



# **PROFESSIONAL SAFETY ADVISORY SERVICE**

## **D&G BUILDERS AND JOINERS**

Quarry Road  
Chorley  
PR6 0LR

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# SECTION 1

# **STATEMENT OF SAFETY POLICY**

## STATEMENT OF INTENT

1. D&G Builders and Joiners, recognises and accepts its responsibility as an employer and contractor to clients for ensuring a safe and healthy workplace and working environment for all of its employees and of any other person who may be affected by the actions of D&G Builders and Joiners. Safety is the prime consideration for the Directors of D&G Builders and Joiners and they will apply this policy statement with due diligence to ensure full compliance with proactive safety management being pursued at all times.
2. D&G Builders and Joiners will take steps within its power to meet this responsibility paying particular attention to the provision and maintenance of: -
  - A. A safe place of work and safe access to it.
  - B. A safe and healthy working environment.
  - C. Plant, equipment and systems of work that are safe.
  - D. Safe arrangements for the use, handling, storage and transport of articles and substances.
  - E. Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute to their own safety and health at work
  - F. Adequate welfare facilities
  - G. Adequate first aid facilities

As required by Section 2 of the Health and Safety at Work Act 1974

Additionally, D&G Builders and Joiners will ensure an active regime of Risk Assessment is applied to all the activities carried out by D&G Builders and Joiners in full compliance with the Management of Health and Safety at Work Regulations 1999.

3. To ensure continued safe conditions of work D&G Builders and Joiners will, ensure the provision of competent technical advice on safety and health matters, and will engage fully qualified professional safety advisers Rawlings Consultancy Services as their competent safety consultant.
4. D&G Builders and Joiners appoints competent employees only, and co-operates fully with these employees providing them with the facilities and training to carry out their work in a safe manner. D&G Builders and Joiners remind its employees of their own duties under Section 7 of the Health and Safety at Work Act to care for their own safety and that of other workers, client employees, public etc. All employees of D&G Builders and Joiners. shall co-operate fully with D&G Builders and Joiners so as to enable it to carry out its own responsibilities successfully.
5. It is the policy of D&G Builders and Joiners to do all that is reasonably practicable to prevent personal injury, property damage and to protect everyone, including other contractors, client's employees and members of the public from foreseeable work hazards, which may result from any work carried out by D&G Builders and Joiners As required by Section 3 of the Health and Safety at Work act, and to

employ an active Risk Assessment strategy as required by the Management of Health and Safety at Work Regulations 1999, Regulation 3 and the supporting guidance HSG 65 for successful safety management.

6. Employees of D&G Builders and Joiners know and understand their duty to co-operate in the operation of this policy under Section 7 of the Health and Safety at Work Act:
  - A. By working safely at all times
  - B. By using protective clothing and equipment
  - C. By reporting accidents and hazards
  - D. By adhering to procedures and systems of work at all times
  - E. By co-operating and liaising with the clients of D&G Builders and Joiners as necessary

A copy of this Safety Policy will be issued to all employees, including sub-contract workers. This policy will also be amended added or modified from time to time as industry practice improves or changes or in view of new legislation.

It may also be supplemented with further statements, risk assessments, (as required by the Management of Health and Safety at Work Regulations 1999) or method statements as necessary in the future. Clients of D&G Builders and Joiners will be provided with risk assessments and method statements as necessary.

The Managing Director of D&G Builders and Joiners accepts fully overall responsibility for fulfilling this safety policy and ensuring its effective implementation, and for practically applying this policy on all contractual works. This statement of safety policy is fully supported with the commitment of the Director of D&G Builders and Joiners, validation signature is detailed below.

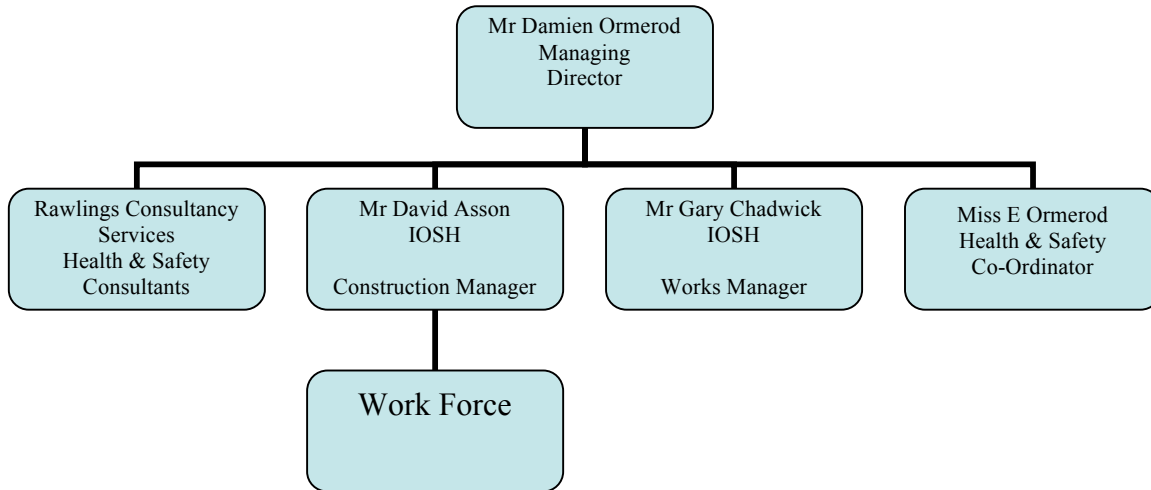
**Signed Director:** .....

**Date:** .....

## SECTION 2

# **HEALTH & SAFETY RESPONSIBILITIES**

# Organisational Chart for Health and Safety Management



This organisational structure chart defines the levels of responsibility for safety within D&G Builders and Joiners.

Specific duties in relation to implementing and ensuring compliance with this policy statement are defined in the General Arrangements section of this policy.

## GENERAL ORGANISATION AND ARRANGEMENTS

In accordance with the Health and Safety at Work Act and all other Health and Safety legislation, D&G Builders and Joiners, as the employer is responsible for the Health, Safety and Welfare of all its employees and all other persons who may be affected by their work.

### Directors Duties

The Director of D&G Builders and Joiners is ultimately responsible and accountable for achieving the objectives of the Health and Safety Policy and ensuring its effective implementation. In particular the Directors of D&G Builders and Joiners will: -

- A. Ensure that their employees know and understand their responsibilities and are issued with this safety policy. This will include sub contractor employees who will sign for receipt and adherence to the policy, and/or any method statements produced to supplement the safety policy.
- B. Ensure full co-operation at all times with the clients of D&G Builders and Joiners, and where necessary will produce risk assessments and method statements for those clients, to complement this health and safety policy.
- C. Ensure that only competent sub contracted workers are employed and will vet these contractors accordingly. The Directors will also ensure these contractors are supervised on site by the Directors and/or the Contracts Manager and Senior Manager. All sub contractors will attend a site induction prior to commencing work.
- D. Ensure that the requirements of all the relevant health and safety legislation are complied with at all times. In addition the Director will ensure that any safe systems of work or procedures required by clients of D&G Builders and Joiners are communicated to employees and complied with at all times.
- E. Ensure that D&G Builders and Joiners has access to competent safety advice as required by Regulation 7 of the Management of Health and Safety at Work Regulations. D&G Builders and Joiners employs Rawlings Consultancy Services as their competent Health and Safety Consultant.
- F. Ensure that accidents are reported to the enforcing authority as required by the R.I.D.D.O.R (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) using the appropriate F2508 forms. In addition clients of D&G Builders and Joiners will be informed of any incidents/accidents occurring on their site.
- G. Ensure that all work carried out by D&G Builders and Joiners is monitored by the Directors, either by themselves or by The Senior Manager.

- H. Ensure that employees of D&G Builders and Joiners are provided with the appropriate personal protective equipment at all times and that such equipment is regularly checked and replaced as needed
- I. Ensure that Health and Safety receives full consideration in:
- Day to day tasks
  - Tendering and estimating
  - Use of any hazardous substances
  - Housekeeping standards
  - Purchasing or hire of equipment
  - Planning of new work
- J. Ensure that any hazards identified on the premises of a client are brought to the attention of the client.
- K. Ensure that adequate arrangements are always made for first aid facilities both in workshops and on site with transportable kits.
- L. Ensure that employees have suitable and sufficient training to carry out their work activities.
- M. Ensure that all work is project managed and organised so that its execution is to the required standard, which will minimise the risk to employees, clients and the public. The Director will ensure that all projects are adequately resourced.
- N. Ensure that all machinery, plant and equipment is in a safe condition and the appropriate registers and records are held.
- O. Ensure that only competent well-trained employees use machinery and equipment. This includes the hiring of specialist machinery, i.e. M.E.W.P's (Mobile Elevated Working Platforms).
- P. Ensure that adequate provision is made for welfare facilities at all times.
- Q. Ensure that younger persons employed are afforded extra supervision and are prevented from using any potentially dangerous items of equipment. (Particular reference should be made to the Management of Health and Safety at Work Regulations as amended in 1997 to include young persons, which states that employers shall carry out a risk assessment in order to protect young people from any risks to their health and safety).
- R. Ensure that employees and sub contractors are kept fully informed of the standards required by D&G Builders and Joiners. In addition that the requirements of clients are communicated to the employees of D&G Builders and Joiners.
- S. Ensure that due consideration is given to the risks to employees and others of the work activities of D&G Builders and Joiners, and control measures are in

place to control these risks, as required by Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

- T. Ensure that any hazardous substances used by D&G Builders and Joiners are assessed for safety as required by the C.O.S.H.H (Control of Substances Hazardous to Health Regulations) Regulation 6, and appropriate measures are implemented to control that risk. In particular this will mean that all paint products and other hazardous substances are assessed prior to first use and regularly thereafter. The Director of D&G Builders and Joiners will ensure D&G Builders and Joiners safe system of work for C.O.S.H.H is applied and strictly adhered to.

### **Contracts Manager / Site Agent / Foremen**

The Contracts Manager/Site Manager/Foreman of D&G Builders and Joiners assists the Director of D&G Builders and Joiners in the practical implementation of the Health and Safety Policy. In addition The Senior Manager is often the person who is responsible for on site liaison with clients of D&G Builders and Joiners.

The Contracts Manager/Foremen of D&G Builders and Joiners shall: -

- A. Ensure all site work is carried out in a safe manner in accordance with the safety policy, method statement or on site requirements of the clients of D&G Builders and Joiners and in accordance with safe working practices.
- B. Ensure that all equipment and machinery is checked prior to use. (Reference should be made to The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertaken for work equipment or lifting equipment used by anyone at work.
- C. Ensure that good standards of housekeeping are kept at all times.
- D. Ensure that all work is carried out with compliance to the relevant legislation.
- E. Ensure that all lifting equipment is tested and results reported to the Directors of D&G Builders and Joiners. (As stated earlier reference should be made L.O.L.E.R.).
- F. Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.
- G. Ensure that site access and egress is maintained and that work areas are secure from intrusion where necessary.
- H. Ensure all accident or site hazards are reported immediately to the Director of D&G Builders and Joiners and if relevant to the client.

## D&G BUILDERS AND JOINERS

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- I. Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of D&G Builders and Joiners.
- J. Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- K. Will be accountable to the Director of D&G Builders and Joiners.
- L. Ensure that any employee or sub contractor not discharging their duties are stopped from working and reported to the Directors of D&G Builders and Joiners.
- M. Ensure effective liaison on site with clients of D&G Builders and Joiners, ensuring compliance with the requirements of the client.
- N. Ensure that any employee or sub contractor not discharging their duties are stopped from working and reported to the Directors of D&G Builders and Joiners
- O. Ensure effective liaison on site with clients of D&G Builders and Joiners, ensuring compliance with the requirements of the client.
- P. To ensure that employees are adequately trained, competent and supervised in their work.
- Q. Ensure that adequate first aid facilities are available and regularly checked and employees under their control know its location.
- R. Ensure that permit to work systems are adhered to and supervised as work is carried out, as required by clients of D&G Builders and Joiners.
- S. Ensure that colleagues, client's staff and members of the public are never placed at risk as a result of work carried out by D&G Builders and Joiners. In addition to ensure the effective implementation and compliance with the safety policy and procedures of D&G Builders and Joiners.

## All Employees Duties

The employees of D&G Builders and Joiners are competent and well trained, they assist the Director of D&G Builders and Joiners in fulfilling their responsibilities for health and safety. In addition they assist the foreman in the practical, effective implementation of the health and safety.

The employees of D&G Builders and Joiners will: -

- A Always conform to the rules and regulations applicable to their work and follow the instructions of Senior Officer.
- B Always be aware of safe working procedures and specific method statements of work and follow those procedures.
- C Always wear the personal protective equipment provided by D&G Builders and Joiners.
- D Always be fully aware of and adhere to the fire and emergency procedures for each site.
- E Always check plant and equipment for safety prior to use, and report any defects.
- F Always report hazards, defects and any accidents to the Senior Manager.
- G Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with the employer/ D&G Builders and Joiners at all times.
- H To always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.
- I Always co-operate with Senior Officers and clients of D&G Builders and Joiners ensuring compliance with specific on site rules and regulations.
- J Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of D&G Builders and Joiners
- K Refrain from any intentional or reckless interference with safety equipment.
- L Avoid horseplay at all times.
- M Undertake job instruction and training as required by the Director of D&G Builders and Joiners
- N Always keep welfare facilities in good order.

## **Sub-Contractors**

- A All sub-contractors will be expected to comply with D&G Builders and Joiners Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
- B All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on site and the general public.
- C Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- D Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- E All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- F No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
- G Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representatives.
- H Sub-Contractors employees must comply with any safety instructions given by this Company's Site Representative.
- I This Company has engaged Rawlings Consultancy Services Ltd to advise on health and safety matters. Sub-contractor's informed of any hazards or defects noted during inspections will be expected to take immediate action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as Safety Supervisor.
- J Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors employees to have the use of D&G Builders and Joiners facilities.
- K Any material or substance brought on site which has health, fire or explosion risk must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
- L Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc cleared as work proceeds.

- M It is the policy of D&G Builders and Joiners that all operatives, sub-contractors, visitors etc on D&G Builders and Joiners sites will wear safety helmets at all times other than in areas specifically designated as 'no risk' areas by site management.
  
- N A detailed Method Statement will be required from sub-contractors carrying out high risk activities e.g. Asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. The Method Statement must be agreed with the Site Manager before work begins and copies made available on site so that compliance with the agreed Method Statement can be maintained

## SECTION 3

# **HEALTH & SAFETY ARRANGEMENTS**

# ARRANGEMENTS FOR IMPLEMENTING HEALTH AND SAFETY

## General

D&G Builders and Joiners carries Employers' Liability (Compulsory Insurance) and Public Liability Insurance. It will be the policy of D&G Builders and Joiners to ensure that adequate Welfare Facilities including first aid are provided on all sites. Employees, sub-contractors and self employed have a duty to respect these facilities and assist in maintaining them to a suitable standard.

Good housekeeping is the responsibility of employees and sub-contractors. It is expected that all workers will keep a clean and tidy work place, clear waste and debris as work proceeds and do not block or restrict access routes. Do not leave tripping hazards on roofs, roof edges or by stairs, ladders etc.

Generic risk assessments and COSHH assessments will be kept in a place accessible for all workers. Specific risk as identified will be addressed either by the site manager / foreman or "other competent person". All personnel must comply with these special arrangements.

All employees and sub-contractors who do not have their own safety policy approved by D&G Builders and Joiners will abide by the conditions of this policy and will also conform to any "Principal Contractors" Health and Safety Plan that may be applicable.

## Communications

All employees shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Regulations 10 (Information for Employees) and 13, (Capability and Training) of The Management of Health and Safety at Work Regulations 1999.

All employees are inducted, where they are provided with a copy of the safety policy and advised of D&G Builders and Joiners organisational arrangements and procedures for safety management.

Site specific inductions and toolbox talks are also carried out where the specific risks associated with the site are discussed and the associated risk assessments and method statements are gone through.

Records of any inductions/toolbox talks and training provided will be held on file.

## **Training**

All employees/self employed will be instructed and trained to carry out their tasks in a safe manner. This includes the risks associated with the task, the substances, the safe use of plant, machinery and portable tools etc.

The need for special training will be appraised at the regular Management Meetings and any training required will be organised.

Contracts Manager/Site Manager/Foreman will ensure that all persons under their control have an induction of health and safety on their first day on site and before starting work. Where there is a special need identified, then further training will be provided. This may be in the form of "tool box" talks or a recognised training course. It is the intention of D&G Builders and Joiners that safety training is carried out on a regular basis, employees and self employed are expected to co-operate in this requirement. All sub-contractors must ensure that their own personnel meet these requirements.

It is D&G Builders and Joiners policy to ensure that all persons are trained and have health and safety information.

All employees will be given adequate instruction and supervision as is necessary to ensure that their work is carried out efficiently and safely. Contracts Manager/Site Manager/Foreman must monitor their performance and take remedial action where bad practices are identified.

## **Young persons / Work experience placements**

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

D&G Builders and Joiners shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc involving risks or harm to young people.

No young person may be employed in work which :

- is outside their physical and/or mental capacity
- involves exposure to agents which are toxic, carcinogenic, cause heritable genetic damage, harm unborn children or cause any other chronic health effects
- involve exposure to radiation
- involve exposure to risks which cannot be perceived or avoided by young people due to their insufficient attention to safety or lack of experience or training
- involves a risk from extreme hot or cold, noise or vibration.

All young persons employed by D&G Builders and Joiners will be given a full induction prior to being allowed on site. At this induction the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book. Also at this induction any specific risks associated with this site, i.e. working at height, use of work equipment etc, will be fully explained along with the appropriate controls, which are in place and which should be followed at all times

### **Risk Assessment**

Many of the things we do and products we use are hazards which could cause harm. We know that we need to think about these and the safety measures needed so that the risk of someone getting hurt or becoming ill is small. Hazard means anything that can cause harm. Risk is the chance, high or low that someone will be harmed by the hazard.

Identification of hazards, assessment of the risk and the establishment and enforcement of control measures, are the cornerstones of effective Risk Management. Control measures are defined in the form of written safe working procedures, method statements and safety plans are relayed to the persons at risk by line management, through formal information channels, instruction and training.

In addition to the legal requirement of the Management of Health & Safety at Work Regulations 1999, for general Risk Assessments, other statutory provisions require specific risk assessment measures, as an example the following list in some form or other requires the need to assess risk, suitability or competency.

- The Health and Safety (Display Screen Equipment) Regulations 1992.
- The Workplace (Health, Safety and Welfare) Regulations 1992.
- The Manual Handling Regulations 1992.
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work equipment Regulations 1998

The above list is not a comprehensive list. Site specific risk assessments are completed for each project/works.

It is important that each site is also carefully considered to make sure that any special or unusual factors of the site do not allow the remaining risks to increase. When work starts on a site, the Contract Manager or "other competent person" will undertake a risk assessment in accordance with our written procedure.

The most common cause of death on construction sites is falling from height and this, together with fire prevention, preventing objects falling, minimising risk to the public and others and all the other hazards will be considered. The results of this risk assessment are recorded in a site specific Method Statement. This document

describes the special safety control measures and safe systems of work that need to be followed on that site.

The Contracts Manager/Site Manager/Foreman must not start work until he has the Method Statement. He will check that he understands the work to be done and safety measures needed. He will brief the other operatives and comply with any of our D&G Builders and Joiners's safety induction procedures. The Contracts Manager/Site Manager/Foreman will inspect the work area and use his own practical knowledge and experience to make sure that no significant risk exists from, perhaps other contractors, scaffolding etc, before starting. If the Contracts Manager/Site Manager/Foreman is not sure the area is safe he will leave the area and report the situation to the site office immediately so that advice can be given.

### **Construction Design and Management Regulations <sup>2007</sup>**

D&G Builders and Joiners is aware of the impact of the Construction Design & Management Regulations 2007 and the responsibility of duty holders under these regulations. D&G Builders and Joiners has an efficient management system in place and has within its employ competent persons who are adequately trained to take on duties, or to assist other duty holders to comply with their responsibilities as required under the regulations.

CDM requires the registering with the HSE of construction work that will take more than 30 days to complete, or work that will involve more than 500 persons days, or is demolition or dismantling. (This excludes work undertaken for private householders). A copy of the F10 notification will be posted on site by the Principal Contractor.

#### The Client:

When a commitment is made to the project, he must employ a competent CDM Co-ordinator and a competent Principal Contractor. He must give information on the land and development that is reasonable for him to know. He must ensure that the safety plan is sufficiently developed before work begins on that phase of the project. He must receive the safety file from the CDM Co-ordinator at the end of the project and allow others to see it, who may have cause to. He must pass on the file to the new client if the building etc is sold off.

#### Designers:

Must be competent. Use techniques of risk assessment to eliminate risk where reasonable practicable, so as to ensure that the construction can be built, maintained and eventually demolished safely. To give safety information about the design, to co-operate with the CDM Co-ordinator.

#### CDM Co-ordinator:

Check the competence of designers and ensure their co-operation and co-ordinate their activities. Give advice to the client and contractors as required. Provide to the Principal Contractor an outline safety plan. Collect information for the safety file. To notify the HSE on F10(rev) as to the project.

Principal Contractor:

Develop the health and safety plan for managing the residual risks on site. To ensure that only competent persons are employed. To develop risk assessments and method statements. To ensure that resources are available and properly used. To ensure that all sub contractors and self employed are competent, have resources and co-operate with him and follow the safety plan. Ensure that all persons on site have safety training as required and set up communication of health and safety for operatives. Prevent entry onto site of unauthorised persons. Monitor the systems and keep records.

Contractors and the Self Employed:

Must co-operate with the Principal Contractor so that he may fulfil his statutory duty. They must only employ competent persons and ensure that they have suitable safety training. They must use resources correctly and complete risk assessments and method statements as required.

## **Pre-Site Planning**

Tenders will include sufficient resources to cover methods of working and adequate welfare facilities etc that can be assessed as necessary from the information provided at tender stage.

At the planning stage, action will be taken to ensure compliance with all relevant regulations.

In particular;

- Adequately trained management and operatives.
- The most appropriate order and method of working.
- The drawing up of Hazard / Risk Assessments where necessary.
- Method Statements as required.
- The arrangements for a safe supply of electrical power and the provision of adequate lighting.
- Allocation of responsibilities with sub-contractors.
- Discussion with sub-contractors as to control and supervision of safety on site.
- Identify the overall safety supervisor for site.
- The prevention of hazards which might arise from overhead or underground services.
- Facilities for welfare and first aid suitable to the site.
- Adequate fire precaution, and permits to work if necessary.
- Identification of and planning for, any special risks relevant to the contract through Hazard / Risk Assessment.
- Provision will be made where required for adequate and clear instructions, to establish working methods, to explain the sequence of operations, to outline potential hazards at each stage, to indicate precautions to be adopted in case of emergency e.g. fire or explosion and particularly in occupied factories etc.
- To check over working methods and precautions with site management before work commences.

- To ensure that work, once started, is carried out as planned or that a revised method is drawn up and that the relevant regulations and guidance are observed on site.
- That sub-contractors have the necessary equipment and expertise to enable them to carry out their day to day activities in a safe and competent manner. Where subcontractors employ 5 persons or more a copy of their current Safety Policy will be required. In addition, subcontractors must nominate a Safety Supervisor who shall be adequately trained / experienced.
- To organise the provision of protective clothing and equipment.

### Special Hazards

Unusual or special hazards known at planning stages will be built into safe work methods and implemented by site staff. Situations developing on site will be dealt with where possible or works stopped until all necessary arrangements are made. Including a revision of the Risk / Hazard Assessment and if necessary, a new work Method Statement.

### New Processes etc

All relevant information will be obtained prior to taking into use any new process. Information etc will be passed to those involved and specific training organised if necessary.

Copies of relevant detailed Codes of Practice and other safety literature are available covering all aspects of D&G Builders and Joiners activities. This information will be disseminated as necessary or by request to any person to whom it is relevant.

- Steps will be taken to ensure that all necessary authorities are informed and / or consulted.
- Subcontractors will be provided with a copy of the Safety Policy and will be expected to work strictly within the bounds of current legislation and codes of safe working practice. They will also be informed of any known hazards on site.
- The appointed Company Safety assistants, Rawlings Consultancy Services will be consulted as necessary at planning stages and may be required to carry out site inspections and monitoring the effectiveness of the policy.

## **Accident Reporting**

All accidents must be reported and an entry made in the accident book at the site office and in any accident book which exists on site. The accident book must be made available for the “competent” persons, so that accidents and their causes can be investigated.

### RIDDOR:(1995)

Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. Fatalities, broken bones, amputations, electrocution, asphyxiation etc (see Regulations for full details). The Contracts Manager/Site Manager/Foreman must ensure that any incidents that are required to be reported under RIDDOR are notified to the responsible person at D&G Builders and Joiners office immediately so that appropriate action can be taken. D&G Builders and Joiners will ensure that action is followed by completing and sending to the HSE the form F2508 within 10 days of the accident or incident.

All major accidents will be fully investigated by a competent person and the report issued to the Directors and Contracts Managers of D&G Builders and Joiners.

## **First Aid**

When working for a “Principal Contractor” it is expected that D&G Builders and Joiners will arrange to share facilities of welfare and first aid. However, on sites where D&G Builders and Joiners is the Principal Contractor, Contracts Manager/Site Manager/Foreman or others will be trained as “first aiders or appointed persons” under the regulations. They will be in charge of the first aid box, to ensure that it is fully stocked and kept in a clean and accessible place. They will offer first aid to persons who have accidents on sites or premises under the control of D&G Builders and Joiners. They must ensure that the accident book is completed. In the event of a serious accident or illness, they will undertake the responsibility to call an ambulance, keep a record in the “accident book” of the event and notify the responsible person.

Offices and yards are provided with their own first aid facilities and appointed person.

## **Fire - procedures and equipment**

### Head Offices or other permanent buildings.

A fire risk assessment of the office-building complex is to be carried out annually by the relevant competent person. He is to ensure that all findings and actions arising from the assessment are actioned accordingly. The assessment is to be revised annually.

### Emergency Procedures

Emergency procedures for Office Buildings are to be posted next to all fire exits in the building and reception area. These procedures are to be tested regularly, on the instruction of a responsible person, at intervals not exceeding 12 months.

### External Sites

At the beginning of each contract a fire risk assessment will be carried out by the Site Supervisor with guidance from a responsible person, if required that will determine:

- a. The number and type of fire extinguishers and/or other fire fighting equipment to be made available.
- b. Communication arrangements with the emergency services.
- c. Effective evacuation places with adequate means of escape.
- d. Storage areas for flammable liquids and containers for flammable waste.

### Responsibility

It is the responsibility of the Site Supervisor to ensure the findings and actions arising from the fire risk assessment are fully implemented and tested. A responsible person will monitor these during audits.

In the event of a serious fire, the emergency services must be called and the relevant Company Health & Safety Department informed.

### Prevention of Fire

D&G Builders and Joiners will ensure all employees have sufficient information / training and at all times exercise good housekeeping techniques. Keep site clean. If the site operates a "permit to work" system ensure that this is fully understood and followed.

All personnel are instructed in emergency procedures and advised of the following precautions:

1. Make certain you know your escape route
2. Keep fire doors and shutters clear and unobstructed
3. Do not obstruct access to fire extinguishers and know how they operate
4. Clothing should not be hung over or near heating equipment
5. Keep a clear work area. Paper, oily rags or rubbish must not be allowed to accumulate
6. The No-Smoking Rule must be strictly adhered to
7. Use proper containers for flammable liquids, not open tins or buckets
8. Handle flammable liquids at a safe distance from possible sources of ignition
9. Check before and after using blowlamps, welding and cutting equipment
10. Do not pile flammable materials in corners, use skips provided
11. Switch off from the mains any electrical equipment when not in use

### Fire extinguishers:

The site supervisor will ensure the correct fire extinguisher is available on site and will instruct employees and contractors not to attempt to fight fires unless they have received adequate training and are sure they will not put themselves at risk.

Red / Red label - contains water - fires of wood, paper, rubber etc

Red / Cream label - contains foam - fires of liquid, petrol, paint, oils

Red / Blue label - contains powder - most types of fire, including electric

Red / Black label - contains CO 2 - any fire

## **Emergency Evacuation Procedures**

Gas Escape  
Fire  
Explosion  
Civil Disturbance  
Bomb Alert

When one of the above has occurred all personnel will, as the first priority, arrange for the alarm to be raised by shouting or by other appropriate means, fire alarms etc.

1. All personnel where possible without putting life at risk are to close all doors, windows and turn off all equipment and plant; then immediately proceed in an orderly manner to the safety point of exit from the premises. If, en route, other people are seen, then they must similarly be told to vacate the premises.
2. As soon as possible, after arriving at a place of safety, a check of the employee register and visitors book must be carried out to ensure that all known others are clear of danger.
3. If an occasion arises when known others cannot be accounted for, the employee must give the full details to the emergency services, under no account must the premises be re-entered until authorised to do so.

Note: D&G Builders and Joiners will, if required, inform the Enforcing Authorities, i.e. HSE of the occurrence on Form F2508 or by telephone to the HSE incident Call centre.

## **Alcohol/Drugs**

All persons working or representing D&G Builders and Joiners are expected to support D&G Builders and Joiners image and conduct themselves in a responsible manner at all times. Alcohol or drugs, or persons under the influence of alcohol / drugs will not be tolerated on site. Any person breaching this rule may be subject to instant dismissal.

### **Welfare**

Welfare will generally be provided by arrangements with the “Principal Contractor”. D&G Builders and Joiners will supply these facilities as per current regulations if they are the Principal Contractor.

### **Access / Egress**

Access / egress means any pathway, steps, stairs, ladders, entrance or exit etc. These must always be kept clear from clutter. Do not store anything in these places and unless there is not alternative, do not work in this space or obstruct them in any way.

All persons at work or otherwise have a right to expect clear access and egress. D&G Builders and Joiners expects that all persons carrying out business for, or on their behalf, will provide to all a duty of care.

### **Electricity**

Generally it is expected that the Principal Contractor, via the electrical supply and distribution units, will ensure that only the correct voltages are available for use and safety i.e. 240V for huts and offices etc and 110V for the use of portable tools and equipment. To reduce the risk of electric shock, it is D&G Builders and Joiners policy to use 110 volts or battery operated for portable electric tools. All portable electrical equipment and appliances will be tested and maintained at intervals not exceeding 6 months and records kept by the Contracts Manager. Other electrical systems will be inspected and maintained every 2 years and records kept. Portable generators used for the supply of site electricity must be double insulated or effectively earthed and these appliances must be maintained as per manufacturers instructions. The Contracts Manager will inspect all electrical tools before issue and whenever they visit site. The user will visually inspect any electrical tool before using it.

### **Plant (General)**

All plant such as generators, compressors, hoisting equipment, angle grinders, drills, pumps etc used on site must meet the requirements of PUWER Regulations 1998. They must be fit for their purpose and use. They must be maintained as set out in the manufacturers instructions and records kept. Persons using this type of plant must have sufficient information and training to perform their operations in a safe manner. Care must be used to ensure that exhaust fumes, or other fumes do not enter buildings or excavations etc. Operators should also ensure that hoses and leads do not cause tripping hazards and erect barriers and display signs as is necessary. Keep lids and covers in place to reduce the noise levels. The Contracts Manager will inspect all plant before issue and when they visit site. The user will inspect all plant before use.

## **Abrasive Wheels**

All persons who change or mount the disks / wheels or angle grinders or bench mounted abrasive wheels must have been trained to do so. They must be appointed in writing and their names entered in the Abrasive Wheels Register F2345. Persons who use abrasive wheels must ensure that they have the correct disk mounted for the task. They must take precautions to prevent dust, grip or sparks from causing a nuisance to others. If working near the edge of site and there is a risk of sparks / dust etc being discharged in a manner likely to cause danger or interference to members of the public - then a secure fence or barrier should be erected to prevent this nuisance. Also sparks can cause fire, therefore ensure that all carbonaceous materials are cleared for at least 2 metres and or Highly Flammable Liquid's or Liquefied Petroleum Gas's for 6 metres. Alternatively and if possible, cover or wet down the materials at risk. Safety guards must be properly adjusted. Ensure the working area is uncluttered and provides safe footing. Safety glasses and dust masks must be worn and other PPE which is necessary.

## **Cartridge Operated Tools**

These tools will only be operated by trained and named personnel. They will ensure that at all times the tool is not misused and that no unauthorised person is permitted to use it. It will be kept in a secure locked container when not being used. Cartridges will also be kept in a locked container. Misspent cartridges will be collected and disposed of under the guidance or instruction from the "competent person". Eye protection and ear protection must be worn when using this tool. The cartridge operated tool must be regularly maintained as per manufacturers instructions. Splatter guards must be kept in position. No person under the age of 18 years is to use this tool. Operators must check that the area both behind and alongside is clear of persons before firing, (in case of ricochet or shoot through).

## **Manual Handling**

Where reasonably practicable mechanical aids will be used to reduce the need for Manual Handling. When manual handling must be undertaken then a manual handling risk assessment will be carried out to ensure the task can be carried out safely and without risk. When tasks must be carried out manually, then ensure the path is clear from obstructions and that lighting is sufficient. Heavy and awkward loads may require team lifting, then one person will act as team leader to ensure safest operation of lift. Care should be taken for the protection of hands when lifting objects with sharp edges, or hot / cold surfaces. Extra care is necessary when carrying or moving bucket of hot bitumen or asphalt.

The correct method of lifting makes the operation seem easier, less tiring and safer. Lifting should be carried out by the proper use of muscles. Back and abdominal muscles are weak, the leg and thigh muscles are strong. The spine has a natural shape when a man is standing, if he bends over, the spine is arched and becomes weaker. If therefore the back can be kept in its natural erect position and the leg muscles brought into play, and the load is kept close to the body, a man can operate

like a human elevator. This results in heavier loads being lifted, with less physical effort.

This is the basis for manual handling. In practice there are six significant points:

- **Grip** – A good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Using the sensitive fingertips can cause considerable damage and the continued use of them leads to strained fingers or strained forearm muscles.
- **Back** – The back should be kept straight to maintain it in its natural and strongest position. This requires bending at the knees and ankles to get down close to the load and then to raise it, pushing upwards with the leg muscles to regain the vertical position.
- **Chin** – The chin should be kept well in so that it is fairly near to the chest, as this helps to keep the spine in its natural upright shape.
- **Feet** – The proper position of the feet is approximately the width of the hips apart and with one foot slightly in front of the other.
- **Arms** – Arms should be kept as close to the body as possible so that its own members do not unbalance the body itself.
- **Body** – The body, being kept in its normal position, should act as a counterweight to the load.

Providing these principles are applied, the average man can expect to lift his own weight – but even this depends on his age and physical build. Up to 25 years of age, a well-developed young man could expect to lift it. At 40 years of age lifting capacity can be considerably less. The main thing is that operatives should know how much they could lift and not be afraid to ask for help when the load is beyond them. To this end Manual Handling Risk Assessment will be carried out on all operations identified as having significant risk, remedial action taken by the site manager.

### **Control of Substances Hazardous to Health (COSHH)**

Employees of D&G Builders and Joiners should only use hazardous chemicals if they are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Employees should only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

The Contracts Manager / site agent / foreman should ensure material safety data sheets are obtained where hazardous chemicals are stored, handled, transported and or used.

D&G Builders and Joiners will ensure a competent person has conducted a COSHH assessment sheet that must be kept up to date and must describe the chemical, its

reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc. These sheets should be available / accessible for all staff likely to be exposed to the chemical.

The Contracts Manager / site agent / foreman will ensure that containers which have held hazardous chemicals are disposed of as per the supplier's instructions.

The person who buys or supplies hazardous chemicals within D&G Builders and Joiners has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

In the majority of instances only small quantities of hazardous substances will be stored or available on site. It will be the responsibility of persons in charge to ensure that the "safety information" on the labels are read, understood and adhered to. Special attention must be given to substances that are mineral oil based, bitumens and felts etc.

### **Asbestos**

D&G Builders and Joiners acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of effective management and proper control measures combined with work methods supported by training of employees. This policy requires the full co-operation of management and staff at all levels.

#### Arrangements for Securing the Health and Safety of Workers

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of the work and a statement of a suitable plan of work shall be made before the work commences. All employees are responsible for adhering to this policy and complying with all the requirements detailed within the policy.

#### Information, Instruction and Training

It is the policy of D&G Builders and Joiners to ensure that all persons who may potentially interface with asbestos are provided with information, instruction and training so they are fully aware of the risks posed by asbestos containing materials and the correct working methods, the use of control measures, the use of protective equipment and hygiene procedures. HSE information has been provided for operatives.

### Control Measures

Prior to commencing work on clients premises, full liaison will occur with the clients facilities/maintenance manager with regard to asbestos. The clients asbestos register will be referenced along with any other appropriate documentation to establish whether or not there is any potential for interface with asbestos through the work being carried out.

Dependant upon the findings of the asbestos register or following consultation with the client's representative, the employees of D&G Builders and Joiners will take the appropriate measures and these will be reflected within the specific risk assessments and method statements produced for the works.

No works will occur on clients premises until risk assessments and method statements have been prepared and approved internally by D&G Builders and Joiners and were required by the client.

Adequate materials and control equipment will be provided and maintained in an effective condition to minimise, so far as is reasonably practicable, the exposure of employees and others to asbestos.

Under no circumstances will work commence were there is a risk of exposure to asbestos. The potential interface with asbestos (were applicable) will be covered in the site specific risk assessment and method statement.

If at anytime employees disturb asbestos containing materials they are instructed to cease work immediately and report this to the site supervisor and client's representative for a sample to be taken. No further works will occur until the material has been identified and appropriate controls have been taken.

In addition, reference should also be made to the accompanying approved code of practice and guidance, including Asbestos Essentials Task Manual (HSG 210), Introduction to Asbestos Essentials (HSG 213) and Controlled Asbestos Stripping Techniques (HSG 189/1)

## **Health Surveillance**

D&G Builders and Joiners will advise all operatives of any potential occupational health risks posed by their work activities. This may include potential hazards associated with exposure to noise, dust, hand/arm vibration, asbestos etc. We will ensure that were through the risk assessment process any of these potential hazards has been identified, then suitable control measures will be implemented to eliminate or reduce the risk to a low as level as practical.

D&G Builders and Joiners will ensure all operatives are provided with information, instruction and training as part of our risk control strategy for managing occupational health risks.

## **PPE**

All Personal Protective Equipment (as identified in Risk Assessments) will be available. It will be suitable for the task and if more than one piece of equipment is to be worn, then the competent person will ensure its compatibility.

Operatives will maintain and store all PPE as necessary. Operatives must wear/use PPE correctly and ensure it is maintained to an efficient standard. Misuse is not acceptable. Report all defects to their Contracts Manager/Site Manager/Foreman.

- Hard Hats: For all site occasions unless it is clearly stated by the contracts / site manager that they are not required.
- Safety Footwear: For all site situations
- Gloves: Impervious for the protection against liquids and liquid irritants. Hide for protection against skin cuts and abrasions.
- Dust Masks: For the protection of the respiratory system against the inhalation of dust.
- Fume Masks: For the protection of the respiratory system against the inhalation of gasses and fumes.
- Goggles: For the protection of the eyes (many types available)
- Overalls: For general protection and hygiene
- High Visibility Clothing: To ensure that you can be seen in poor lighting conditions etc
- Others: As per “risk assessment”.

PPE will generally be issued as new. Operatives should keep the equipment safe until it appears used when they should request replacement.

## **Hard Hats**

To comply with the “Construction Head Protection” regulations 1989 all site personnel and visitors are expected to abide by the policy. Safety helmets will be worn where there is a risk of injury from anything falling onto the head, or anything striking the

head, when the Principal Contractor's Site Manager instructs their wearing or when the Contract Manager instructs their wearing. The Contracts Manager/Site Manager/Foreman may use his discretion only if permission to do so is given in writing as part of a Contract Work Instruction.

Subcontractors not able to produce a suitable safety helmet will be provided with one and / or may be asked to leave site.

### **Stacking and Storing**

Poor stacking/storing arrangements are often instrumental to accidents and damage. It is the policy of D&G Builders and Joiners to reduce the risk at source.

**Therefore:** Stacking and storing must: -

- be controlled to allow for safe handling and to maintain safe access.
- not to interfere with or obstruct any emergency exits or services.
- have regard for the site personnel and not stacked too high.

Consideration must be given as to how and when the commodities will be used. If temporarily stacking or storing materials on the public roads or footpaths, then proper signs and barriers must be used (this includes lights during the hours of darkness). It may be necessary to seek permission from the Local Authority.

The site will be kept securely locked when not in use. Relevant notices will be displayed. All Highly Flammable Liquids and Liquefied Petroleum Gas e.g. Propane will be stored in cages or metal lock ups, adequate fire extinguishers will be correctly placed for emergency use.

## **Waste Disposal**

This will be by arrangement with registered waste carriers (builders waste only). Disposal of other types of waste must be discussed in advance with the contractor or “competent person”. Waste must not be allowed to accumulate and cause obstruction or health hazards. It may also be a fire risk.

We all have a duty to protect the environment, therefore we must not burn our rubbish on site. We must also ensure that we do not harm or contaminate the water systems or water table. Clean up spillages and if in doubt check with the site manager.

## **Work at Height**

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. D&G Builders and Joiners will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

D&G Builders and Joiners recognise that where work at height cannot be avoided, the risks will need to be controlled to ensure that the task can be undertaken from a safe place. In addition, where other persons may be at risk, for example from falling materials, precautions will be taken to protect them.

Where there is a requirement to work at height, due consideration will be given to where the work will be done and an assessment made to ensure adequate precautions are taken to minimise the risks identified. If there is no existing structure that can provide safe access and a safe place of work, then an extra working platform will need to be provided. The most appropriate platform will be determined by the nature and duration of the work to be undertaken.

A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level. There is no such thing as a ‘2 metre rule’. ‘Work’ includes moving around at a place of work (except by a staircase in a permanent workplace) and will include use of ladders for access/egress.

### Principals for Safe Work at Height

No work will be undertaken at height unless it is essential – if reasonably practicable bring the task down to a lower level

Where work at height is necessary then a risk assessment will be undertaken prior to work commencing and a suitable method and safe system of work established and implemented

Any access equipment or working platform (fixed or mobile) must be checked to ensure that it is:

- suitable;

- stable and secure (for example ladders or scaffolds tied to supporting structure; mobile elevated working platforms on level, stable ground etc.);
- will support the weight of workers using it and any equipment and materials likely to be used on it;
- has guard rails, barriers and edge protection (including floor edges, floor openings and roof edges) (in particular where someone could fall) so as to prevent falls;
- being used in accordance with, and conforms to, available guidance and best practice.

Where the potential for falls cannot be practicably totally eliminated then means to minimise the consequences of a fall should one occur will be used (e.g. fall-arrest harnesses, nets etc.)

Precautions will be taken to prevent injury to any person who may be, or pass, in the area beneath the work at height

### Ladders

Only ladders of suitable and sufficient strength for their intended purpose will be used. All ladders will be placed on a firm level surface.

Ladders will only be used for light duty work of short duration. The 'four to one' rule will be strictly adhered to (i.e. the point of rest should be four times the distance between the vertical plane (at the point of rest) and the foot of the ladder) so as to give the ladder an angle of 75 degrees from horizontal.

Where practicable, the ladder will be secured to prevent slipping / displacement (preferably by tying at the top though side or bottom supports/ties may be appropriate), particularly where the ladder is 3 metres or more in length. Alternatively, a person will be positioned at the foot of the ladder ("footing" the ladder). A person at the foot of, or below, a ladder shall wear a safety helmet.

Care will be taken to ensure that the work can be undertaken without stretching that may lead to instability and a fall.

All ladders will be carefully stored and periodically inspected to ensure continued integrity and safety.

Stepladders are easily overturned by any degree of side loading. All operatives will be instructed in safe usage. The top step of a stepladder will not be used as a working platform unless there is a knee-rest

The area around the base of the ladder will be assessed and suitably protected as required from impact, for example from vehicle movements.

Special purpose ladders may be required e.g. roofing and steeplejacks ladders. Training will be required for the safe use of such equipment

Some ladders, especially long ladders, may need more than one person to erect safely

### Access and Working Scaffolds

All scaffolding will be designed, erected, modified and dismantled by competent persons having due regard to the likely nature of use and loading of the platform.

Safe access to the working platforms will be provided, for example, by the use of tied ladders projecting sufficiently above the landing (i.e. 1200mm). To restrict access any ladder access will be removed or boarded over to prevent unauthorised use if scaffold is to remain in position unattended

Scaffold access and working platforms will be provided with guard-rails, mid-rails & toeboards (or by brickguards)

Sheeting will not be applied to scaffolds unless it is designed to take the extra wind-loading

Good standards of housekeeping will be maintained on working platforms to reduce the risk of materials/ tools falling and slips/ trips.

All scaffolding will be inspected by a competent person and a written record will be kept:

- before first use;
- after any substantial modification (modification to be performed by a competent person);
- after any event likely to have affected its stability (e.g. strong winds, vehicle or other major impact);
- at regular intervals not exceeding 7 days

### Tower Scaffolds

The use, erection and dismantling of tower scaffolds will be undertaken in accordance with manufacturer's instructions by a competent person with particular regard to height and stability. If the scaffold is hired an instruction manual will be obtained with the equipment.

Towers will only be used on firm level surface and the following height to minimum base dimension ratios will be observed: outdoors work – maximum 3:1; indoor work – maximum 3.5:1 or less according to circumstances. Outriggers or stabilisers will be used to increase stability when practicable. Ties may also be required.

Safe access to the working platform will be provided, for example, by the use of an internal ladder or where the frame has a purpose built in ladder or ladder frame. Any trapdoors in the working platform will be closed during use.

Edge protection (guard-rails and mid-rails & toe boards or other suitable barriers) will be provided at platforms where a person or materials could fall.

Care will be exercised where towers: are likely to be exposed to strong winds; are sheeted; have heavy materials lifted up the outside; or the base is too small to ensure normal stability - tie to a fixed structure or fit stabilisers

Where towers are in public places, barriers will be erected at ground level to restrict access and ladder access will be removed or boarded over to prevent unauthorised use if scaffold is to remain in position unattended

Scaffolds towers will be inspected by a competent person prior to first use and thereafter at intervals not exceeding 7 days if it remains in situ.

Scaffold towers fitted with wheels will have them locked during work and will not be moved with persons or equipment on the working platform

Ladders will not be placed on top of scaffold towers in order to gain additional height – the risk of instability or overturning is significantly increased by this dangerous practice

### Mobile Elevated Work Platforms

Mobile Elevated Work Platforms may be used to access work areas that are high and/or awkward to reach by other means. When these appliances are used, be sure to get and comply with the manufacturers instructions. Check the maintenance procedure and keep any records that may be required by statute.

Persons operating or using these appliances must be trained in the safe use and stability of these appliances. The appliance must be on firm level ground or be able to be levelled using outriggers / stabilisers. The person within the platform must use a safety harness, anchored to the guard rail. The platform must not be overloaded and protection must be given for those who may be affected below, (use cones / barriers etc). Be aware of any overhead cables or obstructions and do not over reach outside the platform. Be aware of the wind speed and the wind chill factor. Wear warm clothing and ensure that you can communicate with other persons on the ground.

### Safety Harnesses

Safety harnesses and lanyards will be provided and used when other control measures to prevent falls are not practicable. Due to the risk of tripping etc they should be considered as a last resort and are not normally appropriate for work other than of short duration undertaken on a daywork basis.

Where there is any risk of falling more than 2m (6'6"), and it is not possible to erect a working platform, safety harnesses must be worn and attached to a secure and tested anchor or horizontal cable. Safety harnesses must conform to BSEN358 and, depending on the circumstances, may be used in conjunction with a fall arrest devise, which will conform to BSEN360-365:1993.

## **Noise**

D&G Builders and Joiners will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. D&G Builders and Joiners also recognises that noise levels below those which cause hearing damage, in a Boiler Room for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as possible. The organisation will also take all reasonable steps to minimise the disturbance caused by noise from the organisation's premises affecting people in the neighbourhood.

D&G Builders and Joiners will carry out regular noise exposure assessments and noise level surveys of noisy areas / processes and equipment.

These will be used as the basis for formulating action plans for remedial measures when necessary. Assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

D&G Builders and Joiners will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 90dB(A) for 8 hours is not exceeded.

D&G Builders and Joiners accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

D&G Builders and Joiners will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

All employees of D&G Builders and Joiners will be required to

- use these procedures and equipment correctly
- promptly report any defects or deficiencies through the appropriate channels.

### **Excavations**

All excavations will be under the control of a competent person. A risk assessment will be produced and operatives must comply with requirements.

All excavations at 1.2 metres deep or more will be supported with suitable materials (timbers, sheet pile or proprietary systems etc). These will be inspected daily to ensure that no movement has taken place. Action to be taken as required by the competent person. Edges of excavations must be kept clear of materials or spoil to ensure safe passage and access. A means of access must be provided for persons working in excavations, it must be kept in position as they may need to escape in a hurry. Heavy plant should not be allowed near edges of excavations as this may weaken the supports and cause collapse. Checks must also be made to ensure that

the atmosphere in the excavation is suitable to sustain life ie sufficient oxygen, no toxic gases and not flammable or explosive atmospheres.

### Offices

When on sites, office based employees will of course comply with the relevant sections of this policy. The office environment contains extra hazards that require care. Take particular care with lifting if you are not used to such action and ask for help.

D&G Builders and Joiners has a code of practice for safe working with display screen equipment (DSE) which describes the standards and operating procedures required to maintain safety for users. The code contains information on the risks when using DSE and the precautions which users should take.

The workstation should be adjusted to suit the individual requirements and should meet the following standards:

- the screen should be clear with well defined characters free from movement or flicker, it should be adjustable for brightness and contrast and free from reflective glare;
- the keyboard should be separate from the screen to allow positioning which avoids fatigue to the hands or arms, it should have a Matt finish to avoid glare, with clear legible symbols;
- the work surface should be large of low reflectance and should allow for a flexible arrangement of the hardware and related equipment;
- the document holder (where provided) should be stable and adjustable to avoid unnecessary eye, neck or head movement;
- the chair should be stable and afford a comfortable position. The seat should be adjustable in height and the backrest should be adjustable in both height and tilt. A footrest should be available if needed;
- the environmental conditions should allow for a change of position at the workstation, have suitable lighting which eliminates glare or distracting reflections on the screen and be free from noise, excess heat or humidity.

### Transport

**Your driving licence must be seen by the office before you can drive a vehicle.**

Vehicles and pedestrian traffic should be separated on site. Always walk around a vehicle and check the operation of all lights etc before driving. Always walk around a vehicle before reversing and ask for someone to guide you if you cannot clearly see. Drive with care and consideration at all times and ensure your speed is appropriate to the conditions. Concentrate on your driving and do not operate mobile telephones etc whilst driving. Keep screens and windows clean and do not allow loose items in the vehicle. If driving a vehicle over 3.6t gross weight be aware of and comply with the drivers hours and tachograph rules.

## **Monitoring and Review**

The overall responsibility for monitoring the effectiveness of this Health and Safety Policy is with the Director of D&G Builders and Joiners and on site by the Senior Manager. They will ensure the policy is being adhered to by all operatives and also by operatives of any sub-contractors used. This is done via tool-box talks and also regular inspections of workplaces and work equipment etc.

A formal recorded system of inspection, monitoring and review, is established to enable all tiers of management to assess control measures and identify problem areas.

These include weekly safety inspection reports completed by the Forman with Foremen carrying out their own formal, independent inspection on a monthly basis.

These arrangements are supplemented by independent monitoring and auditing by the Safety Consultants. Senior Management will review these reports and all subsequent corrective actions are reviewed by the Directors.

As part of a continuous improvement programme, monthly review meetings will be held by Senior Management to assess performance and set objectives.

The policy is reviewed annually by the Director of D&G Builders and Joiners and in conjunction with their appointed competent person organisation, Rawlings Consultancy Services.

A review of this policy may occur if there are changes in relevant Health and Safety legislation, or following an accident or incident, or simply to reflect changes in industry best practice.