SAFETY POLICY

The Health and Safety at Work Act etc. 1974
The Management of Health and Safety at Work Regulations 1999
The construction (Design and Management) Regulations 2007

<table>
<thead>
<tr>
<th>Issue</th>
<th>Revised by:</th>
<th>Approved By</th>
<th>Next Revision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 2018</td>
<td>T Johnson</td>
<td>L Bevan</td>
<td>Dec 2018</td>
</tr>
</tbody>
</table>

Signed-
Dated- 06/01/2018
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Section 1 - Health and Safety Statement

LCB Construction Limited’s vision is to become a national provider of integrated property services to social housing, educational facilities and public buildings.

In providing this service, we will also help develop communities in a wider way by delivering initiatives that contribute to socio-economic and environmental sustainability, nurture social inclusion and to engender a real sense of lasting community spirit.

Health and Safety objectives

In order to monitor our performance and rate of continual improvement we have set the following health and safety objectives. We will:

Continue to introduce measures to keep our overall accident frequency as low as possible. In particular we will focus our efforts on our key risks which are:

1: Work at height (including falling objects)
2: The occurrence of slips, trips and falls
3: The management of asbestos
4: Mechanical and electrical safety
5: Use of tools and equipment
6: Manual handling

Continue to improve our data capture and monitoring processes and share information

Develop a safety culture that is mindful, informed, learning, fair and respectful

Implement and maintain a health and safety management system through which we will:

- Describe our organisation and arrangements for the delivery of this policy statement
- Maintain compliance with relevant health and safety legislation and other commitments
- Introduce measures to prevent injury and ill health
- Provide sufficient and appropriate health and safety training to all our employees

Our health and safety systems will be maintained in accordance with the requirements of our CHAS accreditation.

All LCB Construction personnel are responsible for the successful implementation of this policy statement and I will review our performance against the above requirements on an annual basis.

This policy statement will be communicated and made available to employees at the recruitment stage and any other interested parties upon request.

Liam Bevan
Director

Date: 06/01/2018
Section 2 - Structure and responsibilities

2.1 LCB Construction Health and Safety Organisational Responsibilities

Health and Safety Responsibilities

Director

The Director of LCB Construction will be responsible for defining and documenting the Company's policy and Objectives for, and commitment to health and safety in the form of a formal statement, which shall be signed by: -

Liam Bevan

The above named person shall undertake the supervision of Health & Safety and is responsible for this policy to be implemented so as the company (LCB Construction) may be used to carry out activities as: -

Commercial & Domestic Newbuild, Refurbishment, Maintenance and Property Services

General Responsibilities

To adhere to the general policy of the Company, set out in the Company Health and Safety Policy Statement.

Specific Responsibilities

The Director of LCB Construction, so far as is reasonably practicable, is responsible for ensuring the Health and Safety and Welfare at Work of all Company employees. This will be achieved by:

- Ensuring that all aspects of the Company’s Health and Safety Policy are carried out effectively within their areas of responsibility.
- Providing adequate staff, funds and materials to meet Health and Safety requirements.
- Ensuring that responsibility for Health and Safety is properly assigned, accepted and carried out at all levels.
- Ensuring that necessary preventive and/or corrective action is taken to rectify identified risks and maintain required Health and Safety standards.
- Appraise, assess, discuss and action Health and Safety matters on a regular basis with relevant personnel.
- Notifying those persons responsible of changes and requirements of all legislation, regulations and codes of practices etc. concerned with Health and Safety at Work.
- Ensuring effective liaison with outside authorities on matters concerned with Health and Safety and the Environment.
- Ensuring that there is a high level of Health and Safety Awareness across the Company.

The Site Managers Duties

- To read, understand and implement LCB Construction’s Safety Policy, organisation and arrangements, co-ordinate site works with minimum risk to Health and Safety and to adhere to all relevant regulations.
- To ensure that, Approved Codes of Practice (ACOP’s), safe systems of work, risk assessments & method statements are agreed and in place prior to works commencing on site.
- To ensure that employees and operatives are given induction training and toolbox talks in respect of health and safety
- To ensure that the storage of materials and substances on site are safe and comply with statutory requirements and Principal Contractors site rules.
- To maintain a safe site access and egress. To monitor the effects of traffic from public roads and highways to the site, to ensure the general public’s safety.
- To ensure that all work at height is risk assessed and persons working at height are competent to do so in accordance with the Working at Height Regulations 2005
- To ensure the site is kept as tidy as is reasonably practical and all operatives clear the work area of rubbish
and unwanted materials as the work progresses.

- To ensure that all plant and equipment on site is safe to use and correctly maintained.
- To control and co-ordinate, all sub-contractors and visitors to avoid confusion, regarding health, safety and welfare issued.
- To ensure that accidents are entered in the accident book BI 510 and implement LCB Construction’s accident reporting procedures.
- To meet with inspectors and visitors to the site and maintain a record of all site visitors in the site visitor’s registration book.
- To bring to the attention of the Director/Safety Advisor issues relating to safety on the site. To rectify as a matter of high priority all defects highlighted by the HSE Inspector or Clients representatives.
- To appoint a competent person to take charge during temporary absence.
- To set a good example of behaviour with regard to health, hygiene and safety.
- To supervise young persons and new entrants to site and ensure that suitable induction training is given. (A young person is someone under the age of 18 and specific risk assessments are required to be made)
- To ensure all operatives are given information, instruction, training and supervision in order to ensure that safe operation of tools, equipment and plant that they will be using.
- To ensure that all daily maintenance of plant and equipment is carried out in accordance with the manufacturers or suppliers instructions.
- To ensure that all defects, injury, or accidents are reported to the Director of LCB Construction.
- To ensure that all trained specialists on plant and equipment have the statutory register and are certificated to use or operate such plant or equipment.
- To take disciplinary action against operatives who fails to comply with LCB Construction’s Policy or procedures and to report this to the Directors immediately for further action.
- To ensure the supply and use of adequate Safety and Personal Protective Equipment (PPE).
- To ensure combustible materials are not burnt on site unless authorised by Permit to Burn procedure property supervised, monitored and controlled.
- To ensure that site tidiness is maintained and all combustible rubbish is property disposed of regularly. Fire extinguishers appropriate to the risk will be made available and site Emergency Procedure notice will be display along with any necessary “NO Smoking” notices
- To ensure that provision exists for:--
  - Suitable and sufficient welfare facilities on site, shored or otherwise and daily maintenance of them as stated in The Construction (Design and Management) Regulations 2007
  - Where appropriate, a qualified first aider or appointed person, suitable first aid equipment and facilities.
  - To ensure persons are appointed under the First Aid Regulations 1981, and display their names and location of First Aid boxes.
  - Identify to the workforce, the first aid arrangements.

**Company Driver’s Duties**

- No driver shall be under the age of 18 years and will have passed the appropriate test. All drivers shall be capable of operating the vehicle and related equipment safely and shall receive continuing instruction and training as appropriate.
- The drivers shall be mature with a responsible reliable attitude and be capable of performing their duties with due care and attention to other road users.
- Prior to taking out a vehicle all drivers shall carry out basic safety and maintenance checks (e.g. check that the tyres are properly inflated, oil, water and batteries are full and working)
- Under no circumstances will a driver operate a vehicle whilst under the influence of alcohol, drug or mediation likely to affect his own judgement and therefore the health and safety of others.
- All drivers shall not operate a vehicle unless he is emotionally, intellectually and physically fit to do so.
- All drivers shall comply with LCB Construction policy, method statements and risk assessments.
- All drivers shall pay special attention to risks associated with unsafe working practices, e.g. driving too fast, turning too sharply or driving on gradients.
- All drivers’ shall wear the appropriate clothing and footwear conducive to the work. They will use and take reasonable care of the issued Personal Protective Equipment (PPE)
- All drivers shall report any defective vehicle to the Site Manager.
- All drivers shall not allow any person to travel on LCB Construction’s plant or hired plant vehicles unless a permanent ride on seat is available.
**SUB-CONTRACTORS, SELF-EMPLOYED**

- The operative shall ensure he has received, understands and complies with LCB Construction Safety Policy, method statements and risk assessments.
- The owner/driver or sub-contractor shall ensure that his vehicle and plant meets with all of LCB Construction’s health and safety requirements and carries all statutory testing and licences.
- All sub-contractors shall provide LCB Construction with a machine, plant and vehicle inspection report covering essential safety components and ensure his vehicle is suitable for the task.
- The self-employed and sub contractors shall satisfy themselves that the measures they take to comply with their legal duties are adequate.
- Under no circumstances shall sub contracted or self employed staff operate a vehicle or plant whilst under the influence of alcohol, drugs, medication or any medical condition likely to affect his own judgement and therefore the health and safety of others.
- The sub contracted and self-employed shall not operate a vehicle, plant or machinery unless he is emotionally, intellectually, and physically fit to do so. The person can ensure this by undertaking to have annual medical checkups.
- All delivery drivers shall ensure that he receives from the management all available information reference the Clients work environment, the Clients permit systems, unloading the loading instructions. In cases where no prior information is available the driver shall make all necessary enquiries at the entrance of the Clients workplace before proceeding to the loading and unloading areas.
- All sub contractors or self-employed persons shall pay special attention to risks associated with unsafe working practices, for example driving too fast, turning too sharply or driving on unsafe gradients.
- The standard of driving within the Client’s workplace shall be regulated by the site rules and shall be at least the same as that required on public roads.
- All drivers whilst within the Clients workplace shall proceed with extra caution due to the unfamiliar work environments and shall be extra diligent with regards to pedestrian and light vehicular traffic.
- The sub contractor and self-employed persons shall wear the appropriate clothing and footwear conducive to the work environment and use and store correctly any of the issued Personal Protective Equipment (PPE).

**All Employees Including Sub-Contractors**

- Read, understand and adhere to LCB Construction Safety Policy arrangements, procedures and to all rules issued.
- Take care of you own health and safety whilst working for LCB Construction and ensure you activities do not adversely affect the health and safety of others.
- Co-operate with LCB Construction in all matters of health, safety and welfare and make your contribution to reducing accidents.
- Promote and develop an attitude that is conductive to safety, both on a personal level and for others in your work environment, particularly towards new employees and young persons.
- Never undertake hazardous operations nor operate any items of plant or equipment unless trained and authorised to do so.
- Always work in accordance with LCB Construction method statements and risk assessments as provided or issued in the case of sub-contractors.
- Set a good personal example towards safety at all times.
- Feel free to speak about and suggest ways of improving safety within LCB Construction.
- Report to your immediate supervisor all incidents, which could result in personal injury or property damage.
- Report to your immediate supervisor any defects in pant or equipment or unsafe methods of work. Always ensure that all plant, and premises are left in a safe and secure state or place at cease work or when left unattended.
- Avoid unsafe improvisation. Refrain from ‘horseplay’ land the abuse of welfare facilities.
- Keep tools and equipment in good condition.
- Always use the correct tools and equipment for the job. Always use safety equipment and personal protective equipment that is made available and issued when required.
- Take care of any Company property entrusted to you.
- Report any personal industrial injury or industrial disease to your immediate supervisor and ensure an entry is made in the accident book at your place of work.
EMPLEE RESPONSIBILITY

General Responsibilities

To adhere to the general policy of the Company, as set down in the Company Health and Safety Policy Statement

Specific Responsibilities

It shall be the duty of the LCB Construction Employees to ensure that:

- Making themselves familiar with, and conforming with, the Company’s Health and Safety Policy at all times.
- Conform to the Safety Rules and Safe Systems of Work Procedures at all times, including inspection and testing etc.
- Wearing appropriate safety or protective equipment, personal footwear or clothing and using appropriate safety devices, as specified, at all times.
- Making suggestions to improve health and safety in LCB Construction to their Health and Safety Representative/Directors.
- Reporting without delay all risks or hazards, including defects to machinery/tools, unsafe practices, and “near miss” situations directly to his/her Manager.
- Reporting without delay any injury suffered as the result of any accident during the course of their work to their immediate supervisor or First Aider as appropriate.
- Ensuring that good housekeeping is maintained at all times at their place/site of work and surrounding area
- Taking reasonable care of themselves and other persons who may be affected by their acts or omissions whilst at work.

Subcontractors Responsibilities

Subcontractors assume responsibility for health and safety in their capacity as employers or self employed persons and the Company’s health and safety procedures in no way absolve them from these responsibilities.

The Company requires all subcontractors to comply with statutory obligations and, whilst working for the Company, to comply also with the Company’s health and safety procedures. Subcontractors’ responsibilities are to:

1. Comply with all legislation, common law and codes of practice which affect their activities;
2. Effect adequate insurance cover to protect the subcontractor’s employees and third parties and to indemnify the Company against any and all loss, injury damage or claim which may arise directly or indirectly as a result of any act or omission on the part of the subcontractor, his employees or his subcontractors;
3. Complete the Company’s Subcontractor Health and Safety Information form and provide any other health and safety information when necessary to confirm that the subcontractor meets necessary health and safety requirements;
4. Adopt any health and safety procedures required by the Company;
5. Ensure that remedial action is taken in respect of safety hazards;
6. Ensure that they and their employees assume all the responsibilities of the Company’s own employees as set out in Responsibilities of LCB Construction Personnel.
Section 3 - Health and Safety Information

3.1 Information to Employees General

Employers have a legal duty to provide their employees (including temporary staff) with information on:

- Risks to their health and safety.
- Preventive and protective measures.
- Emergency procedures.
- Identity of persons responsible for emergency procedures.
- Any risks notified by other employers sharing the site.

Any change which may substantially affect their health and safety at work, e.g. in procedures, equipment or work methods.

- The arrangements for getting competent people to help them satisfy health and safety law.
- The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or eliminate these risks and what they must do if they have to deal with a risk or danger.
- The planning of health and safety training.
- The health and safety consequences of introducing new technology.
- The Insurance Certificate required under the Employers Liability (Compulsory Insurance) Act.

Information will be provided to all our employees by regular team briefings, toolbox talks on commencement and throughout a project, through health and safety meetings, notices, etc.

3.2 Information to Contractors

Those persons in control of a site have a legal duty to provide contractors and their employees with information on:

- Risks to their health and safety posed by the site.
- The preventative and protective measures which control those risks.
- Emergency procedures.
- The identity of persons responsible for emergency procedures.

Each contractor employed by LCB Construction will receive, as part of the process of Contractor Appraisal, detailed information about site rules and expectations of the contractor's work. In addition, when a contractor has been selected to carry out work on site the appointing LCB Construction manager will give to the contractor a copy of the Information to Contractors booklet. A contractor whose work involves access to a particularly hazardous area or the use of on-site access equipment (e.g. ladders) will also receive a copy of the equivalent procedure from this section of the manual. A responsible manager within the contractor's organisation will sign and date an acknowledgement slip to confirm that the information has been received and understood. The slip is filed in the appropriate contractor's file.
Section 4 – Control of Contactors

4.1 Responsibility

The LCB Construction Manager who engages contractors to complete any works on site has a responsibility to ensure that these contractors who carry out work on behalf of LCB Construction are capable and competent in their work and operate safe working practices.

4.2 Appraisal of Contractors

Employers have a legal responsibility to check that contractors who carry out work on their site are suitably experienced and are considered competent to carry out their work in a safe manner.

Contractors will only be allowed to carry out work on site if they have been vetted and approved by the Manager who has engaged the contractor.

There are two methods of completing this appraisal procedure:

- Requesting information from individual contractors directly.
- Third party accreditation.

4.3 Information from Contractors

The information gathered under this procedure is reviewed by the Manager engaging the contractor, to assess whether the contractor is capable and competent to carry out their work safely and without unacceptable risk to employees and others.

The Manager engaging the contractor will consider criteria in relation to the inherent risks of the contractors’ activities, e.g. the activities of a window cleaner using rope access methods present a higher risk than those of a refuse collector.

4.4 Arrangements for Health and Safety

The arrangements section defines the procedures, working methods, standards, etc., which have been adopted to carry out work safely and in compliance with legal requirements. The following are referred to:

- The procedures for dealing with identified hazards associated with activities carried out as part of the normal work of the contractor.
- The precautions and procedures for dealing with special risks.
- Written method statements for all hazardous activities.
- Accident reporting and investigation procedures, including arrangements for analysing accident statistics.
- Provision and use of protective clothing and equipment.
- Procedures for purchasing new machinery or introducing new processes.
- Assessments and planned control measures for substances hazardous to health, and procedures for the purchasing and introduction of new substances.
- Emergency procedures (e.g. fire drills).
- Arrangements for obtaining and communicating information about health and safety to employees; especially new employees. This includes the requirements of the policy and the requirements of any person who is in control of site where contractors’ employees may be required to work.
- Arrangements for identifying training needs and for providing adequate training to all levels of personnel.
- Procedures for the selection and control of sub-contractors and consultants.
- Arrangements for health and safety inspections, reporting procedures, and safety audits, and how the implementation of the policy is monitored and the policy itself is updated and improved.
- Arrangements for welfare facilities and first aid.

The contractor must indicate that they have informed all their personnel of the policy. This may be ascertained by asking if the Policy statement is displayed on company site and whether a copy is issue to all new starters.

4.5 Health and Safety Performance & Previous Experience
Prosecutions, Prohibition Notices and Improvement Notices provide information on the contractors past performance. However, since the prosecution or receipt of notice, they may have taken health and safety seriously and made changes. They must be asked what positive steps have been or are being taken to avoid a similar occurrence.

If the contractor has carried out work for the Company before, were the health and safety aspects of the work dealt with satisfactorily?

Long experience of the type of work to be undertaken on the present project will be essential for high risk specialist activities involving hot work or work on roofs.

4.6 Training

Competent persons required to carry out certain work (e.g. scaffold erection, plant operation, use of breathing apparatus, use of woodworking machines, and work with electricity) will have received specialist training and qualifications.

4.7 Sub-Contractors / Consultants

The contractor must indicate that they adopt similar procedures for the selection and control of subcontractors / consultants as are outlined in this Manual.

4.8 Documentation

Failure to produce a copy of the Certificate of Employers Liability Insurance and / or documents relating to risk assessments would reflect adversely on the contractors’ ability to comply with legal requirements.

If the assessment of the contractor by the Manager engaging the contractor is unsatisfactory, he must:

Request additional information from the contractor, until he is satisfied, or not engage the services of that contractor.

The assessment of each contractor is recorded on the individual Contractors Assessment Record summary sheet.

4.9 Third Party Accreditation

Contractors that have been accredited by a third party must supply an appropriate valid Certificate. The Manager engaging the contractor must ensure the accreditation is valid for the type of work to be carried out on site.
Section - 5 Training

5.1 General

The Health and Safety at Work Etc Act 1974 and The Management of Health and Safety at Work Regulations 1999 place a duty on employers to provide their employees with adequate health and safety training.

The aim of health and safety training is to enable employees to perform their work safely and without avoidable risk to themselves and others.

LCB Construction will ensure that persons on site who are given responsibility for training are themselves provided with instruction and guidance. This may involve formal qualifications in a recognised health and safety training course, coupled with trainer skills.

Training in health and safety is provided to all employees on site. It comprises organised training courses and informal guidance and instruction in safe working practice whenever the opportunity allows. For new employees training will be provided within one week of initial recruitment as induction training.

The sections contained within this Health and Safety Manual contain information essential to any training course, and is used as the basis for a health and safety induction training course.

LCB Construction Management will arrange for health and safety training where required for all categories of staff. The areas of health and safety which are covered for staff under the training programme will include the following:

- Information about the Health and Safety Scheme in operation.
- The Company safety policy, organisation and arrangements (the LCB Construction Health and Safety Policy).
- Health and Safety legislation.
- Health and safety duties and responsibilities of managers, supervisors, operatives and others.
- Conditions of employment relating to health and safety.
- Welfare provisions.
- Fire and other emergency procedures.
- First aid procedures and practice.
- Accident, near miss and defect reporting.
- Hazard spotting, the importance of tidiness, correct working practices.
- The control of substances hazardous to health (COSHH).
- Electrical hazards, how to deal with the effects of electric shock.
- Manual handling operations, how to lift correctly.
- The correct use of personal protective equipment.
- Specific health and safety information and instruction about hazards directly associated with an individual's work on site, particularly hazardous machinery.

Training will be provided where changes in an employee's work environment, equipment or work procedures expose them to new or increased risks to their health and safety.

The LCB Construction Management Team will ensure that persons employed on activities for which LCB Construction have responsibility have received training which is sufficient to enable them to understand and control the risks associated with whatever work activities they may be asked to perform.

Management will complete a record of the training which LCB Construction employees have been given, Record of Training. Each employee will sign to confirm that they have received and understood the training that they have been given. A copy is held within the employees personnel file.
Section 6 - Risk Assessment and Action to Control Risk

6.1 General

Regulation 2 of the Management of Health and Safety at Work Regulations 1999 requires an employer to make a suitable and sufficient assessment of:

The risks to the Health and Safety of their employees to which they are exposed whilst they are at work and the risks to the Health and Safety of persons not in their employment and arising out of or in connection with the conduct of the undertaking. It is, therefore, not only employees which need to be considered when carrying out the Risk Assessment of an activity.

The purpose of the Risk Assessment is to identify the measures which need to be taken to comply with the requirements of the Health and Safety Legislation and in doing so effectively reduce the risks to both employees and others who are affected by the activity.

In order for an effective Risk Assessment to be applied it is important to define what areas or activities will be covered by the assessment. In this Health and Safety Management Scheme the general risk assessment method considers a Work Activity as being the subject which requires risk assessment.

In order to establish the Work Activities for risk assessment, LCB Construction Management will identify the work activities which fall within his area of responsibility.

Having established a comprehensive list of the work activities for which he is responsible the designated risk assessor will apply the risk assessment methods in use by the company.
Section 7 - Permits to Work

7.1 Permits to Work
For details of Contractor Permits to Work please refer to the document Information to Contractors.

Work cannot be carried out by employees of LCB Construction within the following areas of the premises without a Permit to Work:

- All Roof Areas;
- Work in confined spaces

In addition, the following high risk types of work cannot be carried out anywhere within the site without a Permit to Work:

- Demolition.
- Overhead work including the use of scaffolding, mobile elevating work platforms or other high access equipment.
- Work on live electrical systems or systems above 240v.
- Hot work including:
  - Use of naked flames.
  - Use of hot air generating equipment.
  - Arc/gas welding and cutting equipment.
  - Brazing and soldering equipment.
  - Blow lamps.
  - Bitumen boilers.
  - Any other equipment which could act as a source of ignition.
  - Work with asbestos.
  - Any other high risk work as designated by LCB Construction Management.

Permit to Work forms, are held by the Management Team. The Permits are consecutively numbered in a way that identifies each type of work activity for ease of reference.

The Manager will ensure that access to restricted areas is being given to competent, experienced people.

A Permit to Work will not be issued if the risks to health and safety are too great, e.g. severe weather conditions, dangerous structural conditions, or if appropriate precautions cannot be taken.

On completion of the work, the employee will sign off the Permit to Work form and return it to Management. Completed Permit to Work forms are filed and kept for at least one year.

7.2 Hot Work Permits
Hot Work, including the use of gas or electric welding or cutting apparatus, blow lamps and blow torches, poses particular hazards and must not be carried out by employees of LCB Construction on the premises without a Hot Work Permit.

Hot Work Permit forms are held by the Manager and are authorised by the site manager or his delegated deputy before works start.

A Hot Work Permit will not be issued unless the site manager or his delegated deputy is satisfied that all appropriate safety precautions identified on the Permit have been carried out by the employee.

A Hot Work Permit will not be issued for longer than half a day. Where work is proposed to extend from a morning to an afternoon session, a new permit must be issued.

On completion of the work, the employee will sign the Hot Work Permit Clearance Certificate and return the completed form to the site manager his delegated deputy.

In addition to the safety check carried out by the contractor, the site manager will ensure that the appropriate precautions are taken before the permit is issued. Additional checks are carried out both during and after hot work, to ensure that safe working practices are being adopted and that the work area has been left safe at the end of the work.
Employees

Employees working in areas or undertaking activities defined above must have a current Permit to Work. The site manager will ensure that the instructions are detailed and that all the necessary safety precautions or conditions for the work activity are entered on the Permit to Work.

The Contract Manager will regularly check the activities of staff working on specific tasks in a Permit to Work area to ensure that the requirements of the work instruction and the Permit to Work are being observed.

7.3 Permit to Work Conditions

The employee must ensure that:

Roof Work

The employee must:

- Obtain a Permit to Work prior to gaining access to roof areas.
- Use suitable and safe temporary means of access wherever necessary, which must be properly secured in an approved manner.
- Use crawling boards or roof ladders when working on or gaining access over fragile roofs.
- Fix adequate edge protection in compliance with Health and Safety Executive guidance information on the prevention of falls from roofs.
- Remove all materials, rubbish etc. from roof work areas in a safe manner.
- Take appropriate measures to protect persons from falling materials or objects.
- Ensure that roof gutters, drain or down pipes are not blocked or obstructed.

Working in Confined Spaces

The employee must:

- Use all necessary personal protective equipment and facilities to meet statutory requirements and Health and Safety Executive Guidance.
- Carry out atmospheric monitoring as appropriate.
- Liaise with the Facilities Manager on communication needs, rescue procedures etc. as appropriate.

Welding and Cutting

The employee must not commence any welding or cutting operation which impact on the normal activities of the premises unless:

- Suitable screens to protect persons from the effects of flash and from flying particles are provided.
- Suitable fire fighting equipment (blankets, extinguishers etc.), adjacent to the area of work are provided.
- They have ensured that all employees use appropriate personal protective clothing and equipment (PPE), if required.

NB The employee must ensure that before leaving any welding or cutting work, it is cold and there are no hot or smouldering embers.

7.4 Restricted Access

The following areas on the site have restricted access:

- All Roof Areas.
- Any area as designated by the Site Manager.

These areas must be kept locked when not in current use and the keys held by the Contract Manager in a secure location.

Before issuing keys for these areas, the Contract Manager must be satisfied that access is being given to competent, experienced people.

Access to the roof may only be gained with a valid Permit to Work form.

Work in all restricted areas will be subject to a Permit to Work.

Approved signs will be fixed outside the restricted areas warning of the possible dangers. These signs will be maintained in good order.
## Permit to Work Sheet, Hot Work Permit Sheet, Hot Work Precautions Sheet

### PERMITS - SAMPLES

**LCB Construction**

**Permit to work**

<table>
<thead>
<tr>
<th>NAME OF ORGANISATION:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORK PERMIT</td>
<td>Issued To:</td>
</tr>
</tbody>
</table>

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE BEFORE WORK COMMENCES**

**Part 1. DETAILS OF WORK TO BE CARRIED OUT** - To be completed by the Authorised Person responsible for the work.

1. Precise location of work  
2. Work to be undertaken

**Part 2. ISOLATION OF EQUIPMENT & PROCESSES** (Specify where necessary) - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>Electrical Equipment (e.g. Cranes, hoists)</th>
<th>YES/NO</th>
<th>Processes (Specify)</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gas or Explosive Equipment</th>
<th>YES/NO</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Mechanical Equipment</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

**Part 3. SAFETY PRECAUTIONS** - To be completed by the Authorised Person responsible for the work.

*In addition to the isolation procedures listed in Part 2, the following safety precautions have been undertaken.*

<table>
<thead>
<tr>
<th>Ladders secured</th>
<th>YES/NO</th>
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<tbody>
<tr>
<td>Towers</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Steps</td>
<td>YES/NO</td>
</tr>
<tr>
<td>110v Hand Tools</td>
<td>YES/NO</td>
</tr>
<tr>
<td>110v Machine Tools</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Hand Tools</td>
<td>YES/NO</td>
</tr>
<tr>
<td>BAE Inducted</td>
<td>YES/NO</td>
</tr>
<tr>
<td>PPE Equipment</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Facilities Awareness</td>
<td>YES/NO</td>
</tr>
<tr>
<td>Competent Persons</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

| Lights provided | YES/NO |
| Method/Risk Assessment | YES/NO |
| Scissor lift/Boom | YES/NO |
| No: of Persons Working | ................. |

*Other protective equipment required:*

<table>
<thead>
<tr>
<th>Permit required</th>
<th>Issued by</th>
</tr>
</thead>
</table>

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Part 5. ATMOSPHERIC TESTING (Where relevant i.e. working in an area where hazardous fumes emitted by process/operation) - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>Contaminants tested</th>
<th>Results</th>
<th>Safe/Not Safe (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 6. AUTHORISATION AND ACCEPTANCE OF PERMITS

AUTHORISATION – To be completed by the Authorised Person responsible for issuing the work.

I have examined the area/equipment specified and permission is given for the work to start subject to the conditions specified.

This work is under the control of LCB Construction:

Signed: …………………………………………..  Position: Contract Manager

Date: ……………………………………………

ACCEPTANCE – To be completed by the person in charge/undertaking the work.

I have read, understood and accept the conditions of this Permit.

Signed: …………………………………………..  Position: ………………………………………..

Date: ……………………………………..……

Part 7. DURATION OF PERMIT

This permit is valid from Hrs. 07:30 Hrs. 16:30

(Maximum of one shift)

Date : From: / / To: / /

This permit is extended From: To:

Signed: …………………………………………..  Position: ………………………………………..

Part 8. COMPLETION OF WORK AND CANCELLATION OF PERMIT

COMPLETION – To be completed by the person issuing the work.

All persons under my charge have been withdrawn. The permitted work is ☐ is not ☐ complete.

Signed: …………………………………………..  Position: ………………………………………..

Time: ………………. Date: / /

CANCELLATION – To be completed by the Authorised Person responsible for the work.

This permit is cancelled. I have notified LCB Construction that the work is ☐ is not ☐ complete; and the area/ equipment is ☐ is not ☐ safe to use.

Signed: …………………………………………..  Position: ………………………………………..

Time: ………………. Date: / /
# Permit to work

**NAME OF ORGANISATION:**  

**DATE:**  

**HOT WORK PERMIT**  

**Issued To:**

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE BEFORE WORK COMMENCES**

**Part 1. DETAILS OF WORK TO BE CARRIED OUT** - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>1. Precise location of work</th>
<th>2. Work to be undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 2. ISOLATION OF EQUIPMENT & PROCESSES (Specify where necessary)** - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>Electrical Equipment</th>
<th>Processes (Specify)</th>
<th>Gas or Explosive Equipment</th>
<th>Mechanical Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
</tr>
<tr>
<td>e.g. Cranes, hoists</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Part 3. SAFETY PRECAUTIONS** - To be completed by the Authorised Person responsible for the work.

*In addition to the isolation procedures listed in Part 2, the following safety precautions have been undertaken.*

<table>
<thead>
<tr>
<th>Ladders secured</th>
<th>Lights provided</th>
<th>Towers</th>
<th>Barriers erected</th>
<th>Steps</th>
<th>Scissor lift/Boom</th>
<th>Welding Screens</th>
<th>Persons informed</th>
<th>Segregated room</th>
<th>Fire Extinguisher</th>
<th>Fire Watch</th>
<th>PPE Equipment</th>
<th>Ventilated Area</th>
<th>Notices displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>YES/NO</td>
</tr>
</tbody>
</table>

**Part 4. OTHER PERMITS REQUIRED** e.g. Working at Height etc. If applicable

<table>
<thead>
<tr>
<th>Permit required</th>
<th>Issued by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 5. ATMOSPHERIC TESTING (Where relevant i.e. working in an area where hazardous fumes emitted by process/operation) - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>Contaminants tested</th>
<th>Results</th>
<th>Safe/Not Safe (Specify)</th>
</tr>
</thead>
</table>

Part 6. AUTHORISATION AND ACCEPTANCE OF PERMITS

**AUTHORISATION** – *To be completed by the Authorised Person responsible for issuing the work.*
I have examined the area/equipment specified and permission is given for the work to start subject to the conditions specified.
This work is under the control of: LCB Construction

Signed: ………………………………………… Position: Contract Manager

Date: ……………………………………………

**ACCEPTANCE** – *To be completed by the person in charge/undertaking the work.*
I have read, understood and accept the conditions of this Permit.

Signed: ………………………………………… Position: …………………………………………

Date: ………………………………………

Part 7. DURATION OF PERMIT

This permit is valid from Hrs. Hrs.
(Maximum of one shift)

Date: From: / / To: / /

This permit is extended

Signed: ………………………………………… Position: …………………………………………

Part 8. COMPLETION OF WORK AND CANCELLATION OF PERMIT

**COMPLETION** – *To be completed by the person issuing the work.*
All persons under my charge have been withdrawn. The permitted work is □ is not □ complete.

Signed: …………………………………… Position: ……………………………………

Time: …………… Date: / /

**CANCELLATION** – *To be completed by the Authorised Person responsible for the work.*
This permit is cancelled. I have notified LCB Construction that the work is □ is not □ complete; and the area/ equipment are □ is not □ safe to use.

Signed: …………………………………… Position: ……………………………………

Time: …………… Date: / /
# Permit to work

**NAME OF ORGANISATION:**

**DATE:**

**WORKING AT HEIGHT**

**Issued To:**

**THIS FORM MUST BE FULLY COMPLETED/DELETED AS APPROPRIATE BEFORE WORK COMMENCES**

## Part 1. DETAILS OF WORK TO BE CARRIED OUT - To be completed by the Authorised Person responsible for the work.

1. Precise location of work

2. Work to be undertaken

## Part 2. ISOLATION OF EQUIPMENT & PROCESSES (Specify where necessary) - To be completed by the Authorised Person responsible for the work.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>YES/NO</th>
<th>Processes (Specify)</th>
<th>YES/NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Equipment (e.g. Cranes, hoists)</td>
<td>[ ]</td>
<td>Processes (Specify)</td>
<td>[ ]</td>
</tr>
<tr>
<td>High Voltage Cables</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanical Equipment</td>
<td>[ ]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Part 3. SAFETY PRECAUTIONS - To be completed by the Authorised Person responsible for the work.

In addition to the isolation procedures listed in Part 2, the following safety precautions have been undertaken:

- Ladders secured [ ]
- Ladders footed [ ]
- Toe boards secured [ ]
- Guard rails secured [ ]
- Handrails secured [ ]
- Crawling boards [ ]
- Safety net [ ]
- Safety harness [ ]
- Safety Helmets [ ]
- Notices displayed [ ]
- Lights provided [ ]
- Barriers erected [ ]
- Scissor Lift/Boom [ ]
- Persons informed [ ]
- Other protective equipment required:

## Part 4. OTHER PERMITS REQUIRED e.g. Hot Work etc.

<table>
<thead>
<tr>
<th>Permit required</th>
<th>Issued by</th>
</tr>
</thead>
</table>

---

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### Part 5. ATMOSPHERIC TESTING (Where relevant i.e. working in an area where hazardous fumes emitted by process/operation) - To be completed by the Authorised Person responsible for the work.

<table>
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<tr>
<th>Contaminants tested</th>
<th>Results</th>
<th>Safe/Not Safe (Specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part 6. AUTHORISATION AND ACCEPTANCE OF PERMITS

**AUTHORISATION** – *To be completed by the Authorised Person responsible for Issuing the work Permit*

I have examined the area/equipment specified and permission is given for the work to start subject to the conditions specified.

This work is under the control of: LCB Construction

Signed: …………………………………… Position: Contract Manager

Date: / /

**ACCEPTANCE** – *To be completed by the person in charge/Undertaking the work.*

I have read, understood and accept the conditions of this Permit.

Signed: …………………………………… Position: …………………………………………

Date: / /

### Part 7. DURATION OF PERMIT

<table>
<thead>
<tr>
<th>This permit is valid from</th>
<th>Hrs.</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>This permit is extended from</td>
<td>Hrs.</td>
<td>Hrs.</td>
</tr>
</tbody>
</table>

Signed: …………………………………… Position: …………………………………………

### Part 8. COMPLETION OF WORK AND CANCELLATION OF PERMIT

**COMPLETION** – *To be completed by the person issuing the work.*

All persons under my charge have been withdrawn. The permitted work is [ ] complete.

Signed: ……………………………………

Position: ……………………………………

Time: ………….. Date: / /

**CANCELLATION** – *To be completed by the Authorised Person responsible for the work.*

This permit is cancelled. I have notified LCB Construction that the work is [ ] complete; and the area / equipment are [ ] safe to use.

Signed: ……………………………………

Position: ……………………………………

Time: ………………. Date: / /
Section 8 - Safe Working Procedures

8.1 Legal Requirements
All activity on site is regulated by legislation. A guide to these regulations is provided in Section 10 of this manual.

The Health and Safety at Work Act 1974 provides a cornerstone of legislation to ensure high standards of health and safety for persons at work, or other persons who may be affected by the activities of persons at work.

It is an enabling act, which provides a system of summary and indictable offices for which fines of up to £20,000 can be imposed by magistrates courts, or unlimited fines by Crown Courts.

HSE Inspectors may issue improvement or prohibition notices, where they consider a breach of law has occurred.

The Management of Health & Safety at Work Regulations 1999 requires companies to actively, positively and demonstrably manage health and safety duties and obligations.

This company will, where necessary, establish new management systems to ensure compliance with the duties imposed by the Regulations.

A further sub-manual of procedures will be produced containing the risk assessments required by certain of the above Regulations.

This manual will be revised and up-dated as legislation changes, as new Regulations and Codes of Practice are introduced and as existing legislation are amended or repealed.
Section 9 - Health and Safety Procedures

9.1 Abrasive Wheels

Applicable legislation Provision and Use of Work Equipment Regulations 1998

Damaged or incorrectly fitted abrasive wheels may shatter in use injuring the operator and others. Abrasive wheels may only be mounted by personnel who have received appropriate training and been authorised by the Manager and recorded in the Principal Work Equipment Register.

Operators must always wear correct eye protection but must not wear gloves. In addition, before starting work with an abrasive wheel, the operator must ensure that:

- The correct type of wheel is selected (soft wheels for hard materials, hard wheels for soft materials);
- The wheel is checked for signs of damage before mounting: do not use damaged wheels;
- The wheel is compatible with the type of grinding machine;
- Straight sided wheels are mounted between flanges of the same diameter as the wheel and which are recessed on the side adjacent to the wheel;
- Straight sided wheels are fitted with compressible washers between the wheels and flanges;
- Depressed centre wheels are mounted with the correct special flange;
- Maximum spindle speed is marked on the grinding machine and is not exceeded in operation;
- Maximum speed for wheels in excess of 55 mm diameter is marked on the wheel or its washer and is not exceeded;
- Wheels are guarded such that the exposure of the wheel does not exceed 180°;
- Start and emergency stop buttons work correctly.
9.2 Asbestos

Applicable legislation

Control of Asbestos at Work Regulations 2012

Asbestos fibres are known to cause cancer and work with asbestos is carefully controlled. Whenever work being undertaken reveals any substance which is suspected to be asbestos, the work must be stopped and both the site management and the Manager informed immediately. Work must not be restarted until approval is given by the Company and, if the substance is proved to be asbestos, until the work area has been sealed and correct protective equipment provided.

Unless specifically instructed in writing by the Company, employees and subcontractors must not work with asbestos unless they have been provided with:

- Close fitting waterproof synthetic overalls having no pockets or pleats and having an integral hood (such overalls do not hold fibres);
- Gloves;
- Breathing apparatus proved to conform to the specification on Health and Safety Executive form 2486;
- A change of clothing so that the contaminated clothing can be removed in the decontamination area.

Staff below 18 years of age may not work with asbestos. Unless specifically instructed in writing by the Company, employees and subcontractors must not work with asbestos unless the following measures have been put into effect:

- You have been satisfactorily trained in all the processes you are expected to undertake;
- You have evidence that the work you are about to undertake has been reported to the Health and Safety Executive at least 28 days before you begin;
- The area of work has been completely sealed from the outside by thick polythene sheeting or similar;
- The efficiency of the sealed area is checked daily by a competent person;
- A suitable decontamination area is provided for all works immediately adjacent to the area of work;
- All asbestos debris is double bagged in non-impervious bags which are marked ‘asbestos - do not inhale’ and which are disposed of by a competent waste remover.
9.3 Compressed Air

**Applicable legislation**

Provision and Use of Work Equipment Regulations 1998

Although generally safer than electrical tools, compressed air tools present a danger if misused or abused. Compressed air equipment is to be found in many work situations. There are a great number of ways in which it can be used with perfect safety but it is often used in other ways, which are plainly unsafe.

When using compressed air tools:

- Check that the tool is in good condition and are suitable for the pressure used before starting work;
- Ensure that the air hose is properly connected and is unkinked;
- Never try to cut off the air by kinking the hose;
- Only use the tool for the purpose for which it was intended and in the environment for which it was designed and constructed;
- Never tamper with the speed governor of any tool;
- Never make any makeshift repairs to equipment;
- Never direct compressed air at any person.
- Never use compressed air to clean machine. The pressure is high enough to blow particles into the eye, ears or skin of people nearby. It is far safer to clear away or dust with a brush and it just as effective.
- Never use compressed air to dust yourself down. The greatest danger in dusting oneself down lies in accidental injury to the eyes, ears, nostrils and rectum. If the air enters a scratch or puncture in the skin, however small, it can cause the limb or affected part to swell to alarming proportions accompanied by severe pain. If it forces its way into the bloodstream, it can make its way into the small blood vessels of the brain, burst the vessels and cause death. When used to dust workers hair, compressed air may enter the body through minute punctures in the scalp or enter the ears and cause perforation of the ear drums. Clothing offers no protection.
- Do not make up or extend an airline, only authorised personnel may carry out this task.
- Report any misuse of air lines to your supervisor.
- Ensure only the correct type of hose and fittings are being used on your airline.
- Ensure Goggles are used when operating an airline.

**Horseplay**

General horseplay, with the compressed air line, can be the cause of serious injuries. Compressed air must-be handled with care. Horseplay with the hose, however innocently it may begin, may end with the most disastrous circumstances. It may be amusing to direct a jet of air at a fellow worker, but this has been known to produce severe internal injury resulting in death.
9.4 Confined Spaces

Applicable legislation

Confined Spaces regulations 2007

A confined space is defined as any underground installation, culvert, flue, tank, open topped vessel more than 1.83 metres deep or vessel with a fixed lid covering more than half its area. Confined areas present a risk because they may trap hazardous gases or because fumes created during work cause an oxygen deficiency.

Employees and subcontractors must not work in confined spaces until a safe system of work has been approved by the Contract Manager.

People with the following disabilities will not be permitted to work in confined spaces:

- A history of fits, blackouts or fainting attacks;
- Heart conditions;
- High blood pressure;
- Asthma or other breathing disorders;
- Deafness;
- Menieres disease or other illnesses affecting balance;
- Claustrophobia;
- Mobility problems;
- Lack of sense of smell.

Employees and subcontractors must not work in confined spaces unless the following measures have been put into effect:

- You have been satisfactorily trained in the method of safe working to be adopted;
- You have been satisfactorily trained in emergency evacuation, rescue, resuscitative first aid and fire fighting procedures;
- You have been satisfactorily trained in the use of any necessary breathing apparatus;
- Atmospheric testing of the confined space has been undertaken by a competent person and the results have been shown to you;
- If the results of atmospheric testing indicate that the atmosphere is not safe, forced ventilation and extraction has been installed guaranteeing an air supply of at least 1.5M² per person per minute;
- Barriers and notices have been erected to warn people that the confined space is occupied. You must never enter a confined space unless the Manager knows that you are there. The Company operates a ‘permit to work system’ for confined spaces and where these apply you must observe the requirements.
9.5 Consultation with Employees

Applicable legislation

Health and Safety (Consultation with Employees) Regulations 1996

Employees are placed under a legal duty to consult employees “in good time” about any matters affecting their health and safety at work, including, in particular:

- Any changes (affecting procedures, equipment, methods of working etc.) which could affect health and safety;
- How the employer uses competent people to help meet health and safety obligations;
- Information about risks and steps to be taken by employees;
- The planning and organisation of health and safety training;
- The health and safety implications of the introduction of new technology.

A representative of the Company’s employees will be elected to the Health and Safety Committee and will be charged with representing the employee perspective in the work of that Committee. The representative will be allowed paid time to undertake these duties and will be trained to a level necessary to allow them to do so.

All proposed changes to health and safety procedures, equipment, methods of working etc. will be published on the Company’s notice boards for a period of consultation prior to adoption. Such period will be appropriate to the nature of the change but will not be less than two weeks. All representations received from employees during these periods will be taken into account in the final adopted procedure.
9.6 Control of Substances Hazardous to Health

Applicable legislation
Control of Substances Hazardous to Health Regulations 2002
Environmental Protection Act 1990
Chemicals (Hazard Identification and Packaging for Safety) Regulations 2009

Introduction
The Contract Manager will control employee’s exposure to substances that are harmful to health.

The Control of Substances Hazardous to Health Regulations 2002 requires an assessment to be made of risks created by hazardous substances. Exposure to the substance then has to be prevented or controlled in some way, usually by:

- Eliminating the use of the substance.
- Substituting it with a less hazardous substance.
- Controlling the use of the substance and protecting employees and others from risk.

Assessment of Hazardous Substances
For each hazardous substance identified by the Director, a detailed risk assessment will be carried out.

Though the COSHH Regulations do not specifically refer to ‘competent persons’, the Director will ensure persons conducting COSHH assessments have a sufficient understanding of the hazardous substances, the work activity associated with the hazardous substance and the process of conducting a risk assessment.

The assessment will consider the risk associated with the actual work method and not the desired work method. A risk rating of low, medium or high must be assigned to each assessment.

Further action necessary to improve the controls and reduce the risk will be recorded for each assessment.

Records
Copies of the manufacturers Materials Safety Data Sheets are kept for reference in the location where the substances are normally stored. These MSDS are kept to support the information contained in the inventory of hazardous substances and the individual assessments.

Contractors
Contractors on site have responsibilities for substances which they provide and use on site. They have duties in law to carry out assessments and control the exposure of their own employees and other persons affected by their work. Contractors will be asked to provide copies of their assessments.

Information and Training
The Director is responsible for ensuring that each employee who is expected to come into contact with a hazardous substance is provided with sufficient information and training and make available to all appropriate staff copies of assessments of such substances.

Appropriate training is provided to staff on:

- The risks associated with the use of the substance.
- The precautions they must take to control the risk.
- The course of action to be taken in the event of an occurrence or emergency.

Reviews
Where existing hazardous substances are used in a different way, posing new risks, then the assessment must be carried out again and changes in controls that are necessary as a result of a review will be implemented.

New materials / products
No new potentially hazardous substances may be brought into use on the site until and unless a new assessment has been carried out and evidence is recorded that control measures can be correctly applied.
Inventory of Hazardous Substances
This inventory is designed to identify hazardous substances present on site.

Information about hazard ratings can be found on the label or hazard data sheet, if available i.e.: Hazardous substances also include those listed in HSE Guidance Note EH40, dusts, and biological agents. Products containing substances listed as being dangerous under the current CHIP Regulations (Chemicals Hazard Information and Packing for Supply Regulations), are also included on this Inventory.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Abbreviation</th>
<th>Hazard</th>
<th>Description of hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Physicochemical)</td>
<td></td>
</tr>
<tr>
<td>![E symbol]</td>
<td>E</td>
<td>explosive</td>
<td>Chemicals that explode.</td>
</tr>
<tr>
<td>![O symbol]</td>
<td>O</td>
<td>oxidising</td>
<td>Chemicals that react exothermically with other chemicals.</td>
</tr>
<tr>
<td>![F+ symbol]</td>
<td>F+</td>
<td>extremely flammable</td>
<td>Chemicals that have an extremely low flash point and boiling point, and gases that catch fire in contact with air.</td>
</tr>
<tr>
<td>![F symbol]</td>
<td>F</td>
<td>highly flammable</td>
<td>Chemicals that may catch fire in contact with air, only need brief contact with an ignition source, have a very low flash point or evolve highly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Health)</td>
<td></td>
</tr>
<tr>
<td>![T+ symbol]</td>
<td>T+</td>
<td>very toxic</td>
<td>Chemicals that at very low levels cause damage to health.</td>
</tr>
<tr>
<td>![T symbol]</td>
<td>T</td>
<td>toxic</td>
<td>Chemicals that at low levels cause damage to health.</td>
</tr>
<tr>
<td>![Carc Cat 1 symbol]</td>
<td>Care Cat 1</td>
<td>carcinogens</td>
<td>Chemicals that may cause cancer or increase its incidence.</td>
</tr>
<tr>
<td>Icon</td>
<td>Code</td>
<td>Category</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Carc Cat 2" /></td>
<td>Carc Cat 2</td>
<td>category 2 carcinogens</td>
<td></td>
</tr>
<tr>
<td><img src="image2.png" alt="Carc Cat 3" /></td>
<td>Carc Cat 3</td>
<td>category 3 carcinogens</td>
<td></td>
</tr>
<tr>
<td><img src="image3.png" alt="Muta Cat 1" /></td>
<td>Muta Cat 1</td>
<td>category 1 mutagens</td>
<td>Chemicals that induce heritable genetic defects or increase their incidence.</td>
</tr>
<tr>
<td><img src="image4.png" alt="Muta Cat 2" /></td>
<td>Muta Cat 2</td>
<td>category 2 mutagens</td>
<td></td>
</tr>
<tr>
<td><img src="image5.png" alt="Muta Cat 3" /></td>
<td>Muta Cat 3</td>
<td>category 3 mutagens</td>
<td></td>
</tr>
<tr>
<td><img src="image6.png" alt="Repr Cat 1" /></td>
<td>Repr Cat 1</td>
<td>category 1 reproductive toxins</td>
<td>Chemicals that produce or increase the incidence of non-heritable effects in progeny and/or an impairment in reproductive functions or capacity.</td>
</tr>
<tr>
<td><img src="image7.png" alt="Xn" /></td>
<td>Xn</td>
<td>harmful</td>
<td>Chemicals that may cause damage to health.</td>
</tr>
<tr>
<td><img src="image8.png" alt="C" /></td>
<td>C</td>
<td>corrosive</td>
<td>Chemicals that may destroy living tissue on contact.</td>
</tr>
<tr>
<td><img src="image9.png" alt="Xi" /></td>
<td>Xi</td>
<td>irritant</td>
<td>Chemicals that may cause inflammation to the skin or other mucous membranes.</td>
</tr>
</tbody>
</table>

**Environmental**

| Icon | N | dangerous for the environment | Chemicals that may present an immediate or delayed danger to one or more components of the environment |
9.7 Electrical Safety

Applicable Legislation

Provision and Use of Work Equipment Regulations 1998
Electricity at Work Regulations 1989

Introduction

Routine maintenance or repair work on electrical systems on site is carried out by electrical contractors, although on-site qualified employees may carry out certain electrical works.

The Contract Manager will satisfy himself that those employees carrying out electrical work are sufficiently trained and experienced to carry out the work safely and without avoidable risk to their own and others health and safety.

Fixed Electrical Installations

Whenever maintenance is required on electrical apparatus or systems, then that apparatus or area must be isolated by disconnection.

Where there is a possibility that isolation switches could be reconnected whilst work is in progress, then switches must be locked off or fuses removed. A warning notice must be attached to any isolation switch warning that the apparatus or system is being worked on.

Electrical apparatus must only be reconnected after maintenance work has been completed, checked and any protective covers replaced.

Electrical systems throughout the premises must be inspected and tested in accordance with the recommendations detailed in IEE (Institution of Electrical Engineers) Guidance Note No 3. This work must be carried out only by a competent person, who must report in writing on the result of the test.

Portable Appliances

All portable electrical appliances in use throughout the premises are included on a Schedule and are examined and tested regularly. In addition to portable appliances, electrical equipment such as extension leads and temporary display items e.g. Christmas decorations, are included in the programme.

The frequency of these examinations and tests will depend on the type of equipment, where it is used, in what conditions and how likely it is to suffer damage. An assessment of these factors is carried out by a competent person and entered on the Maintenance Schedule.

Tests on certain office equipment and appliances included within the maintenance schedule may be carried out by suitably experienced staff under the direction of the LCB Construction Management.

Guidance as to the type of equipment, the periods at which it should be checked and the level of check is set out below. Further guidance on the checks is provided, which is also attached.

All electrical equipment and appliances are visually examined prior to each use, to check for obvious faults such as loose wires or damaged plugs. The equipment must not be used if faults are found or suspected, and repairs must be carried out by a competent person. Where defective appliances cannot be repaired immediately, they must be clearly identified as faulty and removed from areas where they may be used. Those items which cannot be repaired will be disposed of.

Results of all such checks are recorded along with the next due test date.

Defects found are immediately remedied wherever possible. Where more extensive or prolonged repairs are necessary the equipment is taken out of service immediately and disabled by removing the plug fuse until repaired.

In the event of prolonged delay the defects reporting procedure is used to ensure that repairs are carried out with minimum delay.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>User Checks</th>
<th>Formal Visual Inspection</th>
<th>Combined Inspection and Testing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battery operated – less than 20 Volts</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Low voltage e.g. telephones, data buses less than 50 Volts</td>
<td>None</td>
<td>Yes 2 to 4 yearly</td>
<td>None</td>
</tr>
<tr>
<td>Display screen equipment, computers – installed, not build up or repair</td>
<td>None</td>
<td>Yes 2 to 4 yearly</td>
<td>Every five years unless double insulated then none</td>
</tr>
<tr>
<td>Photocopiers, fax machines – rarely moved, semi-installed</td>
<td>None</td>
<td>Yes 2 to 4 yearly</td>
<td>Every five years unless double insulated then none</td>
</tr>
<tr>
<td>Double insulated equipment NOT hand held – moved occasionally e.g. fans, table lamps, projectors etc</td>
<td>None</td>
<td>Yes 2 to 4 yearly</td>
<td>None</td>
</tr>
<tr>
<td>Double insulated equipment HAND HELD e.g. floor cleaners, soldering irons, drills etc</td>
<td>Yes at each use visual inspection</td>
<td>Yes Every 6 Months</td>
<td>None</td>
</tr>
<tr>
<td>Earthed equipment (Class One) e.g. electric kettles, some floor cleaners etc</td>
<td>Yes at each use visual inspection</td>
<td>Yes Every 6 Months</td>
<td>Yes every 1 to 2 years</td>
</tr>
<tr>
<td>Cables, extension leads, plug gangs and all plugs attached to such equipment being MAINS VOLTAGE</td>
<td>Yes at each use visual inspection</td>
<td>Yes Every 6 Months to 4 years depending on the type of equipment it is connected to</td>
<td>Yes every 1 to 5 years depending on the type of equipment it is connected to</td>
</tr>
</tbody>
</table>

**Notes**

1. Combined inspection and testing must be carried out a) Where there is a reason to suspect that the equipment may be faulty, damaged or contaminated but this cannot be confirmed by visual inspection
2. After any repair, modification or similar work to the equipment when its integrity needs to be proved prior to use 2 Combined inspection and testing may be carried out at the beginning of a maintenance schedule to establish the starting condition of the equipment and also whenever new equipment is brought into use on the site.
Inspection and Testing of Electrical Appliances

The object of electrical appliance inspection and testing is to establish as far as possible that the equipment concerned is electrically safe for use.

Electrical inspection and testing can be carried out by competent persons who may not necessarily possess in depth knowledge of electricity or the equipment concerned. This is because most test equipment now available is simple and foolproof to operate, indicating an un-ambiguous result of PASS or FAIL.

Where such tests are applied to plug leads etc. designed and used for mains connection simple training in the use of the device is all that is necessary.

Where the circuit to be tested connects to solid state control devices or filter networks containing capacitors then this sort of test is conducted only by persons familiar with the equipment and the relevant test voltages appropriate to avoid damaging such equipment.

Visual inspections incorporate the following main points to ensure the integrity, fire-producing potential and electrical safety of the leads and plugs associated with this type of inspection.

- Cable insulation must not be stripped back or abraded so that conductors are exposed.
- There must be no protruding wire strands.
- The cable outer sheath must be secured by the plug gripper.
- All terminals must be tightly secured.
- Earth conductors must be connected at the appliance and plug wherever they are fitted.
- The fuse fitted must match the rating of the appliance i.e. 2 Amp, 5 Amp, 13 Amp. Fuses which are rated above the rating of the equipment must never be fitted.
- Plug bodies, covers and mouldings must not be cracked or have parts missing or the pins loose in the casing.
- Any signs of overheating, scorches or discoloration of plug bodies will lead to the immediate scrapping of that affected part.
- Leads, especially where used in mobile conditions e.g. floor cleaners, must be smooth when drawn through the hand. Lumps and bumps indicate damage to the internal conductors, which is a fire risk, and if the outer cable sheath is damaged, an electrocution hazard.
9.8 Eye Protection
Applicable legislation

Personal Protective Equipment at Work Regulations 1992

Introduction

The Company has an obligation to encourage their employees to wear eye protection. Any employee found not doing so must be reminded of the hazards and encouraged to wear it as the regulations place a duty on the employed person to use the eye protection correctly.

The Company has a duty of extra care to those people who have monocular vision. Any person who is disabled in this way must at all time, irrespective of the process employed on, wear eye protection. Likewise, any person working on a process not referred to in the schedule but, owing to the nature of the work is subject to eye injury, must also be issued with eye protection.

Where the Company is aware that an employee is wearing contact lenses, it must be ascertained from the employee whether such lenses are manufactured from glass or plastic. If glass is used then such persons must be told of the dangers and encouraged and reminded to wear eye protection at all times.

All danger to eyes will be removed at source. If, after consideration, this proves impractical, then eye protection (which complies with BS2092) must be issued. Care must be taken to ensure that the protection being supplied is suitable for both the wearer (i.e. comfortable etc) and against the hazard (e.g. chemical resistant, gas proof, withstands molten metal, coloured for welding etc).

Unless authority not to wear eye protection has been given by a director, it is mandatory to wear correct eye protection for the following processes:

- Welding or working in sight of an exposed welding arc;
- Operating oxy-acetylene or plasma arc cutting equipment;
- Operating saws, routers, drilling machines, lathes, cutting discs, grinding wheels or abrasive wheels;
- Work undertaken using a hand-held cartridge operated fixing tool, including the operation of loading or unloading live cartridges into the tool, and the handling of such a tool for the purpose of maintenance, repair or examination when loaded with a live cartridge;
- Driving in or on of bolts, pins, collars or similar items by means of a hammer, chisel, punch or similar hand tool or a power driven portable tool;
- Striking of masonry nails;
- Breaking up, cutting, carving or drilling metal, concrete, stonework, brickwork, tiles, glass or hard plastic;
- Cutting wire or metal strapping under tension;
- Using compressed air to remove swarf or dirt;
- Shot blasting;
- Cleaning using high-pressure water jets.

To ensure that eye protection meets necessary requirements, employees must use only eye protectors which are provided by the Company. The Company will provide full-face welding masks to welders, to anyone who has to work within sight of an exposed welding arc and to any person who is required to operate oxy-acetylene or plasma arc cutting equipment. The Company will provide clear plastic glasses for use in other processes.

Plastic glasses will be issued to any employee on request.

The Company will post notices on all machinery whose operation requires the use of plastic glasses and glasses will be attached to or stored close by the machinery for use by employees who do not have their own pair to hand. Glasses must be replaced after use.

Eye protectors are a type of personal protective equipment and their issue and control are subject to the requirements of personal protective equipment.

Subcontractors must make their own arrangements for the provision of eye protectors but are required to conform to the Company’s rules concerning their use.
9.9 Fire

Applicable legislation
Regulatory Reform Order 2005
Workplace (Health, Safety and Welfare) Regulations 1992
Health and Safety (Safety Signs and Signals) Regulations 1996

General
The Company will undertake a general fire risk assessment of its premises. Assessments will be re-performed whenever there is a material change to the layout of the relevant location. In addition, consideration will be given to fire hazards as part of the general risk assessments which the Company undertakes. From such assessments the Company will establish procedures relating to:

- Identification of fire hazards;
- Elimination or reduction of fire hazards;
- Fire detection;
- Fire fighting;
- Fire evacuation;
- Information to be issued to relevant parties. All employees and subcontractors are required to familiarise themselves with procedures in event of a fire.

Everybody has a duty to minimise fire risks. Please follow these fire prevention rules:

- Never place anything combustible on or against any heating appliance;
- Respect all no smoking areas and always ensure that cigarettes and matches are extinguished;
- Check electrical equipment and connections for damage before use;
- Never overload an electrical supply;
- Ensure that all electrical leads are uncoiled;
- Never make unauthorised repairs to electrical equipment or electrical installations;
- Always store flammable liquids in the closed containers provided for that purpose;
- Dispose of all packaging and other combustible material in the skips provided;
- Do not store large quantities of potentially combustible material in locations which give easy access to intruders;
- Do not start open fires closer than 10 metres to any building or other structure;
- Do not obstruct any of the gangways or fire exits;
- Be aware of fire risks generally and bring any hazards to the attention of the Facilities Manager.

Fire Evacuation
In the event of a Fire at LCB Construction premises the alarm will be raised and all employees told to leave the premises and gather at the fire assembly point. Fire evacuation drills are carried out every 6 months.

Persons working within the site are encouraged to report any defects, damage or absence of any fire apparatus to the Management Team, who will take immediate steps to have the deficiency corrected.

Fire escape routes are to be kept free of obstruction at all times, in all area. Employees must be alert to the dangers of obstructed fire escapes and must always report deficiencies to the Management Team so that obstructions may be removed.
## Fire Extinguishers

All employees should familiarise themselves with the posted notices explaining fire classification and extinguisher types. Extinguishers employed by the Company may only be used as follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Materials</th>
<th>Extinguisher Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A fires</td>
<td>(solids: wood, paper, upholstery etc., but excluding metals, below)</td>
<td>• Water (red) as first choice • or Powder (blue)</td>
</tr>
<tr>
<td>Class B fires</td>
<td>(liquids and heat liquefiable solids)</td>
<td>• Powder (blue) as first choice provided the possibility of re-ignition is not a problem, or • Foam (cream) where it is important to prevent re-ignition, or • CO₂ (black) provided fire is not in confined space</td>
</tr>
<tr>
<td>Class C fires</td>
<td>(gases)</td>
<td>• Powder (blue) as first choice, or • CO₂ (black)</td>
</tr>
<tr>
<td>Class D Fires</td>
<td>(metals e.g. aluminium swarf, filings etc)</td>
<td>• Powder (blue) as first choice, or • CO₂ (black);</td>
</tr>
<tr>
<td>Electrical fires</td>
<td></td>
<td>• Powder (blue) as first choice, or • CO₂ (black).</td>
</tr>
</tbody>
</table>
9.10 First Aid and Accidents

Applicable legislation

Health and Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995

First Aid

The Contract Manager will ensure that provision is made on the premises for appropriate first aid facilities.

The names of the designated First Aiders and/or Appointed Persons on site, and the location of first aid materials, are posted on the official notice boards.

First Aiders:

Site Based

- Liam Bevan
- Naill Bevan
- Rhys Lakin
- Kevin Clarke

Office Based

- Susan McCay
- Linda Jenkins

The Contract Manager will ensure that First Aiders hold a current Certificate of Competence in First Aid Work issued by an HSE approved organisation. Refresher training is required every 3 years.

Appointed persons will receive emergency first aid training (normally 4 hours duration).

It is the Contract Manager’s responsibility to make sure that first aid kits are kept stocked with first aid materials.

The Contract Manager will also ensure that local procedures are established and maintained for dealing with spillages of body fluids and that appropriate training is provided to staff where considered necessary.

Emergency first aid instructions for resuscitation in case of an electric shock are displayed in all plant rooms.

Accidents and Injuries

Immediately Following An Accident

- Following the accident any injured party must be attended. Where necessary the injured party may be assisted by a qualified first aider or evacuated to hospital.
- The Senior Person on site must ensure that the scene of the accident is left untouched until an initial investigation has been conducted.
- Details of the accident must be recoded in the company accident book.

The Investigation

- It is the responsibility of the most senior person on site to ensure that all aspects of the Accident Investigations are carried out.
- The Accident Investigation must be carried out as soon as is reasonably possible and no later that 48 hours after the accident occurred.
- All Accident Investigations should be documented on an Incident Report Form.
- An accident investigation should where possible include statements from any persons who witnessed the accident.

Following The Investigation
• It is the responsibility of the most senior person on site to ensure that the accident location is made safe before anyone re-enters the area.
• The Senior Site Person is also responsible for ensuring that any immediate corrective action is carried out to prevent re-occurrence and that any long-term corrective actions are documented.
Reporting The Accident

- It is the responsibility of the Director/Health and Safety Advisor to ensure that where an accident is reportable under RIDDOR, the relevant form (F2508) is completed and sent to the enforcing authority within 10 days of the accident occurring.
- F2508 forms may be forwarded to the enforcing authority by:
  - Surface Mail:
    The Incident Contact Centre
    Caerphilly Business Park
    Caerphilly
    CF83 3GG
    Telephone: 0845 300 9923
  - E-Mail
    riddor@natbrit.com
  - HSE Website
    www.hse.gov.uk

- Accidents are reportable under RIDDOR if:
  - The injury results in more than a three day absence from work
  - The Injured Party sustains a fracture to any part of the body other than to Fingers, Thumbs or Toes.
  - Any Amputation
  - Dislocation of the Shoulder, Hip, Knee or Spine
  - Loss of Sight (whether Temporary or Permanent)
  - A chemical or hot metal burn to the eye.
  - Any other instance that is set out within the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

- It is the Responsibility of the Contract Manager to inform other relevant company personnel of any incident that has occurred and any corrective action that is necessary.

Records

- The following documentation may be requested by the company’s insurer after the occurrence of an accident. All necessary documents should be completed in the event of any accident or near miss and should be retained by the company for future reference.
  - Accident Book.
  - Accident Investigation – Incident Report
  - Witness Statements (included as part of the Incident Report).
  - F2508 Form, reporting the incident to the enforcing authority.
  - Any previously completed Risk Assessments relative to the incident.
  - All relevant training details of all parties concerned.
  - Any servicing records for plant or machinery involved.
  - Any work instructions/procedures/method statements being followed at the time.
  - A copy of the most recent servicing detail of the machinery i.e. lifting certificated, compressor servicing etc.
  - A copy of any induction training carried out/memo’s issued to departments.
  - A copy of the post accident risk assessment.
  - A copy of the material Safety Data Sheets for any substance involved.
  - A copy of any entries onto the safety committee minutes for review.

Near Misses

A near miss or dangerous occurrence is recorded and investigated as for an accident.
9.11 Health Surveillance

Applicable Legislation
Management of Health and Safety at Work Regulations
Coshh Regulations
Noise at Work Regulations

INTRODUCTION

Each year many thousands of people become ill because of the work they do. Some suffer diseases or conditions that can mean years of pain. Business loses billions of pounds through sickness absence and lost production. Yet occupational ill health is preventable and many of these costs can be reduced by managers taking effective steps to control health risks at work. One of these steps is to arrange for health surveillance of employees. There is also a legal duty under, principally the Management of Health and Safety at Work Regulations (MHSW Regs) and the Control of Substances Hazardous to Health Regulations, to provide health surveillance at work.

LCB Construction will:

Carry out risk assessments under the MHSW Regs and any other applicable Health and Safety Regulations in order to decide if health surveillance is appropriate. This can include hazardous substances, noise, lead etc.

Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.

Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.

Inform affected employees and, where applicable safety representatives of the health risks and of the health surveillance procedure.

Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.

Ensure that the results of health surveillance is suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.

Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.

Treat an individual's health surveillance records as confidential information.

Inform employees and, where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.

Ensuring that health surveillance records are retained for statutory retention periods.
9.12 Head Protection

Applicable legislation

Provision and Use of Work Equipment Regulations 1998
Personal Protective Equipment at Work Regulations 1992
Construction (Design and Management) Regulations 2007

All employees and subcontractors are required to wear safety helmets conforming to BS 5240 when working in any activity which presents the danger of objects falling from above.

The Company will provide employees and visitors with safety helmets when required. Subcontractors must make their own provision for helmets and must ensure that helmets are worn by their employees in accordance with the Company’s rules.
9.13 Hired Equipment

Applicable legislation

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

The Company’s purchasing procedures will ensure the competence and suitability of the organisations from which the Company procures its hired equipment. As part of the supplier approval procedures, prospective hired equipment suppliers will have to demonstrate satisfactory:

- Awareness of their legal and other health and safety obligations;
- Health and safety systems and record;
- Regular maintenance and inspection procedures;
- Procedures to ensure the competence of operators/assemblers/erectors etc.;
- Ability to undertake necessary amendments and inspections during periods of hire;
- Training procedures;

Insurance Cover

Contracts for hired equipment must require the hirer to:

- Undertake and provide reports of inspections of equipment immediately prior to delivery;
- Train the Company’s staff or subcontractors who may be required to use the equipment;
- Undertake such statutory or other inspections as may be necessary during the period of hire.
- Confirm in writing that equipment meets legal or other generally accepted standards of safety for all uses to which the Company might put the equipment;
- Confirm in writing that mobile work equipment specifically meets minimum legal safety standards required in respect of equipment defined as ‘new’ under the Provision and Use of Work Equipment Regulations 1998 (see Mobile Work Equipment).
9.14 Ladders

Applicable legislation

Provision and Use of Work Equipment Regulations 1998

Working at Height Regulations 2005

Ladders are a potentially dangerous means of access to work areas and must be used only if more permanent and safe methods are not reasonably practicable.

Ladders and step ladders are included on the Maintenance Schedule. They are each identifiable and are inspected frequently by an experienced manager who is able to identify likely faults and hazards. The results of these inspections are kept in an inspection log.

- Before a ladder is used for a task, it must be visually inspected by the user to confirm that it is in a sound and safe condition and must be discarded if there is any doubt whatsoever about its structural condition. On no account may a damaged or unstable ladder be used.
- Wherever possible, ladders must be securely fixed at the top to prevent sideways and backward slipping. While straps are being fixed the ladder must be footed by a colleague. If top fixings are not practicable, the ladder must be secured at its base, perhaps with cleats or fixed blocks etc. Where this is impracticable and where the ladder is no more than 5 m high, a second person may foot the ladder to prevent slipping.
- Ladders must extend above the landing by at least 1.5 m, unless there are suitable handholds to provide equivalent support.
- They must be placed at an angle of ideally 75° to the horizontal, i.e. about 1 m out for every 4 m of height. Ladders must stand on a firm and secure base.
- The user must avoid carrying tools and equipment up a ladder or step ladder, but must rather use a holster attached to the belt or a tool bag raised and lowered on a secure rope.
- Metal ladders and step ladders must be avoided in areas where there is danger from electrical discharge.
- Step ladders and trestles are not designed for any degree of side loading and this must be avoided. They must be spread to their fullest extent, properly levelled for stability and placed at right angles to the work wherever possible on a level surface.
- Work from a step ladder or trestle must never be carried out from the top platform nor must overhead work entail overreaching. The top tread of a pair of steps must not be used for foot support unless there is an extension above the top to provide a handhold. Rear parts of steps must not be used for foot support.
- Step ladders are prevented from spreading by means of stays, chains or cords. These must be of sufficient and equal length, kept in good order and must be renewed if found to be defective.
- Only one person is allowed to use a step ladder at any one time and if steps are used in a doorway the door must be securely wedged open.
- Ladders and step ladders must be stored where they are not likely to be subjected to damage, and where they may be retrieved without injury and strain to the user.
- Contractors are not permitted to use site owned ladders, but must bring their own safe access equipment on site. Site owned ladders and step ladders must be securely locked away when not in use to prevent any unauthorised use.

Ladders Safety Check List

The following check list specifies the main points to remember when using ladders. Do not erect:

- On sloping ground.
- On top of moveable objects.
- In a high wind.
- In front of door which may be opened.
- Against a slippery or unstable surface.
- At a shallow angle, or used horizontally as a plank or bridge.
- Leaning to one side.
- At too steep an angle.

Do not:

- Use tools or do jobs requiring two hands while standing on a ladder. Always keep one hand on a rung.
- Drop things from a ladder.
• Straddle from the ladders to a nearby foothold.
• Allow more than one person up a ladder at a time.
• Rest tools or implements against the base of a ladder.
• Use a ladder which is too short.
• Use a defective ladder.
• Use a makeshift or “home made” ladder.
• Splice or lash ladders together.
• Leave tools or objects on rungs unless properly hooked on.
• Over-reach (generally always keep hips within the stiles).
• Overload a ladder or support it with a plank bearing on a rung.
• Slide down a ladder.
• Carry sheets of material, especially if it is windy.
• Use an alloy or wet ladder near electrical conductors.
• Use a ladder that has been painted. This can cover up defects to the ladder. No ladder may be used if it has:
  o A missing, loose or defective rung or tread.
  o A rung or tread supported solely on rails, spikes or similar.
  o An insecure tie-rod.
  o A defective stile side-member.
  o A defective rope or associated fitting (rope-operating extension ladders).
  o Any sign of warping.
  o Missing fastening or rivets, guides or latching hooks.
  o Makeshift repairs. Always:
    o Place ladder on a firm base.
    o Set at angle near to 75 degrees or 4 vertical units to every horizontal unit.
    o Make an effort to tie the ladder in position, preferably at top and bottom. Where this is not possible, the ladder must be “fooled” by another person.
    o Ensure sufficient overlap between stages of extension ladders.
    o Report all defects immediately.
    o Return ladders to store as soon as they are finished with.
    o Inspect ladders regularly and keep records.
    o Inspect a ladder immediately after any fall or overload.
    o Consider using alternative, such as staging, lower platforms, etc.
    o Use correct ladder for the job.
    o Store ladders carefully.
9.15 Lasers

LCB Construction will:

- Provide sufficient training, information and instructions to employees to ensure the Health and Safety of employees who use this equipment.
- Take action, so far as is reasonably practicable, to reduce those risks that become apparent as a result of the assessment.
- Ensure that all laser equipment used by the organisation conforms to BS EN 60825.
- Uniquely identify every laser and keep a record of its service history.
- Investigate any problems associated with lasers brought to our attention by an employee, apply corrective measures where appropriate and advise employees that this has been carried out.
- The type of laser used by LCB Construction is very low powered however employees must not misuse these instruments or use them in horseplay. Failure to comply with this instruction will be dealt with under our disciplinary code.
9.16 Lifting Equipment

Applicable legislation

Lifting Operations and Lifting Equipment Regulations 1998

Provision and Use of Work Equipment Regulations 1998

Introduction

Cranes and other types of lifting equipment cause accidents when people become trapped by the loads being moved or when the equipment itself fails or overturns. Before using a crane or other lifting equipment provided on site, employees and sub-contractors must ensure that:

- The equipment has been correctly inspected in accordance with statutory requirements.
- The crane operator is competent and correctly trained.
- A slinger has been appointed, is identifiable by his clothing and is competent and correctly trained.

Small lifting equipment must be used to raise tools and light materials when working at height. These items of equipment must be fitted with a properly designed counterweight with a safety factor of no less than three.

Properly made hooks must be used with the hoisting rope. Where small lifting equipment is mounted near the edge of a roof suitable guard rails and toeboards must be erected.

Lifting Gear

Lifting gear presents a safety risk because it is so frequently used that it often leads to familiarity and abuse.

Lifting gear is subject to statutory test and examination.

Only high tensile steel or alloy chains must be used. All chains must be clearly marked with the safe working load which must never be exceeded. Chains must not be used if the links or rings have become stretched or distorted, or if the chain has been altered by connecting two links together using a bolt.

Wire ropes become unsafe when more than 5% of wires are broken in any 10 metre stretch, or where wear has caused the rope to flatten such that there is a 10% reduction in rope diameter. All slings must be inspected and marked with the safe working load.

Nylon and fibre ropes must only be used for light duties. Where necessary, the breaking strain of the rope may be obtained from the manufacturer. Hooks used for lifting purposes on site must be fitted with a safety catch, or alternatively be shaped in such a way as to prevent the sling eye or load from becoming displaced.

Employees and subcontractors must examine all lifting gear before use. Defective gear must never be used and must be clearly identified and reported to the Facilities Manager.

Lifting gear falls under the statutory inspection requirements of the Lifting Operations and Lifting Equipment Regulations 1998. The Facilities Manager is responsible for monitoring gear and ensuring that the statutory inspection requirements of such equipment is recorded in the Principal Work Equipment Register.
9.17 Lone Workers Policy

Applicable legislation

Workplace (Health, Safety and Welfare) Regulations 1992

General

Although working alone may normally be associated with out of hours situations, the minimum requirements will be complied with at all times.

It is the responsibility of managers to assess each case on its merits in the light of these minimum requirements and to ensure that employees do not make their own decisions, i.e. managers must ensure that employees notify them of any intentions to work alone.

Minimum Requirements

Electrical Work

Any one working on live electrical equipment to carry out servicing, repair, modifications, or test work must not work alone at any time on those or similar processes.

There must be safe systems of work in use, including locking off and labelling procedures (i.e. isolator switches locked and labelled when put in the “off” position for service work etc).

State of Health

A person will not be allowed to work alone outside normal business hours if their state of health (physical or mental) is considered to be such that they would be put at risk in any way by so doing. The manager will assess the suitability of persons who come into this category or it may be appropriate for the employee and manager to jointly assess the suitability.

A person who has a physical handicap will not be allowed to work alone outside normal business hours if it is considered that they would be put at risk in any way by doing so.

Lone Workers Out of Hours

Steps must be taken to avoid the need for anyone to work alone outside normal business hours.

If lone working outside normal business hours cannot be avoided, the minimum requirements, as set out in this policy, will be met. All reasonably practicable steps will be taken to ensure the health, safety and welfare of employees under those circumstances.

If, after assessing all the circumstances, the manager decides to allow the person to work after normal hours and alone, the manager will ensure that the person is made well aware of all the information that they require, i.e. phone number, first aid kit, don’t use lifts don’t walk in the dark, etc.

The manager may also decide to set up some call procedure whereby the person working alone can telephone at regular intervals to some control point.
9.18 Manual Handling

Applicable legislation

Manual Handling Operations Regulations 1992

Introduction

Spinal and other injuries associated with manual handling are one of the largest causes of lost work time. To minimise the risk of these problems the Company undertakes assessments of manual handling operations in the factory and also of operations which are common to most sites. Such assessments will identify means of reducing injuries and the results will be set out on document the Assessment of Manual Handling (HS5). As part of the contracts review procedure for each contract, contract managers will identify any special manual handling operations relating to particular contracts and will arrange for a special manual handling assessment to be undertaken.

Because of the nature of the Company’s work, repetitive handling operations are extremely rare. Manual handling loads are broadly of four types:

• Lifting, carrying of bags, boxes etc;
• Physical Work;
• Hand Tools etc.

Manual handling operations on site are less predictable. The provision of lifting equipment and the nature of access will vary from site to site. The type of installation and the weight of the components to be installed will also vary.

Lifting equipment will only be used by authorised personnel. It is the responsibility of all site employees and subcontractors to ensure that they use site lifting equipment to avoid manual handling wherever possible.

The Company will not assign manual handling tasks to pregnant women, other women over fifty, men over sixty, persons under eighteen or those with relevant medical conditions where the person concerned is unused to such tasks and where the task presents some degree of health risk. All employees and subcontractors must:

• Familiarise yourself with the manual handling assessments and follow the procedures established by them;
• Report any manual handling operation which is not covered by the Company’s assessments;
• Report any health problems or other factors which may affect your capability to perform manual handling operations;
• Report any manual handling task you are asked to do which you believe to be outside your capabilities.

Particular precautions and procedures apply to different handling situations but certain general rules must always be followed when lifting loads:

• Wear gloves to protect your hands against sharp or rough edges;
• Wear sensible shoes which will protect your feet if you drop the load;
• Never attempt to lift a load which is heavier than you are capable of lifting: always get help;
• Ensure that you can get a proper grip on the load;
• Prepare for a lift by putting your feet either side of the load with one foot slightly advanced;
• Lift with a straight back and always look straight ahead;
• Be wary of a change in the centre of gravity as you lift;
• Avoid twisting when carrying a load.

Assessment of Manual Handling Operations

The Manual Handling Operations Regulations 1992 place a duty on employers to avoid the need for employees to undertake any manual handling operations which involve a risk of their being injured.

If avoidance of such operations is not possible, the Company will carry out an assessment of all risky operations and then take steps to reduce those risks.

The definition of a manual handling operation is:
• Any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving of a load) by hand or by bodily force.

The Contract Manager will first consider each employee’s work activities and identify all manual handling operations which fall within the definition above. The principal manual handling activities is listed in preparation for conducting the Assessments.

Whenever a situation arises where an employee needs to carry out a manual handling operation which puts himself at risk of injury the Manager will use the Assessment of Manual Handling Operations form to help him assess the likelihood of that injury.

The assessment of complicated operations can be a specialised task, and the Management team will need to consider seeking expert guidance and training, if such operations are found.

Helpful additional information about assessing and controlling the risks associated with manual handling operations can be found in the Guidance on The Manual Handling Operations Regulations 1992.

The safety advisor will review the assessments when there is a significant change in the manual handling activity or when the current assessments are no longer valid.

The safety advisor ensures appropriate information is provided to employees on the manual handling assessment. This will include training on correct lifting techniques.
9.19 Noise

Applicable legislation

Noise at Work Regulations 2005

Introduction

Exposure to noise can cause incurable hearing damage. The risk from noise depends on the volume of any particular noise and the period over which the exposure lasts. Employers have a general duty to reduce noise to the lowest level reasonably practicable and to undertake an assessment of noise where there appears to be a problem. Noise will generally require assessment when people who are less than six foot apart have to shout to understand each other.

Where the daily personal exposure to noise is assessed at more than 80 dB (A), the employer must undertake the following action:

Record the assessment;
Provide ear protectors to those employees who request them;
Provide adequate information and training to those people exposed to noise.

If the noise level is assessed at 85 dB (A) or if the peak noise exceeds 140 Pa the employer must also take action to minimise the noise and must ensure that all people exposed to the noise wear ear protection. Machinery manufacturers are obliged to provide information on the noise generated by their equipment. Health surveillance will be provided for all employees exposed to these levels.

The background level of noise in the Company’s works is generally below 80 dB (A). However, noisy items of equipment are marked with ear protection signs and ear protectors are provided for use by employees. The use of ear protectors is mandatory whenever operating any of these machines. Employees may also obtain ear protectors for general purposes if they prefer.

When operating machines of any kind, employees must not remove any part which might contribute to noise reduction. In addition, employee must always report defects in any equipment they use or operate.

Employees and subcontractors working on sites must ensure that they do not expose themselves to unnecessary noise risks. They must contact the Contract Manager if they find noise levels unacceptable and must wear ear protectors if assessments show them to be necessary. Any activity which subcontractors intend to carry out which will create significant noise must be discussed with the contracts management in advance, particularly if the activity is to be undertaken outside of normal working hours. Local authorities and magistrates courts have the right to control noise generated on construction sites and certain restrictions may apply to the site.

Action Levels

The Regulations require employers to identify noisy activities and areas where employees are likely to be exposed to levels of noise above 80dB (A). Three action levels are specified:

The First Action Level a daily personal noise exposure ($L_{EP,d}$) of 80 dB.
The Second Action Level: a daily personal noise exposure ($L_{EP,d}$) of 85 dB.
The Peak Action Level, a peak pressure of 140 Pascals.

The Regulations also require records to be kept of assessments; the provision of ear protection, where required; the setting up and demarcation of ear protection zones; and the reduction of noise at source where the second action level is exceeded.
Assessment of Exposure

Measurements of noise using a suitable, properly calibrated, sound level meter must be made to accurately determine the problem that exists because an assessment is necessary to comply with the Regulations. As a rough guide, any area where it is difficult to hold a conversation without raising voices, or where it is necessary to shout to someone at a distance of about 2 metres, should be investigated thoroughly.

Assessments of “peak” pressure are most likely to be needed where workers are exposed to loud noises from exploding sources (e.g. cartridge tools). Care must be taken when measuring peak levels because many sound level meters are not capable of measuring this value. Meters with only a “Fast” or “Impulse” capability do not have a quick enough response to accommodate measurements of “Peak” levels.

Making the Assessment

The purpose of the assessment is to

- Identify all workers likely to be exposed.
- Provide enough information to enable appropriate action to be taken.

The person undertaking the assessment must be competent and meet the criteria set by the Health and Safety Executive (see HSE, Noise Guidance “Training or Competent Persons”).

Where groups of workers are employed in an area throughout which noise levels is reasonable uniform, the assessment could be based on noise levels measured in the working area and the length of time that workers are likely to spend there. Where groups of workers perform similar tasks, sample measurements on a group of activity basis may be adequate, providing it is representative of individuals within the group.

Variable Exposure to Noise

Many workers experience time-varying noise exposure because noise varies unpredictably at their place of work, or because they move around performing different jobs (e.g. the intermittent use of noisy machines and tools). In these circumstances, the best course will usually be to treat all working areas where “the equivalent continuous sound level” (or Leq) is 80 or 85 dB (A) or more, as places where the corresponding action levels are likely to be exceeded.

Personal noise dose meters are the most effective way of measuring this type of exposure. The dose meter is usually worn on the worker’s belt with the microphone as close as possible to the worker’s ear. It will move with the employee to all locations and activities. At the end of the working day that person’s noise dose can then be determined.

Review of Assessments

Assessments will have to be reviewed whenever changes occur. These may include:

- The installation of new machinery.
- Substantial changes in workload, work pattern, or machine speeds.
- Changes in building structure of machine layout.
- Machine wear or general deterioration.
- Modifications to machinery.

Although there may not have been any obvious changes, workplaces are checked at least every two years. Levels can creep upwards without being noticed (e.g. as the result of machine wear).

Records of Assessments

Suitable records of assessments are made and kept. These include details of:

- The workplaces, areas or jobs assessed and what the results were.
- When the assessments were made.
9.20 Employees working at client’s premises or principal contractors sites

It is the intention, so far as is reasonable, of the management of LCB Construction to ensure that a safe place of work exists for its employees, this includes when those employees are working at the premises of a client.

LCB Construction will apply the following standards to all work at Clients premises or Principal Contractor’s sites:

Before any work commences at a clients premises, or on a principal contractors site, a site inspection will be undertaken to identify any hazards that employees may be exposed; this will include obtaining clarification on any conditions that may require out standard operating procedures to be modified.

Where any risks are identified the necessary risk assessments will be carried out, using one of the processes in LCB Construction Health and Safety Policy Document, following which all necessary controls will be put in pace. Where a risk assessment has been undertaken by the person in control of the site, client or principal contractor, this assessment will be reviewed and method statements agreed.

All employees required to work at the premises or on the site of a client or principal contractor will be instructed in and informed of all appropriate safe systems of work, risk assessments and procedures and precautions relevant to the conditions in which he/she will work. This will include such things as emergency procedures, access I egress routes etc.

Any employee attending work at client’s premises, or a site under the control of a principal contractor, must report to the person in control of that place to determine the safety precautions applicable to those premises or that site and the type of activities being carried out.

If there is no person available to provide this information, the employee must contact the Contracts Manager, Directors or the offices of LCB Construction for further instructions. On no account should work commence before the required briefing has been undertaken.

If, whilst the employee is undertaking work at any such premises or site, there is any alteration or change of condition that alters the degree of risk, work should cease immediately, unless this in itself creates a greater risk, and contact must be made with the Contracts Manager, Site Agents, Directors, of the officers of LCB Construction in order that further controls can be agreed.

Wherever a Permit to Work system is in operation, employees must abide by its requirements in all instances. Should there be at any time an emergency evacuation of the premises of a client, or the site of a principal contractor, whether this be an actual incident or a practice drill, all employees of LCB Construction will evacuate to the require assembly point and report to the person nominated by LCB Construction at that place, for a roll call to be undertaken.

Wherever there is a need for Personal Protective Equipment to be worn, following a risk assessment, this will be provided free of charge by LCB Construction in the case of specialised equipment being required, due to the activities of the client or principal contractor, arrangements will be made for the supply of this.

On all occasions that the use of Personal Protective Equipment is required, employees of LCB Construction must comply with that requirement, failure to do so will be dealt with under the organisations disciplinary procedures.

The provision of a first aid kit will be made available to all employees who are working at a remote site. Where employees are at the premises of a client or on the site of a principal contractor they must, if not already aware, familiarise themselves with the first aid procedures at that place and follow these, should first aid be required.

Any accidents that occur to employees working at remote sites must be reported to the person in control of that place and also to the offices of LCB Construction

Under no circumstances are employees working at the premises of clients or on the sites of principal contractors to be accompanied by any unauthorised persons, including children, visitors, friends etc., or by animals of any description.

Should any employee experience any problems relating working away from the office, they should inform the Contracts Manager, Site Agents, Directors, or the office, immediately to enable the problem to be addressed and rectified.

All tools, plant and equipment provided by LCB Construction or allowed to be used by their employees must have been inspected/tested etc, as necessary, and agreed for use. On no account must any tools or equipment provided by LCB Construction be loaned to another organisation or person from another organisation, for use
either at work or home.

The borrowing of tools, plant or equipment by employees of LCB Construction from other organisations or persons for use at work will not be accepted. Only equipment, such as scaffolding, plant etc. that has been agreed as available for use by LCB Construction and the client or principal contractor, and then only after any statutory or necessary checks I tests have been made, will be used.

**Temporary Employees**

LCB Construction will apply the following on all instances when Temporary staff is employed:

Ensure that the person employed on a temporary basis are trained and capable of undertaking any tasks that the may be required to undertake in a safe manner or; are capable of being trained to undertake such work in a safe manner.

Ensure that temporary employees are taken through the organisations induction programme prior to commencing work, or at the earliest opportunity following their start, also that the are made fully aware of the risks to their Health and Safety arising out of any work they may undertake.

Ensure that any training required to enable the temporary employee to undertake the tasks required of them in safety is given.

Ensure that all temporary employees are fully aware of the safe systems of work required for any task they undertake.

Ensure that all temporary employees are fully aware of the emergency procedures that apply to the site and specifically to the task and work team they are attached to. Also that the know the persons who have specific responsibilities in an emergency situation, e.g. fire marshals, roll callers, first aiders etc.

Ensure that all temporary employees are adequately supervised at all times.

Ensure that should there be a requirement for health surveillance to be provided for any persons undertaking tasks in the workplace; any temporary employee is included in these measures.

**Sub-Contractors**

Any sub-contract organisation working for LCB Construction will be made aware of the rules that govern that place, together with any special health and safety arrangements that may affect them.

No plant, equipment or tools belonging to LCB Construction or hired by the company, will be loaned to contractors unless under the express permission of the relevant person of those responsible for implements this policy, or his nominated deputy. In addition no employee must borrow any such items from sub-contractors/

When sub-contractors are working at the premises or site their work will be co-ordinated by the relevant person responsible for implementing this policy, or his nominated deputy.

All employees of LCB Construction are expected to report any instances of non compliance with health & safety requirements, or dangerous acts involving sub contractors (within their capability to identify such instances), to their immediate manager, or other responsible person.

Method statements will e required from any sub-contractor intending to undertake work at our premises, or on site, prior to the commencement of that work. These will indicate the manner in which the work will be undertaken, the sequence of events, the equipment and materials to be used etc. and the Health and Safety controls that will be put in place.

The sub-contractor will so be required to provide risk assessments of any operations that nay give rise to significant risk.

It is recognised and accepted that LCB Construction have a duty to plan, co-ordinate and monitor contractors at its premises, however the prime responsibility for supervision of the sub-contractors work and their employees rests with that sub-contract organisation and adequate supervision will be a requirement of any work undertaken.
The failure of any sub-contractors employee to comply with his organisations Method Statements, Risk Assessments, Health and Safety duties or the Health and Safety requirements of Site Rules of LCB Construction may result in the sub-contractor being asked to remove that employee from site.
9.21 Office Safety

Applicable legislation

The Health and Safety at Work Act 1974

Safety Points

- Filing cabinets must only have one drawer open at a time to prevent the cabinet over-balancing.
- Drawers, when not in use, must be closed to prevent persons striking against them.
- Trailing electrical leads are a trip hazard.
- Offices must be kept tidy to reduce trip hazards and minimise the risk of fire.
- Staff must not over strain by lifting too heavy a load. If the load is too heavy get help! See Section on Manual Lifting.
- Care must be taken on stairs, corners and doorways, especially if carrying a load.
- Flammable liquids such as keyboard cleansing fluids must be kept in sealed containers.
9.22 Personal Protective Equipment (PPE)

Applicable legislation

Personal Protective Equipment at Work Regulations 1992
Noise at Work Regulations 2005

Introduction

Because personal protective equipment is uncomfortable and unpopular with wearers and it is difficult to enforce its use, it is generally considered to be a measure of last resort, only to be used when other risk minimisation techniques are not appropriate. Where PPE is unavoidable, the Company has an obligation to:

- Provide suitable PPE to all employees ensuring that it is appropriate to the risks, complies with necessary standards, fits the wearer, is not too burdensome for the task and that it adequately controls the risk without increasing overall risk;
- Ensure that two or more items of PPE worn simultaneously are compatible;
- Undertake an assessment of the PPE worn for different tasks;
- Maintain PPE in proper working order;
- Provide suitable storage for PPE when not in use;
- Provide information and training to employees concerning the risks requiring and purpose of PPE;
- Ensure that PPE is properly used;
- Provide all PPE free of charge.

The Company has identified the following PPE as appropriate to its activities:

- Gloves
- Ear protectors
- Eye Protection
- Dust masks
- Safety helmet (all work on sites);
- Protective footwear (site work);
- Harnesses (work at heights).

The Contract Manager will carry out an assessment of the requirements of employees on site with regard to PPE required for the tasks they perform, its type, suitability for protection against the hazards, storage, and condition by using the PPE Assessment which is attached.

The Director will select the most suitable PPE, consulting with Part 2 of the Guidance on the Personal Protective Equipment Regulations 1992.

Before bringing new PPE into use for the first time, the Director will:

- Consider precisely why PPE is required and what characteristics it needs to provide adequate protection.
- Select PPE which matches those requirements and which, wherever possible, has been independently accredited and "CE" or "BS" marked.
- Ensure that PPE will fit correctly and will not so restrict the user that he/she is put at greater risk of injury.

If there is any doubt that the PPE can provide satisfactory protection, then it must be replaced by a more suitable item.

Sources of risk’ for which PPE is considered include:

Physical Sources: Falls from a height, blows/cuts/impacts/crushing, stabs/grazing, vibration, slipping/tripping, heat/fire, cold, electrical, noise, ionising/non-ionising radiation.

Chemical Sources: Dusts and fibres, fumes, vapours, immersion in liquid, splashes.

Biological Sources: Harmful bacteria, harmful viruses.
Note  This is not an exhaustive list.

Types of PPE that may be required to reduce the risk, after considering alternative control measures, includes:

Physical Sources:  Hard hats, hair nets, safety goggles, face shields, safety footwear, safety gloves, protective clothing.

Chemical Sources:  Safety goggles face shields, safety gloves, safety footwear, chemical resistant overalls/aprons, and respirators.

Biological Sources:  Self contained suits with their own atmosphere.

Note  The PPE at Work Regulations do not strictly apply to ear protectors, most respiratory protective equipment and some other types of PPE used at work since they are covered by alternative specific regulations such as the Noise at Work Regulations 2005, the COSHH Regulations 2002, etc. However, all PPE must be included within this procedure.

The Contract Manager is responsible for ensuring that PPE is maintained in an efficient state, in effective working order and in good repair. PPE must be recorded on the maintenance schedule and included in a programme of routine examination and maintenance.

Individual employees who are issued with PPE are responsible for using it correctly in all appropriate circumstances. An individual can be held personally liable in law for not wearing PPE which has been provided to secure his/her health and safety. Defects in PPE must be reported immediately to the Contract Manager.

In order to protect it from contamination, damage and loss, when not in use all PPE must be stored correctly and securely in accordance with manufacturers’ recommendations. However, it must be readily available for use.

Employees will be provided with appropriate training and instruction in the use of PPE, records of which must be kept within the Training section of this Health and Safety Management scheme.

Contractors have a duty to make PPE available for their own employees (or for themselves if self-employed).
9.23 Working at Heights

Applicable Legislation
Health and Safety at Work Act etc 1974
The Working at Height Regulations 2005

Approved Codes of Practice
INDG284 Working on roofs
Construction Information Sheet No 10 Tower Scaffolds
Construction Information Sheets No 49 General Access Scaffolds and Ladders
HSE Information Sheet MISC613

1. Purpose

In 2003/04 falls from height accounted for 67 fatal accidents at work and nearly 4000 major injuries. Falls from height are the single biggest cause of workplace deaths and one of the main causes of major injury. LCB Construction has a responsibility to do all that is reasonably practicable to prevent anyone from falling and ensure compliance with the Working at Height Regulations 2005.

2. Glossary of terms used in this policy

2.1 A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.

2.2 ‘Work’ includes moving around at a place of work but not travel to or from a place of work.

3. Site Managers Responsibilities

To ensure that:

3.1 Work at height is avoided if possible by ensuring that no work is done at height if it is safe and reasonably practicable to do it other than at height.

3.2 A risk assessment is carried out under regulation 3 of the Management of health and safety at Work Regulations 1999.

3.3 Any work carried out at height is properly planned, appropriately supervised and carried out in as safe as way as is reasonably practicable to prevent any persons falling a distance liable to cause injury.

3.4 The work is postponed while weather conditions endanger health or safety.

3.5 Everyone involved in the work is competent or if being trained is supervised by a competent person. This includes anyone involved in the organisation, planning, supervision and the supply and maintenance of equipment.

3.6 The place where work is done at height is safe and has features to prevent a fall.

3.7 Any equipment for work at height is suitably selected and appropriately inspected. Collective protection measures are given priority over personal protective measures. Where regular access is made onto roofs, managers must ensure that it is checked ‘prior’ to work commencing. This involves checking every parapet, permanent rail etc.
3.8 No-one under their control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely and a risk assessment has been carried out and suitable control measures put in place.

3.9 Appropriate warnings are in place to prevent any one working under their control going onto or near a fragile surface.

3.10 The risks from falling objects are properly controlled.

3.11 Access is prevented and clearly signed to areas where there is a risk of a person falling or being struck by a falling object.

3.12 If a ladder is used for any work at height, that a risk assessment has demonstrated that the use of more suitable work equipment is not justified and the guidance in Appendix A is complied with and the inspection report in Appendix B is completed.

3.13 When they employ contractors who will be working at height, that their arrangements are reviewed. This includes asking and monitoring safety method statements and risk assessments before allowing work to commence. Further guidance can be sought from the Health and Safety Advisor.

4.0 Employee Responsibilities

All employees must ensure that they:

4.1 Report to their Manager or the Director any activity or defect relating to work at height, which is likely to endanger himself or herself or another person.

4.2 Use any equipment or safety device supplied for work at height properly.

4.3 They comply with any training and instruction.
9.24 Towers

Applicable legislation

Provision and Use of Work Equipment Regulations 1998

Introduction

Tower scaffolds are one of the most widely used items of access equipment. Accidents are common and are usually caused by the tower being incorrectly erected or by overloading or other misuse.

The Company may use towers for maintenance work at its premises or clients premises. The Company will only purchase towers from an approved supplier who can provide a manufacturer’s guide to erection and safe use of the tower. The Company's own towers must only be erected by personnel who have received appropriate training and been authorised by the Director. Erections must be in accordance with manufacturers’ instruction and must be checked by a competent second person before use.

When required, towers will be hired from approved suppliers in accordance with the procedures set out in HIRED EQUIPMENT.

The base of the tower must rest on firm level ground with the wheels or feet properly supported. Bricks or building blocks may not be used to take the weight of any part of the structure. The tower may not be higher than 3 times the minimum base dimension if the tower is to be used outside, or if the ground is not firm and level or if work will be outside the area of the working platform. This ratio may be increased to 3.5 if none of these conditions apply.

The stability of the tower may also be adversely affected if it is:

- Sheeted and is likely to be exposed to high winds;
- Loaded with heavy equipment or materials;
- Used to hoist materials or support rubbish chutes;
- Used for operations involving heavy or awkward equipment.

The manufacturer’s guide must be consulted if any of the above conditions apply. In such cases the height/base ratio is likely to be reduced. In addition, the tower may require additional support such as by tying the tower to an adjacent structure or by using ballast weights, guy ropes or ground anchors.

There must be safe access to towers. It is not permissible to climb the end frame of the tower unless the tower is fitted with an integral ladder or if a purpose made ladder has been fitted in accordance with the manufacturer’s advice. All tower platforms from which a person could fall more than 2 metres must be fitted with guard rails at 910 mm above floor level and toe boards of at least 150 mm height.

When the Company uses towers in public, barriers must be erected to prevent people from entering the work area and access ladders must be removed whenever the tower is left unattended to prevent unauthorised access.

Before using a tower always check that:

- The tower is correctly erected, sound and is not missing any boards, guard rails or toe boards;
- The tower is vertical;
- The wheel brakes are on.

When moving a tower:

- Check that there are no overhead obstructions;
- Check that the ground over which you intend to move the tower is firm and level;
- Push or pull the tower only from the base;
- Never use powered vehicles to move the tower;
- Never move the tower when it holds either men or materials;
- Never move the tower in windy conditions.
9.25 Signage

Applicable legislation

Health and Safety (Safety Signs and Signals) Regulations 1996

Introduction

All safety signs must meet the standards laid down in the Health and Safety (Safety Signs and Signals) Regulations 1996, and appropriate British Standards.

Appropriate safety warning signs are readily available on the site and must, with the supervision of the Contract Manager, be placed so as to warn and advise employees, contractors and visitors about specific risks to their health and safety.

Signs in place include:

- Fire precautions and evacuation procedures, including exits, fire escape routes, fire action notices, fire door instructions, extinguisher and fire control point identification, assembly points, moveable barriers and signs warning of spillage's and other temporary hazards, e.g. slippery floors, work in progress, trip hazards.
- Signs warning of fixed hazards e.g. fragile roof structure, trip hazards, head obstructions, noise hazard, dust hazard, moving machinery, chemical use, high voltage etc.
- Areas of restricted access including areas where permits to work are required, e.g. lift motor rooms, boiler plant.
- Chemical and machinery hazard warnings.
- Areas where personal protective equipment must be worn, e.g. areas where hard hats, ear defenders, dust masks, breathing apparatus etc must be worn.
- First aid information, e.g. first aid station, eyewash station, location of nearest first aid kit, names of trained first aiders.
- Vehicle restriction signs, including speed limits, parking restrictions, pedestrian warnings, directional signs.
- Advisory information such as slogan posters, housekeeping reminders etc.

If defects are identified in warning and information signs, then this must be reported on a Defect Report.

Where contractors are expected to provide and install their own warning signs or barriers, the Contract Manager will ensure that they are clear and that their use is correctly applied whilst the contractor is on site.
9.26 Welfare Facilities

Applicable legislation

- Construction (Design and Management) Regulations 2007
- Workplace (Health, Safety and Welfare) Regulations 1992

Introduction

The above legislation requires that adequate and suitable facilities are provided at both LCB Construction premises and on site.

LCB Construction Premises

Adequate and suitable facilities for washing are provided as well as sanitary conveniences. These areas are kept clean and effective lighting sources provided. An adequate supply of wholesome drinking water is provided.

Site Facilities

LCB Construction will ensure that suitable welfare facilities are provided from the start and are maintained throughout the duration of the contract.
9.27 Work Equipment

Applicable legislation

Provision and Use of Work Equipment Regulations 1998
Workplace (Health, Safety and Welfare) Regulations 1992

Introduction

Work equipment includes any machinery, appliance, apparatus; tool or assembly of components used in work and as such ranges from a pen to power tools. These procedures relate to all items of work equipment and apply as supplementary procedures to those specific types of work equipment (such as ladders or personal protective equipment) for which additional procedures are set out elsewhere in this manual.

The Company will individually identify and record all principal items of work equipment in the Work Equipment Register. The Register will record details of each item of equipment and, additionally, will consolidate information relating to:

- Maintenance;
- Inspections;
- Electrical testing;
- Operator training requirements;
- Personal protective equipment requirements;
- Authorised operators.

The Company has a statutory obligation under the Provision and Use of Work Equipment Regulations 1998 to maintain work equipment in good repair and to undertake routine inspections where there is a risk resulting from deterioration. The Regulations also impose a requirement to undertake initial inspections where there is a serious risk from incorrect installation.

For each item of work equipment the Health and Safety Committee will establish schedules for both routine maintenance and routine inspection. Where appropriate schedules may be established for emergency maintenance and initial or other special inspections. Inspection schedules will be established to reflect any statutory inspection requirements imposed on particular types of work equipment by specific legislation.

Both maintenance schedules and inspections schedules will broadly include the same sort of information:

- Frequency of maintenance/inspection;
- Isolation procedures during maintenance/inspection;
- Components/parts to be replaced /inspected;
- Competence criteria for personnel/organisations undertaking maintenance/repair/inspection;
- Approved maintainers/repairers/inspectors;
- Any special action in event of maintenance/inspection failure.

Details of these schedules together with the results of maintenance and inspections undertaken will be recorded in the Work Equipment Register. It is the responsibility of the Director (or other person responsible as identified in the Work Equipment Register) to ensure that both maintenance schedules and inspection schedules are implemented.

The following procedures will apply in the event that an operative identifies defective equipment during the course of its use, or if an item of work equipment fails a maintenance or inspection procedure (additional procedures may be set out in the Principal Work Equipment Register for particular items of equipment):

The equipment must be immediately withdrawn from use, marked as unserviceable and returned to the person responsible for that equipment;

Unserviceable equipment must be stored pending repair or disposal in such a way as to prevent accidental use;

- The person responsible must arrange for repair using an approved organisation;
- Prescribed inspections must be undertaken before the equipment is introduce for use again;
• Details of the defect, the withdrawal from use and the nature of the repair must be recorded in the Principal Work Equipment Register by the person responsible.

The Director will also establish schedules relating both to the training requirements of any person authorised to use an item of equipment and to the personal protective equipment required to be worn to operate particular items of equipment. Details of these schedules will be held in the Work Equipment Register. Details of staff who have satisfied the training requirements and been authorised to operate particular items of equipment or undertake particular processes will be recorded in the Principal Work Equipment Register.

Operator’s certificates will be issued to authorised personnel. It is an offence for any member of staff to operate an item of equipment for which they have not been authorised. Individual authorisations will be kept under continuous review and may be revoked in writing to the operator under the following circumstances:

• For breaches of the safe operating procedures;
• Where time-limited training expires;
• Where changes in technology or legal requirements render the operators’ experience insufficient.

Statutory requirements apply to the authorisation of personnel to undertake the following tasks:

• Operation of fork lift trucks (see Fork Lift Trucks);
• Mounting abrasive wheels (see Abrasive Wheels);
• Tool setting, maintenance and some inspections of power presses (see Power Presses);
• Erection or alteration of towers (see TOWERS);
• Testing of electrical tools and portable electrical equipment (see Electrical Tools and Portable Electrical Equipment);

The procedures set out in Hired Equipment will ensure that hired work equipment is safe and suitable for its intended purpose.

9.28 Working Hours
Applicable legislation

Working Time Regulations 1999

The Working Time Regulations are designed to prevent accidents resulting from excessive working hours or insufficient rest time. Workers’ entitlements under the Regulations are:

- Restriction on working time to not more than 48 hours a week (including overtime) averaged over a seventeen week period;
- A rest period of at least 20 minutes during the course of any shift which exceeds 6 hours;
- A daily rest period of at least 11 consecutive hours in each 24 hour period;
- A weekly rest period of at least 24 hours in each 7 day period;
- Paid holiday of three weeks per annum rising to four weeks from 23 November 1999;
- Medical examination for those workers required to undertake night work.

Employers have an obligation to monitor workers’ hours. Certain of the Regulations’ restrictions may be varied by workplace or individual agreement. The 48 hour restriction may only be varied by individual agreement.

The Company satisfies the requirements of the Regulations in relation to rest periods and holiday. The following procedures address the other requirements of the Regulations:

- Employees who wish to elect not to be bound by the 48 restriction must complete the standard election form;
- Worked hours will be monitored against a four week reference period. Staff who work in excess of 192 hours over such a period will be approached and a scheme will be agreed with them whereby they reduce their hours over the subsequent four week period so that the total hours for the two periods together do not exceed 384 (48 hour weekly average). Holidays will be excluded from this calculation;
- Employees will not be required to undertake night work until they have undergone a successful medical examination.
Section 10 - List of Regulations and Acts

Construction (Design and Management) Regulations 2007
Control of Asbestos at Work Regulations 2006
Control of Lead at Work Regulations 2002
Control of Substances Hazardous to Health Regulations (COSHH) 2002
Electricity at Work Regulations 1989
Environmental Protection Act 1990
Hazardous Waste Regulations 2005
Health and Safety (Training for Employment) Regulations 1990
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety at Work Act 1974
Health Act 2006
Health and Safety (First Aid) Regulations 1981
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise at Work Regulations 2005
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations (PUWER)) 1998
Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 1995
Regulatory Reform (Fire Safety) Order 2005
Working Time Regulations 1998
Working At Height Regulations 2005
Workplace (Health, Safety and Welfare) Regulations 1992

Policy Signed.................................................................

Name-...................L Bevan ...........................................

Position- ................Managing Director.................................

Date- ...........................06/01/2018.................................