc.
- 15 Never fasten into unsound or cracked concrete.
- 16 Never fasten directly into concrete closer than 2" (63mm) from the edge, unless special precautions are taken to prevent the consequent danger.
- 17 Never use a cartridge with more strength than that needed to do the job.
- 18 Never leave the tool unattended or loaded, and do not allow unauthorised persons to handle it.
- 19 Use only the fasteners and cartridges which are applicable to that particular tool.
- 20 Always use eye protection and ear protection when using the tool.
- 21 When not in use, the tool and cartridges must be immediately returned to a locked box located in a secure position.

Abrasive Wheels

- 1 No person should mount any grinding or abrasive wheel/disc unless they have been properly trained and appointed.
- 2 Wheels must not be used unless they are marked with their running speeds.
- 3 A wheel should not under any circumstances be run faster than the maximum operating speed shown on the wheel.
- 4 Wheels must only be mounted on the type of machine for which they are intended. The wheel should fit easily, not loosely, on the spindle. A wheel that fits too tightly should not be used, as the heat of the operation will cause the spindle to expand and possibly crack the wheel.
- 5 Wheels must not be mounted on makeshift apparatus.
- 6 If cutting off wheels are used, it is essential that they are of the reinforced type and only mounted on machines designed especially for their use.
- 7 When the wheel is secured by a single central spindle nut, tighten the nut only sufficiently to ensure that the flanges drive the wheel and prevent slip.
- 8 Dropping a wheel or disc on the floor or bench, knocking it against an obstruction, or other similar incidents, may damage it to such an extent that breakage will occur when the wheel or disc is brought up to speed.
- 9 Should there be any possibility that a wheel or disc has been damaged, it must not be used.
- 10 A wheel or disc which is too fine or hard can result in glazing. The operator is then forced to use excessive pressure on the wheel or disc. This is a contributory cause of wheel or disc breakage and must not be allowed. As a rough guide, soft wheels or discs should be used on hard materials and hard wheels or discs on soft materials.
- 11 Grinding on the sides of straight wheels is dangerous. They are not designed to withstand side pressure and if a groove is worn on the side of the wheel, it can be seriously weakened.
- 12 Always wear goggles/visor when operating portable cutting/grinding machines. Where practicable erect screens to protect other people, particularly members of the public.

Flammable Gases and Liquids

- 1 An adequate number of extinguishers should be maintained on all sites. At a minimum there should be at least 1 water extinguisher and 1 dry powder extinguisher.
- 2 LPG (propane and butane) cylinders should be stored in a secure position, outside of huts, away from flammable materials. All cylinder valves should be fully closed when the cylinder is not in use.
- 3 Flammable liquids should be stored in safety containers in a proper storage area. The amount of flammable liquid on site should be kept to a minimum.
- 4 Smoking is prohibited during the use of flammable liquids. Other ignition sources should be excluded.

Roadwork Safety

All road and street work must be carried out in accordance with the Department of Transport's Code of Practice: Safety at Street Works and Road Works.

In particular:

- a) all works must be correctly signed;
- b) the correct lead in tapers and sideways safety zones must be applied;
- c) pedestrian barriers must be erected;
- d) all roadworks left overnight must be adequately lit;
- e) all personnel must wear high visibility clothing.

Waste Disposal

All building/construction waste is classified as 'Controlled Waste' and must be handled and disposed of in accordance with the requirements of the Environmental Protection Act 1990.

In particular:

- 1 Waste awaiting disposal must be stored safely and securely, loose material loaded in a vehicle or skip should be covered.
- 2 Waste may only be carried by an authorised person i.e. a registered waste carrier or a person holding a waste management licence.
- 3 Before handing waste on to someone else first check that the person is legally authorised to do so.
- 4 Hand over to the person a written description of the waste, and fill in and sign a transfer note.
- 5 Repeated transfers of the same kind of waste between parties e.g. building waste being taken to a disposal site may be covered by one transfer note for up to a year.
- 6 If in doubt seek advice from your supervisor or the Company's Safety Advisor.

Noise at Work

- 1 The Noise at Work Regulations 2005 require the Company to carry out an assessment of personal noise exposure whenever the daily personal noise exposure $L_{EP,d}$ of an employee is liable to exceed the First 80dB(A) Action Level. If people have difficulty in speaking to each other over 2m, using normal speech levels, it is likely that a noise assessment will be required. Further advice is given in the HSE Guidance Leaflet: Noise in Construction, issued to site.
- 2 Wear ear protection if exposed to high noise levels. If the daily personal noise exposure is liable to exceed 90 dB(A) then ear protection must be worn.

- 3 Should work be planned involving exposure to high levels of noise e.g. prolonged use of breakers in confined areas such as manholes or lift shafts consultation should be made with the Company's Safety Advisor who may visit site and carry out an octave band analysis of the noise levels in order to advise as to the correct level of hearing protection.
- 4 Whenever hiring or purchasing plant and equipment insist that silencers are provided, acoustic enclosures fitted to compressors and that breakers are supplied with exhaust mufflers.
- 5 When breaking out the heads of concrete piles a hydraulic crushing ring should be used wherever this is possible.

Control of Hazardous Substances

- 1 Health and safety data sheets should be obtained for all hazardous substances prior to use to enable an assessment to be made of the risk to health as required by the Control of Substances Hazardous to Health & Regulations 2002.
- 2 Standardised assessments have been prepared for the most commonly used substances/materials and these are issued to site. All new substances should be assessed and the results recorded in writing unless the risk is insignificant and the assessment can be easily and readily repeated.
- 3 Appropriate precautions should be taken and required safety equipment provided and used. If in doubt request further assistance from the Company's Safety Advisor.
- 4 Do not disturb any materials suspected of containing asbestos - seek further advice.
- 5 Do not carry out flame cutting of lead or steelwork coated with lead based paints.
- 6 Do not enter confined spaces such as sewers unless the atmosphere has been tested for flammable and dangerous gases and the Company's confined space procedure is being adhered to.
- 7 Seek advice from the Company's Safety Advisor prior to carrying out excavations in any landfill site or in contaminated ground.

Manual Handling

- 1 Lifting and moving loads by manual effort is the largest single cause of injury in industry. It is an obvious and particular concern within the construction sector.
- 2 The Manual Handling Operations Regulations 1992 require that hazardous manual handling operations are avoided wherever possible e.g. by the use of a mechanical lifting aid such as a fork lift truck.
- 3 The HSE have produced guideline weights for lifting and lowering, often referred to as threshold values, above which there is an increasing risk of injury and the need for careful assessment. A chart illustrating these guidance thresholds is issued to all sites together with HSE Guidance leaflet: Lighten the Load.
- 4 Due to the high risk of injury associated with the handling of heavy building blocks, a maximum weight limit of 20 kg should be adopted wherever reasonably practicable.

- 5 Where it is not reasonably practicable to avoid hazardous manual handling operations than the Regulations require that the risk of injury be assessed. Dependent upon the level of risk arising, precautions should then be taken to reduce the risk to an acceptably low level.
- 6 This may involve the need to reconsider whether mechanical means should be provided such as in the form of a hoist, pallet truck, sack truck, block & tackle etc. Alternatively the risk may be appropriately reduced by splitting the load into smaller units, utilising two or more operatives to perform the task, rotating the task amongst a number of operatives, providing improved hand holds, additional training, selection of individuals with above average lifting capability etc.
- 7 Where the manual lifting of an object is unavoidable the following procedure will reduce the risk of strained muscles and back injury:
 - Keep back straight, not necessarily vertical, but straight.
 - Tuck the chin in, raise the head, this helps to straighten the back.
 - Position your feet correctly, one foot alongside and one foot behind the object to be lifted.
 - Bend the knees and crouch to the object, do not bend over the object.
 - Get a firm grip with the whole hand, not just the fingertips.
 - In one smooth movement push off with the near foot, straighten the legs to raise the object and move forward in the required direction.
 - Do not change your grip whilst carrying loads.
 - If working as a lifting gang designate one person to give instructions.

Asbestos

- 1 Asbestos exposure is presently responsible for 3000 deaths a year. This is predicted to rise to 10-15000 by 2010, with the construction industry being most affected. It is essential that strict precautions are taken to avoid exposure.
- 2 Any work involving asbestos insulation, asbestos coatings or asbestos insulation board must be carried out by a Licensed Asbestos Removal Contractor.
- 3 An advanced method statement must be obtained and a copy passed to the Company's Safety Advisor, who will advise as to the adequacy of the precautions to be taken and proposed method of work.
- 4 On completion of the removal works, a clearance certificate must be obtained from a NAMAS accredited laboratory.
- 5 Asbestos cement products do not require the use of a Licensed Contractor and this work may be carried out by the Company's direct labour and/or subcontractor. In either case, a "Plan of Work" must be drawn up which should include information on:
 - (i) The location and type of asbestos.
 - (ii) The nature and duration of work.
 - (iii) The likely exposure referenced to the relevant control limits.

- (iv) Methods to be adopted to minimise exposure e.g wetting, use of respiratory protective equipment, disposable overalls etc.
- (v) Safe means of disposal.

A copy of this plan of work should be sent to the Company's Safety Advisor.

- 6 The Asbestos Prohibition Regulations 1999 banned the importation of asbestos cement products into the UK and the supply of such products within the UK. This ban includes the "supply" of second hand asbestos cement products. When negotiating a demolition tender, written confirmation should be obtained from the demolition contractor that all asbestos cement products will be safely disposed of and not re-used or offered for sale.

Procedures for Entering Confined Spaces

Entry into confined spaces is a potentially high risk activity unless the correct procedures as laid down within the Confined Spaces Regulations 1997 and associated Approved Code of Practice are rigorously conformed with. It is the duty of all employees to make sure the following procedure is carried out on each occasion before anyone enters a confined space.

"A confined space" is defined as a place where by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. It includes all manholes (both foul and surface water) and any connecting pipework, deep wells, mines, caverns, deep narrow trenches, underground storage tanks and any other accessible buried chamber, where there is a risk of drowning, loss of consciousness through high temperature or the build up of flammable, asphyxiating or poisonous gases.

The Supervisor authorising entry must first carry out a risk assessment of the hazards liable to be encountered, the system of work to be adopted, the level of competency of the operatives and any necessary emergency arrangements.

The following procedure may form the basis of a safe system of work subject to appropriate amendment on a site specific basis:

- 1 Seek authorisation from Site Manager to enter sewer.
- 2 Collect Gas Detector and carry out Test Operating Procedure.
- 3 Collect safety harness, lifelines, escape sets and intrinsically safe (non spark) torch, if illumination insufficient.
- 4 Wear appropriate protective equipment in the form of overalls, knee or thigh boots, PVC gloves and safety helmet.
- 5 Test for adequate levels of oxygen, dangerous amounts of flammable and/or poisonous gas before entering the space. This should be done by lowering the test probe or meter itself into the manhole etc from an area of safety.
- 6 Where possible lift one manhole or access cover upstream and downstream from your point of access to provide ventilation. Always remember to barrier and cone them off.
- 7 Put on safety harness and carry out final check that all equipment is with you and in sound serviceable condition.
- 8 Where possible attach lifelines to safety harness prior to entry. It is recognised that due to the nature of work this may not be possible in all circumstances.
- 9 Ensure that someone remains outside to keep watch and to communicate with anyone inside.
- 10 Ensure that Gas Detector is switched on and enter the confined space. The Gas Detector must at all times remain on and with the persons carrying out the work.
- 11 If the alarm sounds put on your escape set and immediately vacate the confined space.
- 12 Watch out for the weather. Heavy rainfall could cause a rapid rise in water level or flow.
- 13 Always ensure a good standard of personal hygiene. All cuts and grazes should be immediately cleaned and covered with waterproof plasters due to the danger of contracting Weils Disease and other infectious diseases.

- 14 On completion of the work, inform the Site Manager. Inspect, clean and return all equipment to site cabin.

**Procedure for Entering Open Excavations
(Connected to Sewer Etc)**

Partially confined spaces such as open excavations connected to live sewers may accumulate dangerous concentrations of gases but the risk of this occurring is normally considered less than within a manhole or chamber.

- 1 Before the start of any work, the Site Manager or an authorised competent person must check the excavation for the presence of flammable and/or toxic gas and/or lack of oxygen. The Site Manager will then certify that the excavation is safe for entry for a specified period of time.
- 2 A retest must be carried out after every break or spell of work or should conditions change e.g. breaking into new connection, blockage and then freeing of flow. All deep and narrow trenches must be continuously monitored by the use of a gas detector.
- 3 Continuous monitoring must also be carried out if any of the regular tests indicate, even for a minimal period of time the presence of flammable/toxic gases. Continuous monitoring must also be carried out when working in or adjacent to build up ground containing rotting refuse, near old refuse sites or in limestone areas.
- 4 Adequate access and means of escape must always be provided in the form of one or more soundly lashed ladders.
- 5 In the event of the meter detecting the presence of toxic gas immediately vacate and do not re-enter excavation until either an air mover is provided or full confined space procedures are adopted.
- 6 If in doubt seek advice from the Company's Safety Advisor.

Subcontractors

General Requirements

All subcontractors visiting or working on sites on which Parkway Construction MK Limited, hereafter referred to as the Company, is working or in control of shall:

- 1 Provide written confirmation that they have received a copy of the Company's Safety Policy relating to subcontractors and confirm that they understand and accept their responsibilities and obligations.
- 2 At all times comply with the provisions of the Health & Safety at Work Act 1974, the Construction (Design & Management) Regulations 2007, the Lifting Operations & Lifting Equipment Regulations 1998 and the Provision & Use of Work Equipment Regulations 1998 and all subordinate or associated legislation and any such additional measures which may be deemed necessary by site management.
- 3 Take all necessary precautions, at their own cost, to ensure that safety of their own and other employees, the general public and any other person who may be affected by their activities.
- 4 When working on Third Party Premises comply with any special health and safety requirements issued by the Company and/or Principal Contractor.
- 5 Have suitable and sufficient indemnity insurance to cover their liabilities to the Company and any other persons, plant, equipment or property who may be affected by their activities.
- 6 Provide a written risk assessment and method statement on request, if engaged in demolition, steel erection, roofing and/or cladding, deep excavation, work involving asbestos or any other high risk activities.
- 7 Ensure that all their employees and any other persons working under their direction or control are instructed as to any hazards which exist at their place of work and are given such training and information as is necessary.
- 8 Ensure, by a system of regular site inspection, that Statutory Requirements and safe systems of work are being observed.
- 9 Not use without prior authority any plant, tools, lifting gear, hoists, lifting machines, cranes or other equipment owned or hired to the Company.
- 10 Report any defect in plant, tools, equipment, scaffolding or any other potential hazard to the Company without delay.
- 11 Supply to their employees such protective clothing and equipment including eye and head protection as is necessary to comply with Statutory Requirements or any requirements made by the Company.
- 12 Familiarise themselves with all relevant fire precautions and procedures as are applicable to the premises or site and observe them at all times.

- 13 In the event of any of their employees sustaining a reportable accident to report it to the Health & Safety Executive and to submit a copy of the report form F2508 to the Company. In the event of a specified major injury or dangerous occurrence such as a scaffold collapse, excavator or crane overturn, contact with power lines etc then the Company must be informed immediately.
- 14 Carry out all necessary risk assessments required under the requirements of the Management of Health & Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Noise at Work Regulations 2005, Work at Height Regulations 2005, Manual Handling Regulations 1992 and Personal Protective Equipment Regulations 1992.
- 15 In order to comply with the requirements of the Construction (Design & Management) Regulations 2007 the Company may require contractors to provide information as to their experience and competency. They may also be required to provide information relating to staff training, allocation of resources, accident statistics and past involvement with the Enforcing Authorities.

Specific Requirements

- 1 All earthworks must be carried out in a safe manner. If the depth of an excavation exceeds 1.2m then the sides must be adequately supported or battered.
- 2 All scaffolds including tower scaffold must be erected by competent persons and should be stable, sound and provided with guardrails and toe boards. No alteration or adaption should be carried out to any scaffold which affects its safe use.
- 3 No work shall commence under or adjacent to any overhead lines until site management have been informed and agreed a safe system of work.
- 4 All portable electrical tools and equipment should be supplied from 110v transformers.
- 5 All plant and equipment must be maintained in a good and safe condition and only trained and competent persons shall operate plant.
- 6 Test and Examination Certificates, Registers and Insurance Documentation should be available on site for all lifting appliances including excavators and cranes and for hoists before they are used.
- 7 Excavators should not be used as cranes unless they comply with requirements of the Lifting Operations and Lifting Equipment Regulations 1998.
- 8 The carrying of passengers on dumpers, trailers, tractors etc is strictly forbidden.
- 9 No person shall mount any grinding or abrasive disc unless he has been properly trained and appointed by his employer.
- 10 Cartridge operated fixing tools should only be operated by trained certificated operators.
- 11 The position of underground services must be ascertained from the Service Utilities and/or Public Authorities prior to excavation being carried out. When replacing soil, a suitable warning trace should be positioned above the buried service to indicate the type and position of the service(s) being covered. Any existing traces that are damaged during excavation must be replaced.

- 12 When working close to the edge of any roof or at some part where a person is liable to slip down the roof or fall from the edge suitable edge protection and/or safety harnesses must be used. When working on roofs of a brittle nature, suitable and sufficient crawling boards must be used.
- 13 All machinery used by contractors must be suitable, operated and maintained in accordance with the requirements of the Provision & Use of Work Equipment Regulations 1998.
- 14 The required statutory inspections of excavations, scaffolds, lifting appliances (cranes, excavators, hoists etc) and lifting tackle (chains, ropes, slings etc) must be carried out and appropriate documentation kept available.
- 15 All scaffolds must be erected in accordance with the requirements of the National Access & Scaffolding Confederation's Code of Practice SG4:00 "The use of fall arrest equipment whilst erecting, altering and dismantling scaffolding".