



## **HEALTH & SAFETY and ENVIRONMENTAL POLICY and MANUAL**

# **Liquid Applied Membranes Ltd**

F6, 8 Higham Avenue  
Holborough Lakes  
Kent ME6 5GE

T: 01634 216469  
M: 07810 505110

Email: [Louisa@liquidapplied.co.uk](mailto:Louisa@liquidapplied.co.uk)



This document has been compiled on behalf of Liquid Applied Membranes Ltd by  
Hawksafe Ltd Innovation Centre Medway, Maidstone Road, Chatham, Kent ME5 9FD  
Tel/Fax: 01634 353677 Email: [info@hawksafe.co.uk](mailto:info@hawksafe.co.uk)

Registered No: 6904184 VAT No: 974 5799 48

This policy document is  
provided for the sole use

of

# **Liquid Applied Membranes Ltd**

Addington Park Lodge  
London Road  
Addington  
ME19 5DB

and must not be loaned,  
copied or re-sold for the  
use of another person or  
organisation.

---

**CONTENTS**

	<b>Page</b>
Document Control	5
Distribution Schedule	5
Amendment Record	6
Introductory Note	7
Compliance Review	7
Safety Programme	8
Cover Page Part One – Policy Statement	9
Policy Statement	10
Policy Aim	11
Objectives	11
Cover Page Part 2 – Organisation	12
Management Organisational Chart	13
Organisation Overview	14
Cover Page Part 3 – Roles & Responsibilities	15
Managing Director	16
Health and Safety administrator	18
Supervisors	19
Operatives	21
Contractors	23
Drivers of Liquid Applied Membranes Ltd Supplied Vehicles	24
Health & Safety Advisors	25
Cover Page Part Four – Arrangements	26
Provision of Information	27
Consultation	27
Competence & Training	27
Supervision	28
Construction (Design & Management) Regulations 2007	28
Plant, Equipment & Tools	28
First Aid	30
Welfare	30
General Fire Safety	30
Risk Management & Risk Assessments	31
Control of Substance Hazardous to Health	33
Noise	35
Protective Clothing and Safety Equipment	37
Electrical and Services Safety	40
Manual Handling	41
Hand Arm and Whole Body Vibration	43
Health Surveillance	43
Accident, Incident & Near Miss Reporting, Recording & Investigation	43
Monitoring	44
Disputes and Disciplinary	44
Working at Height	45
Lifting Activities	45

---

Company Vehicles	45
General Housekeeping	45
Inspections	45
General Office Safety & DSE	46
General Site Safety	48
Pre-start Planning	49
Working as a Contractor	49
Mobile Telephones	50
Drugs & Alcohol	50
Asbestos	51
Traffic Management	52
Emergency Procedures	52
Induction Training	52
National Language Barriers	53
Lone Working	54
Environmental Policy	55
Health & Safety Legal Requirements	57





---

## INTRODUCTORY NOTE

- 1.1 This safety policy is divided into four sections,
- Part One - Health & Safety Policy of Intent Statement
  - Part Two - Health & Safety Organisation
  - Part Three - Roles & Responsibilities
  - Part Four - The Arrangements, i.e. detailed Policies
- 1.2 Part One contains the Statement of Intent of the **Managing Director** of Liquid Applied Membranes Ltd. This should be displayed at all places where our personnel work.
- 1.3 Part Two outlines in diagrammatic form our Organisational Chart. This shows the management structure of Liquid Applied Membranes Ltd. We have complimented this by a table outlining the personnel appointed to management positions.
- 1.4 Part Three provides - Roles & Responsibilities given to appointed persons. This gives clear guidance to appointment holders for the day-to-day Health & Safety Responsibilities associated with their work at Liquid Applied Membranes Ltd.
- 1.5 Part Four forms our Arrangements i.e. detailed Policies relating to Health, Safety and Welfare and Environmental arrangements. This part gives clear guidance on to Liquid Applied Membranes Ltd representatives to enable them to conduct their job function whilst paying due regard to safe working practices and legislation. These should be observed and adhered to at all time.
- 1.6 Where reference has been made to his, him or he, this will refer to either gender.
- 1.7 Where reference to competence staff is made, it should be considered that we have assessed the situation, with regards to providing sufficient information, instruction, training and supervision for health, safety and environmental issues.

## COMPLIANCE REVIEW

- 1.8 Liquid Applied Membranes Ltd Health and Safety Policy shall be formally reviewed annually, or more frequently by Hawksafe Ltd, for as long as Liquid Applied Membranes Ltd retains their services. This review shall cover all sections of the Policy and shall ensure that:
- 1.9.1 The responsibilities reflect the current staffing of Liquid Applied Membranes Ltd .
  - 1.9.2 The arrangements remain unchanged.
  - 1.9.3 The safe working procedures are still applicable.
- 1.9 Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

## **SAFETY PROGRAMME**

- 1.10 **Hawksafe Limited** shall undertake an annual review of Liquid Applied Membranes Ltd Safety Programme to ensure that Liquid Applied Membranes Ltd is in compliance with the Policy. This review shall check that:
- 1.9.1 All the responsibilities allocated in the Policy are understood and are being performed.
  - 1.9.2 The procedures set up in the Policy are being complied with and remain effective.
  - 1.9.3 Records, as required in the Policy, are being adequately compiled and retained;
- 1.11 All the necessary reports are being prepared and forwarded to the relevant persons within Liquid Applied Membranes Ltd and the relevant Enforcing Authorities.
- 1.12 They will also evaluate:
- 1.11.1 Management and employee attitudes to health and safety.
  - 1.11.2 The effectiveness of the training carried out and the requirements for further training.
  - 1.11.3 The effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.
- 1.13 The results of the review shall be compiled into a report for the **Managing Director** and shall include recommendations of the action to be taken to rectify any non-compliance.

## **PART ONE**

# **HEALTH & SAFETY and ENVIRONMENTAL POLICY STATEMENT OF INTENT**

This section contains the management policy for approaching specific health and safety topics.

---

## **GENERAL STATEMENT OF THE LIQUID APPLIED MEMBRANES LTD'S HEALTH & SAFETY POLICY**

Liquid Applied Membranes Ltd have adopted the provisions as contained in the Health and Safety at Work Act 1974, The Environmental Protection Act 1990, and other applicable Regulations, in its application to the Construction Industry in general and so far as the provisions apply to the categories of works we undertake in particular. All levels of management are to be aware of their Roles and Responsibilities as laid out in our Health & Safety Policy and are to ensure that these are followed at all times. By assuring this application, we recognise the business case for and will prioritise the provision of, a sound approach to the, Safety, Health and Welfare of all our employees and anyone who may be affected by our acts or omissions, and care for the environment in which we work and source materials from, above that of production and any of our other business outputs.

We will endeavour to ensure that all employees are provided with sufficient information, instruction, training and supervision to enable us to maintain a safe place of work and a safe systems of work at all times.

In particular we will ensure that all reasonable measures as dictated by the appropriate Approved Codes of Practice and our Risk Assessments are undertaken to ensure the safety, health and welfare of all persons on sites or other work places including employees, Contractors and visitors (whether invited or not) and all persons passing by our works including – general public and/or occupants, staff etc, especially where work is on or adjacent to a public footpath, pavement or other accessible area to the public or neighbouring property owners.

We are committed to the continual development of a safe and healthy culture throughout our Company structure and will consult with employees / safety representatives and external professional safety bodies to maintain or enhance our health and safety arrangements. We place great emphasis on the need for co-operation and support viewing breaches of Health and Safety, and Environmental Legislation or duties and procedures as set out in our policy document, as serious misbehaviour, liable to result in severe disciplinary action. The H&S Director has the direct responsibility for ensuring the correct management structure is in place to eliminate or reduce risk as far as is reasonably practicable.

All financial and physical resources required for both implementing and monitoring the arrangements of this policy and that of our activities will be allocated as endorsed by the Directors. Of initial importance is the planning stage of our activities both at the office and on site, for which personnel expertise and time resource will be ensured (access for assistance to this process may be via our consultant safety advisors). For site working in particular initial assessment and identification of necessary controls, together with information received from clients and other bodies will be undertaken / evaluated and appropriate resources allocated (e.g. financially through the tendering process). This will in turn enable the procurement of suitable contractors with specialist skills, the determination of adequate time resources and equipment selection.

This policy is to be reviewed, annually, in respect of changes to company structure, technological developments and identified omissions.

### **Managing Director**

**Signatures:**

**Date: 01 January 2015**

**Mark Richards**  
**Director responsible for Safety**

**POLICY AIM:**

- 1.1 The aim of this policy is to provide a framework for the management of health and safety within our company, to identify roles and responsibilities to ensure a pro-active approach is met and that control and co-operation are gained through competence and good communication. It will address office and site work specifics and aims to cover all our work activities.

**OBJECTIVES:**

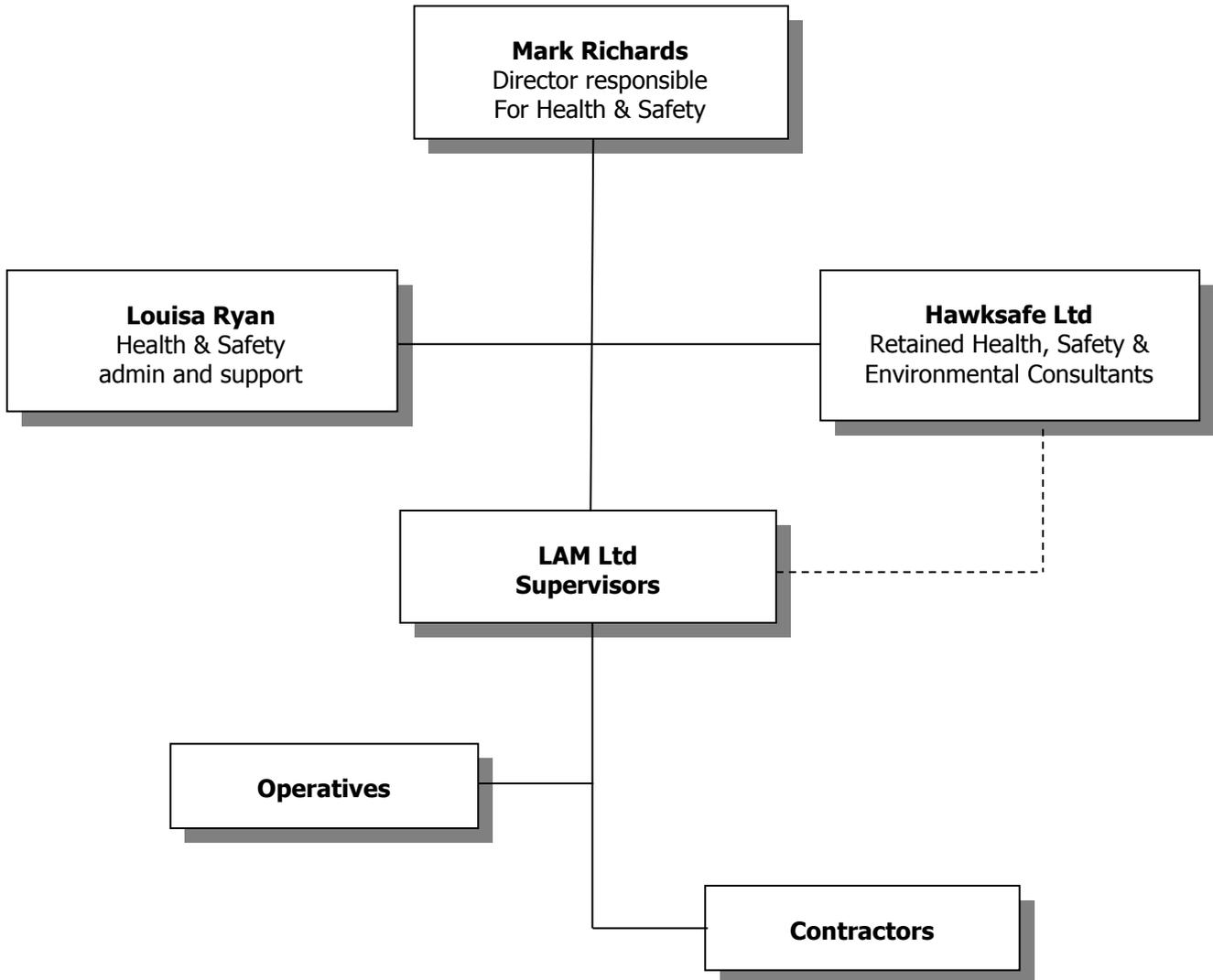
- 1.2 Identify specific duty holders and determine their responsibilities.
- 1.3 Provide H&S and Environmental training to duty holders and others to ensure ability to discharge duties placed upon them.
- 1.4 Provide information to those affected of risks to their health and safety and such measures to control those risks.
- 1.5 Investigate record and evaluate incidents to identify trends and weaknesses within our control measures to enable review.
- 1.6 Seek the views, advice and assistance from safety advisors, statutory authorities and employees.
- 1.7 Review and monitor the provisions set out within this policy and amend as become necessary.
- 1.8 Maintain our own knowledge through information evaluation including legislative updates, guidance and approved codes of practice and technological advancements.
- 1.9 Maintain records for evaluation.

## **PART TWO**

# **HEALTH & SAFETY ORGANISATION**

This section contains our management structure.

## MANAGEMENT ORGANISATIONAL CHART



### KEY

- MANAGEMENT RESPONSIBILITIES
- - - - - ADVISORY RESPONSIBILITIES

---

## ORGANISATION OVERVIEW

1. Liquid Applied Membranes Ltd recognises the importance of effective safety management within the workplace and to ensure that we achieve our safety objectives the following responsibilities have been established:
  - a. Mark Richards                      **Director**                      Retain overall accountability for Health & Safety. They assume the working responsibility for relevant Health and Safety statutory provisions.
  - b. Louisa Ryan                      **Admin Support**                      Provides administration support to the Director for health, safety and environmental matters and has responsibility for safety management in the office.
  - c.                      **Site Supervisors**                      Have the responsibilities for managing safety on their sites and for co-operating with the **Managing Director** in enforcing the Health and Safety Policy.
2. To compliment these and to give further clarification of how our Health & safety responsibilities have been delegated, Liquid Applied Membranes Ltd have set out below detailed guidance for appointment holders. These are to be read in conjunction with the detailed policies held within Part 4 of this document.
3. Each of the persons detailed below must ensure that the tasks, which they are responsible for delegating, are done so, and to ensure that the person to whom the task has been delegated is aware of their responsibilities with regard to that particular task.

## **PART THREE**

# **ROLES & RESPONSIBILITIES**

This section provides the Roles & Responsibilities given to appointed persons.

---

## MANAGING DIRECTOR

The **Managing Director** shall take responsibility for safety throughout the Company. In order to protect the Health and Safety of the employees and of others who may be affected by the Company's operations, he will: -

1. Initiate and, from time to time, review the Company's Safety Policy and ensure that it is promoted to all employees and to others acting on behalf of the Company.
2. Appoint staff to ensure that the Policy is applied in all areas of the Company's activities.
3. Know the broad requirements of the Health and Safety at Work Act, The Environmental Protection Act 1990, The Construction (Design & Management) Regulations 2007, and other relevant legislation and insist that these are observed.
4. Ensure records of H&S and Environmental training carried out are recorded on personnel records.
5. Monitor compliance with the Policy.
6. Identify H&S and Environmental training required for employee's health, safety and welfare requirements and arranges suitable training so that employees are able to carry out their Health and Safety duties effectively.
7. Whether acting as Principal Contractor or Contractor, ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety.
8. When acting as Contractor, ensure that adequate supervision is provided on all projects to facilitate the required co-ordination and management of site health and safety and to liaise with the Principal Contractor to ensure the same.
9. Ensure the effective planning of all Contracts to take account of known and foreseen Health and Safety hazards, whether or not shown in the Health and Safety Plan provided by the CDM Co-ordinator (if appointed).
10. Ensure that tenders include adequate allowance for all Health and Safety matters and that necessary arrangements are made with clients and building occupiers.
11. Ensure that sub-contract tenders include adequate provision for safe working; supervision, handling and access equipment, etc. In the case of demolition or similar hazardous operations, he will require detailed method statements from contractors.
12. Ensure safe storage of equipment and materials in the stores, company vehicles and on site.
13. Ensure that suitable arrangements are made for the servicing and repair of Company vehicles.
14. Take necessary reporting action on injuries, diseases and dangerous occurrences in accordance with current RIDDOR regulations. From 1 October 2013 the structure of RIDDOR has been revamped and simplified. Fewer major illnesses, dangerous occurrences and ill health/disease conditions will need to be reported.

15. Ensure that the policy is properly discussed with, and understood by all employees.
16. COSHH promote the system and procedures for providing Assessments.
17. NOISE & VIBRATION promote the system and procedures for providing Assessments and ensure that the necessary records are maintained.
18. Ensure that funds and facilities are requested to meet the requirements of the Policy.
19. Ensure involvement and interest and the implementation of Construction (Design Management) Regulations 2007, and how this integrates with:- Management of Health & Safety at Work, Work Equipment, Personal Protective Equipment, Manual Handling of Loads, Display Screen Equipment, Workplace Health & Safety Welfare Regulations etc.
20. Ensure that all new employees receive an induction into the company which will include health and safety issues, company safety policy, company rules etc.
21. Review accident reports and compile accident statistics on an annual basis.
22. Ensure that identification is made of those company activities that will require health surveillance i.e. COSHH, Noise, Hand Arm Vibration syndrome etc.
23. Ensure that sufficient First Aid trained personnel are maintained in order to comply with current legislation.
24. Identify through assessment those employees who are designated as 'users' under the Display Screen Equipment Regulations. Ensure that an assessment of 'users' workstations is carried out to ensure compliance with the regulations.
25. Set a good example.

---

## HEALTH AND SAFETY ADMIN SUPPORT

The **Health and Safety Administrator** is responsible for organising work so that it is carried out safely and the company Safety Policy is implemented.

1. Be familiar with the requirements of the Health and Safety at Work Act and other relevant legislation and insist that they be observed.
2. Ensure that agreed procedures are followed, or that clear instruction on how to achieve safe working is given and followed.
3. Supervise the work of administrative staff and to carry out regular work place inspections to ensure compliance with current legislation.
4. Ensure that employees are familiar with and observe the company Safety Policy.
5. Maintain a tidy office environment for all.
6. Ensure that all appropriate records are to be maintained of all statutory checks to include electrical registers, issue of PPE etc.
7. Ensure that information on the safe use of all materials is known and followed.
8. Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available.
9. Ensure that adequate welfare and first aid facilities are maintained and ensure that employees and contractors are informed of the arrangements.
10. Ensure that any relevant Emergency Procedures as identified are known to their staff and practised prior to conducting work activities.
11. Ensure that details of all accidents are recorded in the Accident Book. The Accident Book will be kept in a secure place in order to comply with the Data Protection Act. Ensure that all accidents are investigated to establish cause, cure and provide responsive control measures to prevent reoccurrence in so far as are reasonably practicable. In the event of a RIDDOR reportable accident the Safety Adviser is to be notified in order that a report may be prepared.
12. Ensure that suitable induction training on the company Safety Policy and Site Rules is provided for new starters on site.
13. Co-operate with Inspectors from the Health and Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
14. Maintain records of all assessment and procedures (to include records of safety inductions).
15. Maintain the Health and Safety Policy.

## SITE SUPERVISORS

The **Site Supervisors** are responsible to the **Managing Director** for organising work on their sites so that it is carried out safely and the Company Safety Policy is implemented.

1. Be familiar with the requirements of the Health & Safety at Work Act, the construction Regulations and other relevant legislation and insist that they be observed.
2. Ensure that agreed procedures are followed, or that clear instruction on how to achieve safe working is given and followed.
3. Supervise the work of Company employees and co-ordinate the work of Contractors and to carry out regular work place inspections to ensure compliance with current legislation.
4. Ensure that employees and Contractors are familiar with and observe the Company Safety Policy and Site Rules.
5. Maintain a tidy site.
6. Ensure that all scaffolds, working platforms, etc. are properly erected and safe before accepting them on behalf of the Company and before allowing them to be used.
7. Ensure that all plant, tools and equipment is regularly inspected and tested to ensure that it is safe to use and operated or used by trained and competent persons. Appropriate records are to be maintained of all statutory checks to include electrical registers, issue of PPE etc.
8. Ensure that information on the safe use of all materials is known and followed.
9. Ensure that materials are stored safely and that, where appropriate, suitable fire extinguishers are readily available to stores and work places.
10. Ensure that adequate welfare and first aid facilities are maintained they will ensure that employees and Contractors are informed of the arrangements.
11. Ensure that appropriate protective clothing and safety equipment is worn or used.
12. Ensure that any relevant Emergency Procedures as identified are known to their staff and practised prior to conducting work activities.
13. Notify the **Managing Director** of any accident or dangerous occurrence and take immediate action to prevent a recurrence. They will ensure that details of all accidents are recorded in the Site Accident Book. The accident book will be kept in a secure place in order to comply with the Data Protection Act. Ensure that all accidents are investigated to establish cause, cure and responsive control measures to prevent reoccurrence in so far as are reasonably practicable. In the event of a RIDDOR reportable accident the Safety Adviser is to be notified in order that a report may be prepared.
14. Ensure that suitable induction training on the Company Safety Policy and Site Rules is provided for new starters on site.

15. Co-operate with Inspectors from the Health & Safety Executive (HSE) and with visiting Safety Consultants and act on their recommendations.
16. Ensure as far as possible, the security of the site, taking all reasonable precautions for the safety of unauthorised persons, particularly children, who may succeed in entering the site.
17. Maintain records of all assessment and procedures (to include records of safety inductions).
18. Maintain the site Health and Safety plan.
19. Prepare Noise Assessments and comply with all regulations. In conjunction with the **Managing Director** develop work methods to avoid high-risk situations and ensure the necessary protective equipment is available.
20. Ensure that manual handling assessments are carried out for all work activities that has the potential for manual handling injury.
21. Ensure that first aid equipment is regularly checked to ensure they continue to meet the needs of the works.

---

## OPERATIVES

Operatives are responsible to the **Site Supervisors** for:-

1. Acting in a manner that will maintain the safety and well being of yourself and any others that may be affected by your acts or omissions.
2. Co-operating in the implementation of the Company Safety Policy.
3. Observing site rules and following instructions laid down working methods or other procedures designed to ensure safe and healthy working.
4. Using the appropriate protective clothing and safety equipment, as instructed.
5. Not operating tools, plant or equipment unless authorised to do so.
6. Reporting hazards, or defects in plant or equipment.
7. Developing a personal concern for the safety of themselves and others.
8. Keeping their work area tidy.
9. Maintaining the standard of welfare facilities that are provided.
10. Suggesting ways of eliminating hazards.
11. Reporting any injuries or dangerous occurrences incurred at work and ensuring that all injuries are entered into the accident book.
12. **COSHH** the regulations are designed to make your working environment safe. It is essential that you are properly instructed and you understand the safe methods of working. Be aware that some processes can be hazardous to your health if the assessed precautions are not maintained.
13. **NOISE** certain work processes produce noise levels above that are above 80 dB(A), at this point you may request ear protectors (Lower Exposure Action Value (80 dB(A)) however if the noise levels raise above 85 dB(A) (Upper Exposure Action Value (85 dB(A)) you are then required by law to not only, be provided with ear protectors but you must ensure that they are then worn. Your site **Site Supervisors** will assess the risk and provide you with suitable equipment, and inform you of the safe exposure time allowed.
14. **Manual Handling** the regulations are designed to make the work process safer. They encourage employers to prevent the need for Manual Handling, but recognise that there may sometimes be no other way, in these cases there is a specific requirement for these risks to be assessed and measure to be adopted to minimise the effects. It is therefore essential that safe methods of manual handling of heavy or awkward items be carried out in a way that will lessen the risk of damage to yourself. Training will be given and constant reminders will be given.
15. **Workplace Equipment** the regulations require all plant equipment to be properly regularly tested and certified as being fit for use.

16. You require a certificate of competence or to have received training for erecting scaffold, changing abrasive wheels, use of cartridge tools etc.
17. Attendance at mandatory check-ups for identified health surveillance requirements.

## CONTRACTORS

Our contractors safety arrangements will be checked by the **Site Supervisors** against the requirements of this document and the specific procedures contained in the general management procedures and project safety plan for the job.

Any shortcomings on the part of the Contractor brought to his attention and eliminated.

Contractors have specific and direct responsibility to their own employees and others that may be affected by their work with regard to health & safety, they should:

1. Give due regard to the arrangements and duties that are placed on our Company Operatives and in addition;
2. Identify the hazards of their work and inform the Site Supervisor where there is a risk.
3. Ensure their own systems of work, plant and workplaces under their control are safe.
4. Co-operate with the Site Supervisor and other contractors to co-ordinate the work by liaison and consultation.
5. Comply with the Site Safety Rules and conditions for the project.
6. Contractors should not deviate from planned procedures and programmes without the agreement of the Director.
7. If contractors employ their own contractors, they should ensure that equivalent safety standards are achieved.
8. Provide necessary H&S and Environmental training and supervision of activities.
9. Make due allowance on price for health and safety and welfare facilities.
10. Shared welfare facilities, including water, sewage disposal and an agreed power supply are to be discussed and agreed at the pre-commencement meeting. It is expected that contractors will either supply their own First Aid facilities or negotiate with the Company to share certain facilities with them.

## **DRIVERS OF LIQUID APPLIED MEMBRANES LTD SUPPLIED VEHICLES**

1. The Drivers' Health and Safety responsibilities are to ensure that:
  - a. Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy.
  - b. They comply with the road traffic regulations at all times.
  - c. Maintenance is carried out as required by the manufacturers' instructions.
  - d. All defects are reported on vehicles and any ancillary equipment and any additional maintenance is carried out as and when required.
  - e. They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation.
  - f. They comply with the requirements of Liquid Applied Membranes Ltd's Safety Policy.
  - g. They do not use a hand-held mobile telephone in any vehicle unless the vehicle is parked and the engine is switched off.
  - h. Information is given to management of any medical or legal impediment to their driving licence or any pending prosecutions.
  - i. Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

---

## HEALTH & SAFETY ADVISORS

1. Our retained Health and Safety Advisors (**Hawksafe Ltd**) are employed to support and assist in all matters regarding the good order and safety of our undertakings.
2. The Safety Advisers will, as far as is reasonably possible, keep the Company up-to-date with current and proposed legislation by way of the dissemination of literature and by running seminars.
3. The Safety Adviser will visit sites and premises at regular intervals in order to monitor the effectiveness of the Company Safety Policy.
4. The Safety Adviser will not advertise his visit in advance and will stagger his visits so as to avoid predictability. Frequency of visits will be discussed with the Company and may vary during the progress of the site.
5. The Safety Adviser will, where possible, produce a hand-written report on site and discuss its contents with the Site Supervisors. A copy of the report will be held at our Company offices, for the attention of the Director in charge of Safety.
6. Contact telephone numbers for the Safety Adviser and his office will be given to the Working Foremen. These numbers can be used when seeking advice or in an emergency.
7. The Safety Adviser will look at all aspects of Safety Health and Welfare as required by current relative Regulations and Codes of Practice.
8. The Safety Adviser has the authority to "stop work" in extreme situations where he considers the hazard an imminent risk of death or serious injury.
9. They will also;
  - a. Carry out site inspections as requested.
  - b. Provide written reports and assessments subsequent to the inspections.
  - c. Provide an advisory service relating to all aspects of Health and Safety at work.
  - d. Ensure that the Health and Safety Policy and documentation, as prepared, is reviewed and updated as required.
  - e. By arrangement, provide an accident investigation service and liaise with the enforcing authority.
  - f. Assess method statements on request.
  - g. Attend meetings regarding health and safety on request.
  - h. If requested, provide H&S and Environmental Training to both management and staff and advice & assist staff to help reduce imminent danger whilst at work.

## **PART FOUR**

# **ARRANGEMENTS - DETAILED POLICIES**

This section contains our detailed Arrangements ie our Detailed Policies on differing matters relating to Health, Safety and Welfare.

## 1. Provision of Information

We shall seek information from a variety of sources to maintain and update our knowledge of health and safety matters. We have access to the HSE website and are provided with regular updates from our appointed safety consultants. Information shall also be sought from other professional or authoritative bodies as necessary. Via our H&S Consultant we have access to IOSH and are provided with monthly Health & Safety and Environmental newsletters. We access HSE safety updates via email and we hold electronic copies of legislation and ACOPs that affect our works. We also monitor the HSE website for changes in Legislation applicable to our trade.

Information will also be taken from feedback provided by clients, their safety consultants, employees and others, from written reports and various journals etc.

All information received will be evaluated by the **Managing Director** and **Site Supervisors** to determine necessary and beneficial elements for incorporation into our policy and procedures.

Changes to policy, procedures, or specific control measures, or provision of general information of interest and legally displayed information (e.g. the law poster, insurance etc.) shall be communicated to those as necessary in an appropriate format.

## 2. Consultation

In the interests of our development towards a positive health and safety culture, it is recognised that employees need to become involved in the management of health and safety process. We view this as a method of encouraging co-operation and achieving improved control and communication. Our arrangements for compliance with the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 shall make allowance for the selection of two representatives from the general workforce and one each from senior management and the administrative department to attend the four monthly interval meetings arranged and chaired by the Managing Directors.

The representatives will be given adequate time resource to enable them to consult with the workforce on health and safety matters and to make representation on their behalf at the meetings. They shall be allowed access to all health and safety information and directly to our consultants to take advice as necessary.

We as a company shall in turn consult the various authorities and consultants to which we have access to as necessary. We have employed the services of Hawksafe Limited to aid us with competent health and safety advice.

## 3. Competence & Training

All employees will complete an in-house H&S and Environmental training induction programme into the company health and safety policy and procedures, taking into consideration the general risks from our activities. Commercial director or safety advisors shall conduct such training. And it shall be undertaken on the first day of employment and be held at the office.

The Contracts Manager or appointed Supervisor shall provide site-specific works brief / induction training on site during the first day of the operative's involvement of any given project. All of our employees shall report to the principal contractor site office to receive induction training on the first visit to site. Necessary refresher or tool-box-talk training shall be undertaken by our Site Supervisors.

---

Evidence of H&S and Environmental training already undertaken by any new employee shall be requested and records maintained on file. Certification obtained and written records of training undertaken through our company shall be retained on the individual's file and a training record overview sheet. Training records for all training undertaken shall be maintained.

The **Managing Director** is responsible for identifying training requirements for the workforce. Specific training which requires certification from an external body or other such specialist training will be undertaken through external establishments authorised to do so.

Individuals will be welcome to consider training relevant to their development and request authorisation to undertake such training through their line management.

All training requests will be forwarded to the **Managing Director** for evaluation and authorisation.

#### 4. Supervision

All of our work activities shall be properly supervised though the extent of supervision shall be reliant on a number of factors including, experience of operatives, age (especially under 18 year olds), difficulties of task, risks involved, the work environment, client requirements, knowledge of contractors etc. etc. The determination of supervision level will be determined through the assessment process but will generally be achieved on site through a JLR appointed supervisor appointed by the **Managing Director**.

#### 5. Construction Design and Management Regulations

The Company has implemented the Construction (Design Management) Regulations 2007, which came into force 6 April 2007 and has and will continue to integrate the requirements into existing procedures.

Sufficient resources for the purpose of carrying out our duties under the regulations to act as Contractors, with specific regard to Part 4 and Schedule 2 of the Regulations will be allocated.

The provision of the Construction (Design Management) Regulations 2007, hereinafter referred to as CDM, applies to all construction projects. As a contractor we will ensure that other Duty Holders are aware of their Duties by reviewing the F10 notification as displayed by the Principal Contractor when construction works have a planned duration in excess of 30 days or involve more than 500 person days.

**WE ARE SOMETIMES REQUIRED TO CONDUCT THE DUTIES OF PRINCIPAL CONTRACTOR. IF WE ARE REQUIRED THEN WE ASSUME THESE DUTIES AND WE WILL ENSURE THAT COPIES OF THE F10 NOTIFICATION WILL BE POSTED ON SITE IN A PROMINENT POSITION**

#### 6. Plant, Equipment & Tools

No equipment is to be used without evidence of training. We accept trade apprenticeships or NVQ or similar as evidence of training to use small tools and equipment relevant to their work where no formal or recognised certificated training course exists

During induction, evidence of training will be sought from individuals. The **Site Supervisor** is instructed not to allow those without evidence to operate plant and equipment for equipment where formal training is a legal, recognized industry requirement. Typical examples of evidence that is

acceptable are CPCS cards for plant operatives, IPAF or CPCS Cards for MEWP operatives and relevant CSCS cards for tradesmen who require using powered tools and equipment etc.

We may use hired equipment in respect of our activities. The equipment test / examination records will be inspected / received at the point of hire by the hirer. Any equipment without such records will not be hired or used and similarly equipment brought to site by Contractors shall be subject to the same procedure.

While on site, all equipment shall be subject to inspection before use with defective equipment removed for repair or service or replacement.

Our **Site Supervisors** shall:

- a) Ensure equipment is used only for operations for which, and under conditions for which, it is suitable, and that equipment is maintained in an efficient state, in correct working order and in good repair. He shall ensure that only trained operatives attempt repairs and change consumables such as drill bits etc.
- b) Take into account the working conditions, environment and hazards in the workplace when selecting equipment.
- c) Give adequate information, instruction and training or ensure it is or has been carried out by others authorized to do so.
- d) Make sure that work equipment is only used by authorized or trained personnel.
- e) Carry out inspections and complete inspection registers for applicable equipment.
- f) Ensure where applicable thorough test certification is available for plant in use.

Prior to purchasing new equipment we shall consider risks such as noise / HAVS / safety devices (such as braking / stopping capability / guarding where applicable) etc. and check for evidence of EC product conformity.

The **Managing Director** shall make such considerations prior to purchase.

### **Cartridge Operated Tools**

Only authorized and trained persons are to operate these tools, which are to be kept in a secure place when not in use. Operators are always to wear goggles to PPE to EN166.1.A standard.

### **Abrasive Wheels**

Serious injury can arise in the use of abrasive wheels. It is essential that the operators are trained in their use, storage and care. Eye protection (and when required hand protection) must be worn during all periods of use. The wheel or disc must be guarded at all times when the machine is connected or running.

The wheel or disc (on angle grinders) must be properly guarded. Such tools shall only be used by trained and authorised persons. Eye and hearing protection must be worn to PPE to EN166.1.A standard.

## 7. First aid

Our policy is to provide first aid equipment at both remote sites and at our office.

The office has fully equipped first aid boxes sufficient to account for the likely number expected to be in residence and an allowance for visitors. The box positions are highlighted (and staff informed of positions / facilities etc. during induction) and are maintained by the office first aiders.

The **Site Supervisors** are responsible for assessing the first aid requirements on site and for ensuring that we provide adequate cover (personnel and equipment) and for ensuring contractors provide their own first aid equipment and personnel cover as applicable. It will potentially be possible, with the agreement of principal contractors or clients, to rely on provision made by them and this shall be taken into consideration.

Each site will have a fully stocked ten-person first aid kit (usually retained within our vehicles but transferred to remote sites where vehicles may not have good access) and the working **Site Supervisors** is responsible for ensuring that it remains adequately stocked.

## 8. Welfare

We do not generally undertake the role of principal contractor and usually rely on welfare provision made by our clients.

Our **Site Supervisors** shall make assessment of the required facilities on a project-by-project basis and check that facilities provided by us or our clients meet with the requirements of Schedule 2 of the Construction (Design & Management) Regulations 2007. Welfare arrangements will be provided by Liquid Applied Membranes Ltd should we find that suitable provisions have not been made by either the Client or PC.

Our **Site Supervisors** shall monitor the adequacy and condition of the provided facilities throughout the project.

The facilities at our office comply with the requirements of the Workplace Health and Safety Regulations 1992 and programmes of maintenance / cleaning arrangements shall be the responsibility of the Managing Director.

## 9. General Fire Safety

The fire safety emphasis at our offices shall be on prevention with control of ignition sources as far as reasonably practicable, with further controls in relation to reduction in methods by which a fire can spread.

All fire safety procedures will form part of our induction process. This is the responsibility of the **Managing Director**.

The **Site Supervisors** shall assess all remote sites on an individual basis. They shall ensure that a fire plan is provided for each project (generally we expect to work to a fire plan produced by our client / principal contractor). Our **Site Supervisors** shall be responsible for the upkeep of agreed safe systems on site and for updating the fire plan throughout the project (when necessary).

The **Site Supervisors** are responsible for ensuring fire safety arrangements are implemented and monitored and has arranged for a fire risk assessment within our office building and yard.

Hot works on our premises shall be controlled by permit to work systems where the Contracts manager deems necessary and following evaluation of our works. At all times hot works shall be undertaken with an appropriate fire extinguishing mode directly within the vicinity and works to that area shall be ceased one hour from site closure, being inspected at every twenty minute intervals (including immediately prior to site closure).

The **Site Supervisors** or relevant Supervisor shall inspect the site security measures on a regular basis (daily prior to leaving site).

The **Managing Director** shall ensure that a fire risk assessment is undertaken for our offices and accordingly appoint staff to administer the controls identified as defined by the Regulatory Reform (Fire Safety) Order 2005.

### **The office areas are deemed as no smoking areas.**

We shall appoint a maintenance company to ensure our fire equipment is maintained.

Emergency procedures shall be identified during inductions and posted in strategic positions around the office and yard.

In respect of the office ad-hoc fire drill practice shall be undertaken at the Health and Safety Directors' discretion and timings / performance recorded.

Emergency contact numbers will be provided as applicable to the office and site areas and made available to all necessary.

## **10. Risk Management & Risk Assessments**

It is important through the assessment process to distinguish hazard from risk and so we include the following from the Management of Health and safety at Work regulations 1999:

*A hazard is something with the potential to cause harm and a risk is the likelihood of potential harm from that hazard being realised.*

We are aware of the risks from our activities include our operatives (specifically site working activities), young persons, office workers, contractors, visitors (e.g. client's representatives) and members of the public (in which we include client's residents). We are also aware of the need to consider unauthorised visitors to our sites within our assessments.

Our **Site Supervisors** will carry out specific risk assessments on an individual project basis (copies are retained in the individual contract files in our head office), though some generic assessments have also been undertaken, particularly for repetitive work where the environment does not significantly alter. We realize that there is a strong potential for initial assessments to require a review on site and therefore our **Site Supervisors** will undertake such reviews and ensure changes are recorded and that all involved are made aware.

There is the potential for some, but limited, special hazards to arise through our work activities, such as fire, the potential for discovery of bombs, syringes (as used by drug addicts) etc. These will be considered on a project specific basis, initially through health and safety plans as provided by the client (where applicable) and through site visits at the planning stage of the project. The **Site**

---

**Supervisors** shall undertake initial assessments with assistance as required from our safety advisors.

Control measures shall be considered in respect of our risk assessments and written in the form of either a simple control measure as part of the assessment document or shall form a specific method statement, dependent on the complexity of the task and risks involved (as required in the Management of Health and safety Regulations 1999 (see ACOP 25 (a))). Such procedures for controls shall be undertaken prior to any activity commencing and shall be implemented on the first day of a project (as the hazard and risk become applicable) To aid in our determination of controls we shall obtain manufacturers guidance and hazard data sheets and various HSE Regulations, ACOP and guidance notes, in addition to our consultation systems. Controls will be taken in line with the prevention principles as outlined in the Management of Health and Safety Regulations 1999 (Schedule 1).

- a. Avoiding risks
- b. Evaluation of the risks which cannot be avoided
- c. Combating risks at source
- d. Adapting the work to the individual
- e. Adapting to technical progress
- f. Replacing the dangerous with the non-dangerous and less dangerous
- g. Development of an overall protection policy covering technology, organisation of work, social relationships and the environment
- h. Giving collective protective measures priority over individual protection measures
- i. Giving appropriate instruction, information and training to employees

All employees (and others affected) will be informed of all risks to their health prior to the undertaking of any activity, and will be made fully aware of control measures by the management. **Specific Risk Assessments will be completed to ensure the safety of any Young Persons in our Charge (under 18 years of age).** Employees / contractors shall be made aware of risks at induction stage to projects and be expected to sign the documentation to indicate they have been made aware. Changes to control measures as may be necessary will be communicated through tool-box-talks.

- a. All relevant information will be obtained, prior to taking into use any new process. Information etc. must be passed to those involved and specific training organised.
- b. Copies of relevant detailed Codes of Practice and other safety literature are available covering all aspects of the Company's activities. This information will be disseminated as necessary or by request to any person to whom it is relevant.
- c. Steps will be taken to ensure that all necessary authorities are informed and/or consulted when required.
- d. Contractors will be expected to supply risk assessments for their works and may be asked to produce a method statement for high / medium risk works. The Contracts manager will evaluate submitted documentation and any action required taken.
- e. Contractors will be advised 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.

- 
- f. Contractors who may use any noxious or toxic substances on site must satisfy the Principal Contractor that adequate safety measures are in hand. Supplying COSHH Risk Assessments and Manufacturers Safety Data Sheets where necessary.
  - g. Where contractors supply their own welfare facilities, they will be responsible for keeping them in good clean and hygienic condition.
  - h. Contractors may be asked to produce a method statement for unusual works. The **Managing Director** and **Site Supervisors** will examine this and any action required taken.
  - i. It is company policy that **ALL OPERATIVES & SITE STAFF MUST WEAR SAFETY HATS ON SITE** except where via the risk assessment process the wearing of hard hats is not deemed necessary.

## 11. Control of Substances Hazardous to Health / Safe Handling & Use of Substances

No substances that fall into this category will be used unless:

- a. An assessment of the substances has been made, after taking into account the locations and purpose for which it is to be used.
- b. The relevant 'Manufactures Safety Data Sheet' has been obtained from the substance manufacturers or supplier,
- c. The safety precautions necessary have been determined,
- d. Any protective equipment required has been obtained,
- e. The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted,
- f. Training has been given. This is over and above that which is required for normal trade skills, and is that which may be necessary, enable the operatives to use the substance without risk to the health of either themselves or others.

While a substantial proportion of materials used in construction work are not classed as being hazardous to health, many products that contain acids, alkaline, solvents or toxic ingredients, do represent a health hazard. Therefore, in order to identify substances that are subject to these regulations, the criteria adopted will be two-fold, firstly; if a material is required to carry the statutory hazardous substances packaging label. And secondly, if a health hazard is created during a work operation such as dust from machinery hardwoods, or breaking of concrete etc., or vapours produced by mixing different products, then the COSHH assessment procedures will apply.

Where protective clothing or equipment is needed for the safe use of a particular material, it must be ensured that it is suited for both the risk and task to be carried out. A record will be kept of the use, inspections or checks, and any maintenance that is carried out on equipment (as required by the regulations).

In almost all circumstances of the use or exposure to these substances is as important as the hazard the substances pose.

The Company's overall approach to COSHH will be in three parts:

- a. **Substitution.** Where through our evaluation of tender documents we notice a hazardous substance has been incorporated into the design, we shall endeavour in

---

consultation with the designers to find a less hazardous substitute. When that is not possible we will highlight the need to apply COSHH in the contract documentation.

- b. **Centrally Stored Information.** The Company will maintain a generic database of hazardous substances used in the industry. This system will also record details of long term records of any monitoring or medical surveillance carried out. The generic assessments will be reviewed annually.
- c. **Assessments.** If the material can harm health, it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product shall be investigated. Assessments will be undertaken by the **Managing Director** with our Safety advisors as required. A generic COSHH assessment file shall be provided for each project. Assessments will be reviewed every 6 months, or when the work activity changes, whichever is soonest.

### Construction Site Locations

As above the **Site Supervisors** will assess all the materials in use to identify those to which COSHH applies and ensure that the correct documentation is available, operatives and others made aware and control measures followed.

In addition we will:

- a. **Substances.** Any material, purchased or otherwise encountered, which has the potential for harming health is included; dusts, fumes, vapours, gases, micro-organisms. Whatever the route of entry to the body – eyes, skin, cuts and abrasions, breathed in or swallowed.
- b. **Suppliers.** We will ensure that the suppliers of materials to the Company provide full information on the hazards of use and the appropriate precautions to be taken.
- c. **Equipment.** Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Employees are required to make appropriate use of such equipment and report any defects without delay.
- d. **Contractors.** All contractors provide valid assessments for substances hazardous to health which are to be used. The implications shall be discussed, as necessary, at the pre-contract meeting.
- e. **Staff and Employees.** Employees shall be provided with information as to the hazards of materials to be used or encountered, instructed in safe working methods and be trained to be able to follow the instructions. Employees and contractors shall comply with the instructions issued and co-operate with any monitoring exercises.

---

## 12. Noise

Noise hazards exist through our use of compressor / breakers, generators and other such equipment. There is a potential for other contractors on site to create noise that is beyond our control. We shall:

- a. Assess the risk from noise within our activities
- b. Purchase or hire equipment with low level noise emissions where possible.
- c. When noisy plant or equipment is either hired in or purchased, the suppliers will be asked for the noise information details that they are required to provide under these regulations.
- d. Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels that can be expected from that equipment under normal working conditions.
- e. Similarly, where it is not possible to establish typical working noise levels due to say environmental influences, noise level readings will be taken...
- f. Monitor noise on site and endeavour to co-ordinate our activities away from noise sources by others.
- g. Evaluate work areas to determine necessary hearing protection zones.
- h. Provide hearing protection where noise cannot be reduced at source.

From this information, and the noise duration times that can be expected per day, an assessment of the potential noise hazard will be made. The **Managing Director** will then identify the requirements for Noise Assessments and contact the Company Safety Advisor for measurement and advice as necessary.

The Regulations define the following:

- Daily personal noise exposure LEP.d
- Lower Exposure Action Value is 80 dB(A)
- Upper Exposure Action Value as 85 dB(A)
- Peak action level as 137 dB(C).

Any likelihood of operatives being exposed to the Lower Exposure Action Values (the maximum pressure reached by the sound waves as in loud impulsive sources, such as cartridge operated tools), requires an assessment of exposure to be carried out by a competent person a record kept of the assessment, at this level hearing protection must be available.

At the Upper Exposure Action Values and above all reasonably practicable steps must be taken to reduce the level of exposure and all operatives exposed at this level **must** be provided with, and wear, ear protection. Other precautions include limit on time of exposure and the setting up of 'Hearing Protection zones'. Such zones must be clearly defined and identified by appropriate safety signs to compliant to the Sign & Signals Regulations 1996.

Operatives will be given information and training on the risk of hearing damage to which they may be exposed and the steps taken to minimise that risk.

## General

Any work liable to expose any employee or contractor to noise in excess of 85dB(A) over a working day and/or any work on site liable to create a noise nuisance to neighbouring occupiers shall also be subject to these arrangements.

## Suppliers

The **Managing Director** shall ensure that suppliers of plant and equipment to the Company provide information on the noise emissions likely during normal use.

## Tender Preparation and Pre-Contract

Likely noise emissions shall be taken into account when preparing tenders, to ensure that due allowance is made for control measures. Where quieter means of carrying out operations are identified, clients shall be invited to consider modifying the Specification. Consideration shall be given to liaison with neighbours prior to work commencing and notification to the Local Authority.

## Contract

For noise exposures liable to exceed 87dB(A) over a time weighted average of 8 hours, or for continuous exposure any exposure over 85dB(A) assessments shall be made. Such assessments may be specific to site, but more commonly will be related to the work and may be reused. Tradesmen shall ensure that the precautions suggested are implemented. Such precautions may include noise reduction techniques, and/or the use of hearing defenders.

## Equipment

Plant and equipment shall be maintained such that noise emissions are kept to a minimum. Employees and contractors are required to make appropriate use of such equipment, and report any defects without delay.

## Contractors

All contractors shall advise the company of processes liable to generate high noise levels. The implications shall be discussed at a pre-contract meeting.

## Employees

Employees shall be provided with information on hazards of work exposing them to levels in excess of 80dB(A) over a working day, instructed in working methods to protect their hearing, including the use of hearing defenders and trained to be able to follow the instructions. They shall comply with the instructions issued. They shall follow the safe working procedures and the use of equipment including personal protective equipment and co-operate with noise measurement exercises.

## Record Keeping

Records shall be kept of exposure assessments, information, instructions and training provided, employees trained.

The **Managing Director** will identify the requirements for Noise Assessments and contact the Company Safety consultant for measurement and advice as necessary.

## 13. Personal Protective Equipment

### General

Site Supervisors shall ensure that suitable and sufficient Protective Clothing and Equipment is available on site, and worn whenever appropriate. Employees and contractors shall look after such items, report defects and use them as required.

However PPE shall be issued and used as a last resort, when all other control methods have been exhausted.

PPE issued shall conform to EN or BS EN ie CE standards, with compatibility and ergonomic assessments made prior to issue when appropriate.

Training will be provided with regards to fitting, use and maintenance.

Appropriate storage and maintenance facilities will be provided.

All employees will be required to wear and maintain PPE issued to them as applicable to their training and instructions, and immediately report any loss or noticed defect of PPE to their line manager. Abuse of PPE is an offence under the Health and safety at Work etc. Act 1974 and will not be tolerated. The **Managing Director** shall be responsible for assessment review, issue and supervision of PPE requirement conformity.

### Safety Helmets

Safety helmets shall be worn wherever there is a foreseeable risk of head injury. Sufficient helmets shall be provided to each site and site workers comply with the specific site rules laid down by the Main Contractor and/or the Tradesman in charge of the site. Helmets which have been subjected to a sharp blow, or where cracks or deep scratches are evident in the shell, are to be removed from use and destroyed immediately. Any helmet more than 3 years old shall be removed from use and disposed of. Helmets are to be to EN397 standards.

The duty to wear safety helmets applies to all sites where building or civil engineering operations are taking place under the 'Head Protection Regulations' 1989, except where management issues instructions to the effect that there is no foreseeable head injury risk. In practice, this will be restricted to situations such as internal finishing of a completed building or works of a minor nature in buildings already occupied.

Employers have a duty to provide every employee with his own safety helmet and to maintain it in good condition, or replace it when necessary. They also have a duty to ensure that all site workers wear safety helmets while working under their control. This includes issuing instructions enforcing the requirement, by disciplinary action if needed.

Site operatives have a duty to wear their safety helmet at all times when working on site, unless their managers instruct them that there is 'no foreseeable risk of head injury'. (They need not be worn in site offices or mess rooms).

The requirement on site operatives includes a duty for them to wear the safety helmet 'properly' and to look at it.

## Eye Protection

Eye protection shall be worn wherever there is a foreseeable risk of eye injury.

Suitable eye protection must be worn when carrying out any of the wide range of processes as specified in Regulation 4 of the Personal Protective Equipment Regulations 1992.

Sufficient goggles and/or visors shall be provided to each site, and site workers must comply with the specific rules laid down by the Tradesman in charge for work with abrasive wheels or discs, the striking of masonry nails, use of cartridge tools and gas or electric welding etc. A system for inspection and replacement shall be established for each site.

Eye protection against mechanical and chemical hazards must be BSEN166.1B.3 and Protection during welding must be EN169.

## Ear Protection

Hearing defenders shall be supplied and worn in accordance with the detailed arrangements for controlling noise. A system for inspection and maintenance shall be established for each site.

Ear protectors must be worn when operating within an environment that produces in excess of 85 dB.

Certain work processes produce noise levels above that are above 80 dB(A), at this point employees may request ear protectors (Lower Exposure Action Value (80 dB(A)) however if the noise levels raise above 85 dB(A) (Upper Exposure Action Value (85 dB(A)) we will then ensure as required by The Noise at Work Regulations 2005 to not only, be provided with ear protectors but to enforce that they are then worn. **Site Supervisors** will conduct an assessment and will then specify the type of ear defender required and provide employees with suitable equipment, and inform you of the safe exposure time allowed. No employee will be exposed to a Time Weighted Average of 87 dB(A) in any eight hour period. The selection of relevant ear defenders will aim to reduce the exposure below these levels using PPE to EN 352 standards.

## Gloves

Gloves shall be provided and worn to protect hands during the handling of abrasive, corrosive or other harmful skin agents. A system for inspection and replacement shall be established for each site and the requirement to wear gloves shall be subject to specific risk assessment for each task. It is recognised that gloves may need to be changed on a regular basis to match the hazards presented during differing working practises using PPE to the EN 388 standards.

## Respiratory Protection

Dust is a health hazard and masks will be provided and must be worn when conditions dictate. The needs for respirators or breathing apparatus will not normally arise, but suitable equipment will be provided where necessary and instruction given in its use.

Respiratory protection shall be worn wherever there is a foreseeable risk of significant exposure to airborne harmful agents or the absence of adequate oxygen. Suitable equipment to the relevant British Standard shall be provided to each site, and workers must comply with the specific site rules laid down by the Tradesman in charge. Nuisance dust masks shall only be issued in the absence of

toxic dusts, fumes or vapours. Employees required to wear respiratory protection shall be trained in its use. For non-disposable items, a system for inspection and maintenance shall be established for each site. RPE should be selected by the appropriate EN standards, of which there are many dependant on the risks encountered. Guidance should be sought via a reputable PPE supplier.

## **Footwear**

Employees and contractors are required to wear suitable footwear, shoes or boots, (as the wearing of unprotected shoes can lead to serious injury), in accordance with a suitable risk assessment and selection of footwear in line with the Personal Protection Equipment Regulations 1992. Trainers for work on construction sites are to be discouraged. If in the event that soft shoes are required for the nature of the works, ie working in completed areas, then such shoes must be taken to the place of work and changed into. Should the nature of the work require safety footwear, it will be the responsibility of the employer to provide these as appropriate. EN to either EN345 or the newer standard of EN20345, with the appropriate sub category selected to match the risks encountered.

## **Safety Harnesses**

Where there is any risk of falling, even if it is at or below ground level", and it is not possible to erect a working platform or provide edge or collective protection, 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 device, which will conform to BSEN360-365: 2000.

## **Protective Clothing**

Suitable items of protective clothing, disposable overalls, overshoes etc will be provided as necessary. The risks will be assessed and will consider hazards such as the weather, hours of darkness, proximity of traffic, speed of traffic, electrical static hazards, explosive hazards etc. Clothing will also conform to the requirements of the Personal Protection Equipment Regulations 1992 and EN 361 conformity.

## **Effectiveness of PPE & Work Equipment**

While on site, all equipment shall be subject to inspection before use with defective equipment removed for repair or service or replacement.

The **Site Supervisors** / all contractors shall:

- a. Ensure equipment is used only for operations for which, and under conditions for which, it is suitable, and that equipment is maintained in an efficient state, in correct working order and in good repair. He shall ensure that only trained operatives attempt repairs and change consumables such as drill bits etc.
- b. Ensure that pre use checks are conducted on all work equipment (eg hand held tools, 110v electrical equipment (tools, generators & leads), ladders and harnesses etc) on a daily basis, and prohibit the use of any equipment that does not meet the minimum safety standards as outlined by the manufacturer's instructions / user handbook. **Site Supervisors** are to ensure that these pre use checks are recorded within their site briefing pack.

- 
- c. Take into account the working conditions, environment and hazards in the workplace when selecting equipment.
  - d. Give adequate information, instruction and training or ensure it is or has been carried out by others authorized to do so.
  - e. Make sure that work equipment is only used by authorized or trained personnel.
  - f. Carry out inspections and complete inspection registers for applicable equipment.
  - g. Ensure where applicable thorough test certification is available for plant in use.

Prior to purchasing new equipment we shall consider risks such as Noise / HAVS / safety devices (such as braking / stopping capability / guarding where applicable) etc. and check for evidence of EC product conformity.

The **Managing Director** shall make such considerations prior to purchase.

#### **14. Electrical and Services Safety**

The **Managing Director** is responsible for electrical safety overall within the company including ensuring all equipment is inspected, tested and maintained.

All electrical work (e.g. at our office and yard) is to be undertaken and tested by a qualified electrician and contractors employed shall belong to a regulating body such as the NICEIC. Evidence of training and affiliation to such bodies shall be required and checked by the surveyors as part of the competence checks. **NO LIVE WORKING IS PERMITTED**

Permit to work systems shall be operated as a control measure on site as and when it becomes necessary (e.g. permit to dig / penetrate ground as may be determined by our clients). This shall be operated and controlled by our Site Supervisors.

All fixed installations shall be tested every five years. All fixed electrical installations will satisfy the standard specified in the 17<sup>th</sup> Edition of the IEE Wiring Regulations. (This includes site offices, mess, cabins and stores etc).

All electrical equipment (switchgear and the like) shall have controlled access and shall be identified as hazardous through signage.

Cable runs shall be monitored to reduce the risk of damage.

Portable equipment shall be regularly tested (earth integrity PAT). For site equipment regularly used this shall be of **three monthly** periods and that used infrequently shall be six months to one year. Equipment within the office shall be checked annually or every five years dependent upon equipment type and use (and dependent upon service contract).

All operatives are requested to visually check equipment prior to use and to remove from service any defective equipment by placing it in the care of the **Site Supervisors** who shall arrange for repairs or replacement.

Contractors shall be requested to test and check their equipment in the same manner and our safety advisors / **Site Supervisors** shall check this during inspections.

We shall always check sites for overhead power cables and obtain statutory service drawings in respect of these and buried services including gas, BT, water plus any specialist fibre-optic or similar cables.

Buried service positions shall be highlighted and areas of excavation regularly scanned. Cables shall be exposed by hand and not machine excavated within 500mm of the cable.

All on site shall be made aware of the hazards and control measures (e.g. through induction / tool-box-talks and signage).

In order to comply with the statutory requirements of these regulations, the following policy will be adopted within the Company.

All temporary and site electrical supplies will meet the requirements of the relevant British Standards for 110-volt centre tapped earth, construction site electrical equipment, components, tools and wiring.

Each time a mobile generator is used at an operated voltage above 110 volts, it will be effectively earthed to both the ground earth and any adjacent metalwork.

Regular maintenance inspections will be carried out on all electrical tools, extension leads, transformers and generators etc to ensure that they remain in safe working conditions at all times. The time period between such inspections will be dictated by the circumstances under which the equipment is required to operate.

## **15. Manual Handling**

All activities will be assessed in relation to risks from manual handling and where possible automated processes will be used as an avoidance technique. We shall continually keep informed of technological advancement in material use and promote lightweight materials where possible. It is recognised however that generally we are not involved in the design process and inevitably concrete products will be used from time to time. We shall determine methods of lifting as and when the need arises in such cases.

We shall consider material storage at our storeroom and ensure that heavier materials are racked at waist height where possible.

We shall use a variety of equipment such as forklift trucks, pallet trucks and trolleys to reduce the risks from manual handling.

As governed by The Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992 (amended 2002) we shall look to avoid manual handling and where it is unavoidable we will risk assess the lift and train our staff in the correct manual handling techniques. Our training programme includes manual handling training.

Where it has been assessed that there is a risk of injury from manual handling, the first consideration must be whether the loads needs to be handled at all, or whether handling can be minimized. The potential for eliminating the handling of loads on building sites is limited but the positioning of storage and delivery areas can reduce the need for extensive handling.

Where there is no alternative, the use of mechanical handling should be given consideration – this should be done at the planning stage if possible.

In the construction industry, ignorance of manual handling procedures accounts for 25% of accidents. The inevitable results of lifting incorrectly are strained backs, slipped discs, sprains and minor strains, and a complexity of internal injuries, e.g. Hernia.

The correct method of lifting makes the operation 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 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 principals are applied, the average man can expect to lift up to 25kgs – 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 this. 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.

## 16. Hand Arm and Whole Body Vibration

We do not believe that there is currently insufficient general information available to adequately assess the risks from whole body vibration, given the equipment we use. However we remain aware of the risk through forklift and excavator use in particular and continue to monitor guidance issued on the subject. The plant use is generally of short duration in respect of our activities and therefore the risk, is believed to be reduced to an acceptable level – based on the information available currently.

Our activities do result in the use of hand held vibrating equipment such as drills, breakers and saws. Assessments shall be undertaken to determine the level of risk in relation to action and limit levels and necessary control measures will be formed there from. As a general rule we limit the maximum daily exposure to 2 hours for rotatory equipment, and ½ hour for breakers.

We shall endeavour to only select equipment with low-level vibration emissions where possible.

## 17. Health surveillance

Every effort will be made to control the use of substances that may cause harm to health. Our activities will involve the use of various chemicals and mixtures (e.g. solvents, cements) that give risk to such conditions as dermatitis. By-products from our activities shall be considered within our assessments (e.g. wood / general building dust / fume), and efforts maintained to keep exposure below WEL's as indicated in the EH40. Hazardous substances are likely to exist within buildings (e.g. asbestos) and noise / HAV's risks will periodically arise. However through planning, assessment and controls, our endeavours shall be to prevent harm from exposure in the first instance, or reduce exposure to the minimum level and within the WEL's.

As we have identified possible exposure, procedures for surveillance will be considered in respect of each individual and the tasks they are likely to be asked to perform. This will include some simple procedures such as basic skin checks (e.g. for dermatitis) and medical checks (e.g. in respect of HAV's and noise induced hearing loss, eye tests etc.) as determined by the factors of the hazard. Where necessary the services of a registered medical practitioner shall be used to help advice and implement health surveillance programmes.

The **Managing Director** shall determine health surveillance requirements and initiate the use of a registered medical practitioner to devise programmes where considered necessary.

We do not currently operate a system to determine health at the point of joining the company, but do request all employees with known conditions to inform us. All such information will be regarded as confidential.

## 18. Accident / Incident & Near Miss Reporting / Recording / Investigation

Our procedures are to comply with the requirements of Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as amended in 2012 & 2013. All accidents / incidents (e.g. dangerous occurrences, reportable diseases as notified by a registered medical practitioner) are to be recorded in the office / site accident book. To comply with the data protection Act, all recorded incidents shall be removed from the book (related reference number applied to the form and remaining stub within the book) and incident details shall be retained within the office.

---

**SITE:** All incidents on remote site works shall be reported directly back to the **Managing Director** who shall be considered the responsible person for reporting and in turn continue the reporting process in line with the requirements of RIDDOR 95 as deemed necessary. The principal contractor / client shall be informed by the working **Site Supervisors**.

All fatalities, serious injury incidents and dangerous occurrences shall be reported by the quickest practicable means (telephone) to the HSE / RIDDOR reporting centre.

All incidents relating to an absence from work for over seven days, or diseases that are required to be notified shall be reported within ten working days from the date of the incident.

### **The HSE incident reporting centre: 0845 300 9923**

Following any incident relating to a reportable event, the **Managing Directors** shall instigate an investigation to determine the immediate and underlying causation. Our consultant advisors will be notified and requested to assist in the investigation as deemed necessary.

The findings of the investigation shall be evaluated against current procedures and procedural reviews undertaken to prevent further occurrences.

Accident trends and statistics shall be evaluated on an annual basis in line with a review of our policy objectives and performance standards remedial action taken as considered necessary, dependent upon the review outcome.

We have a separate detailed Accident, Incident and Near Miss Investigation Policy which will assist the gathering of relevant information which is to be followed in the aftermath of a Hazardous Event.

## **19. Monitoring**

HawkSafe Ltd, our retained 'Safety Advisors' will, through regular site visiting, monitor the efficiency of the policy. Working foremen will also monitor the efficiency of the Policy and report to the Managing Directors. Meetings will be held at regular intervals to discuss all aspects of Health & Safety and to update the Policy as necessary.

Monitoring & inspections shall also be undertaken through incident statistic evaluation and reports. In light of any identified omissions within our policy as may be raised through our monitoring, such areas shall be reviewed to seek improved control and the policy adapted to suit, with all being made aware of the changes.

The **Managing Director** shall be responsible for ensuring that regular monitoring & inspections are undertaken, and will evaluate feedback and statistical information. Necessary changes will be considered through the management and the safety representative meetings.

## **20. Disputes and disciplinary**

In the event of any dispute regarding Health and Safety matters, these should be addressed to an immediate supervisor and if not successfully resolved direct to the **Managing Director** in writing.

We shall endeavour to resolve any dispute quickly and fairly.

Failure to comply with the Company Health and Safety policy or contravention of statutory requirements, regulations, rules or procedures may result in the offender being temporarily or

permanently removed from a site. Persistent offenders may, at the discretion of the Managing Directors, be dismissed from the Company, in accordance with company procedures.

## 21. Working at height

Our activities will not generally create any significant risks from work at height. There are occasions when 2.4m hoarding is erected and stepladder or hop-up system use is necessary for short duration work, fixing of nails to tops of sheeting or posts. All such works will be assessed in relation to equipment selection for the activity, duration and environment. In particular working foremen shall monitor site wide elements and activities of others (e.g. excavations) that may create a work at height hazard.

## 22. Lifting activities

A competent person will be employed to inspect all lifting appliances in use every week and the results recorded. All lifting appliances will be checked to ensure they are marked with a safe working load and copies of current test and thorough examination certificates will be held on site.

Lifting assessments and plans shall be undertaken for lifting operations and competent persons employed to act as banksman, slingers, signallers and lift supervisors / appointed persons.

We recognise and full endorse the Lifting Operations and Lifting Equipment Regulations 1998 and its ACOP and the approved BS 7121.

## 23. Company vehicles

Vehicles must be properly driven with due care and attention at all times and properly loaded. Passengers are not allowed to travel in any moving vehicles except in the proper seats provided. Drivers of vehicles are responsible for ensuring that they are maintained in a road worthy and safe condition and that any defects are reported and rectified in a timely manner. Only persons with a current full driving licence may drive company vehicles. Driving licences must be submitted to the office upon commencement of the use of a vehicle. Vehicles are to display a No Smoking sign and all occupants are to ensure that they comply with this no smoking rule.

## 24. General housekeeping

The **Managing Director** shall appoint cleaning staff to ensure the cleanliness of the office premises is maintained, and shall through informal weekly inspections, monitor the standard of housekeeping.

The **Site Supervisors** similarly shall ensure that waste generated from remote sites is disposed of carefully and that housekeeping on site is maintained in good order.

Our sites will be maintained in a good tidy order with safe stacking and storage of materials organised and monitored by the relevant **Site Supervisor**.

## 25. Inspections

Safety inspections are seen as a critical element in monitoring our compliance with set safety standards and as a method of consultation with contractors and general operatives to encourage cooperation and maintain control.

---

## Audit & Management Review

On request our safety consultants will be requested to carry out an annual inspection and audit of the activities and management review of our systems.

### Office

The **Managing Director** will carry out regular inspections with the relevant Supervisor.

### Remote sites

Periodically ad-hoc inspections by our safety consultants will be carried out. The **Managing Director** will evaluate written reports provided by our external advisors.

## 26. General Office Safety & DSE

The Workplace Health, Safety & Welfare Regulations 1992 are applicable to our permanent offices only. In order to reduce the risk of accidents and to comply with the requirements of the regulations, the following procedures will be applied under the supervision of the Health and Safety Director. The majority of issues raised under this heading are also covered elsewhere in this policy.

Maintenance – Workplaces, equipment, devices and systems will be maintained in an efficient state, working order and good repair. Where appropriate a suitable system of maintenance will be established. Environmental Factors – Enclosed workspaces will be properly ventilated and kept at a reasonable temperature, regularly cleaned, not overcrowded and with adequate lighting. Rest and Welfare Facilities – The Company will supply rest facilities as required within the Regulations

Manual Handling – Use a safe method of lifting any article and get assistance if necessary. A major problem in office safety is the risk of fire and the resultant evacuation procedures have been developed to reduce this risk.

- a. Desks are to be kept tidy and staff trained to ensure that waste paper is disposed of regularly.
- b. In line with The Health Act 2006 enclosed areas will be designated and signed as 'No Smoking' areas. Designated smoking areas outside will be established as necessary; these areas will be away from any flammable materials.
- c. Staff should regularly check their own equipment to ensure that cables and connections on all electrical equipment are sound and that the equipment is earthed.

In respect of display screen equipment, when selecting equipment Liquid Applied Membranes Ltd will take into account the working conditions and risks within the workplace. The equipment is to be suitable for the intended use and properly maintained. Adequate information, instruction and training will be given.

The Administrative Director is responsible for ensuring that DSE workstation assessments are undertaken. Advice is available from our safety advisors for this process. Assessments follow the checklist guidelines as found within the DSE Regulations and guidance.

---

The assessment control measures will include the need for regular breaks from the works. Users are determined and informed of the availability of free eye and eyesight tests by the **Managing Directors** who shall arrange such tests upon request.

## **27. General Site Safety**

The following details should be viewed as a guide only and not a definitive statement on the safe working practice to adopt whilst utilising the equipment/work activity.

Foremen are to ensure that pre use checks are conducted on all work equipment (eg hand held tools, 110v electrical equipment (tools, generators & leads), ladders and harnesses etc) on a daily basis, and prohibit the use of any equipment that does not meet the minimum safety standards as outlined by the manufacturer's instructions / user handbook. **Site Supervisors** are to ensure that these pre use checks are recorded within their site briefing pack.

### **Safe Access**

All access routes must be kept free from obstruction and, where necessary, lit. Work areas must be kept tidy and materials stored safely. Nails protruding from timber must be hammered down or removed.

### **Ladders**

Ladders must be in good condition, based on firm level ground, properly angled (1 unit out for every 4 units up), tied near to the top and extend 1.05m above the stepping off point less there is a suitable handhold. Unsecured ladders must be footed. Ladders should be considered as means of access and egress and not suitable places of work unless that work is light in nature and of a short duration (nominally up to 30 minutes in duration). Care must be taken when carrying, moving or erecting a ladder near overhead electrical cables which may be uninsulated. Always carry ladders horizontally to reduce the risk of electric shock from overhead cables and danger from any other overhead obstruction.

### **Scaffolds**

A reputable scaffolding contractor employing suitably certified staff (a member of the NASC) will erect scaffolds. Scaffolds must not be altered or interfered with by company employees or sub-contractors. Exceptionally, other personnel under the supervision of competent persons may erect bandstand or proprietary tower scaffolds. All working platforms must be fully boarded out and if must have guardrails and toe-boards and brick guards must be fitted where necessary to prevent materials from falling. These types of scaffold must not be excessively loaded.

All recently erected scaffolding must have a certificate of completion from the erection team and be inspected by the Supervisor before anyone is allowed to work from it. Scaffolds will also be inspected weekly and the results recorded on the appropriate form.

### **Electricity - Construction Site Works**

110v temporary electrical supply will normally be provided and 110v tools and equipment used wherever practicable. All cables and connections must be checked to ensure that they are sound. Waterproof fittings must be used for any external work. Trailing lead tripping hazards are to be avoided. Electrical equipment and appliances shall be tested with a frequency determined by a competent person, and the date and nature of the test recorded.

## Other Work Areas

If 240v electrical supply is used then Residual Current Detectors (RCD's) are to be fitted either to portable tool, extension lead(s) or wall-mounted socket. Regular operational checks are to be made by the user on all protective devices to ensure safety.

The use of 110v is the preferred standard on construction/civil engineering sites and should, where appropriate, be adopted and referred to in all relevant sections as being the standard for the Company.

## Security

Sites must be secure at the end of each working day, and at any other time that the site is to be left unattended. Where there is an enhanced risk of children using ladders or scaffolds to climb to high levels, access at ground level should be prevented by a barrier at least 1.5m high securely fixed to the base of the ladder or scaffold. All ladders giving access to elevated areas via scaffold etc should be removed from site or stored in a secured compound.

## 28. Pre-start planning

We rarely undertake the role of principal contractor in accordance with the CDM regulations but fully accept our responsibility as contractors. Irrespective of these regulations we shall plan our site works carefully to reduce health and safety risks. The Contracts manager and Contracts director / surveyor / estimator shall evaluate enquiries and sections of pre-construction information received for risks identified. They shall also visit site and request surveys (buried services / contaminated ground etc) and undertake the initial risk assessment process, ensuring that adequate resources for control measures to be applied are available within the tender sum, and then to ensure the resources are provided to complete projects won.

Tenders replies will be sufficient to cover methods of working and adequate welfare facilities. At the planning stage, action will be taken to ensure compliance with all relevant regulations. In particular:

- a. Adequately trained management and operatives.
- b. The most appropriate order and method of working.
- c. The drawing up of Hazard/Risk Assessments where necessary.
- d. Method statements as required.
- e. The arrangements for a safe supply of electrical power and the provision of adequate lighting.
- f. Allocation of responsibilities with sub-contractors.
- g. Discussions with sub-contractors as to control and supervision of safety on site.
- h. Nomination of an overall safety supervisor for the site.
- i. The prevention of hazards which might arise from overhead or underground services.

- 
- j. Facilities for welfare and first aid suitable to the site.
  - k. Adequate fire precaution and permits to work if necessary.
  - l. Identification of and planning for any special risks relevant to the contract.

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.

Additional pre-construction responsibilities of the **Managing Director** are:

- a. To check over working methods and precautions with site management before work commences.
- b. 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.
- c. To ensure that contractors have the necessary equipment and expertise to enable them to carry out their day to day activities in a safe and competent manner.
- d. To organise the provision of protective clothing and equipment.

## **29. Working as a Contractor**

To allow us to comply to Regulation 19 of the CDM Regulations 2007 we would first check that we have received from the principle contractor (PC) sufficient details from the Construction Phase H&S Plan (including site rules) which will aid us in our planning for works contracted and to enable us to brief our workforce on site requirements prior to reporting for work.

We will then ensure that the PC is provided with copies of our risk assessments and applicable methods statements, paying particular attention to bring to the attention of the PC any parts of our work that may affect the H&S of others. We would expect our risk assessments and method statements to be sanctioned by the PC; or comments to be raised by the PC if our methods of work were inappropriate or inconsistent with the site rules. We would naturally then make any appropriate amendments.

We will not sub-contract any works without the prior permission of the PC and then only after the relevant competency checks had been made by ourselves in pursuance of complying with the core criteria for demonstration of competence checks as laid down by Appendix 4 to the CDM Regulations 2007.

We will expect the PC to provide induction training for our employees who are to work on site and we will ensure that measures are put in place to ensure their prompt attendance; our operatives will ensure that they fully comply with the wishes of the PC at all times, reporting any finding that may be beyond their control. We conduct regular refresher training and toolbox talks to ensure that our staffs are reminded of the need to work in a safe manner.

In addition we will report to RIDDOR any death, injury, condition or dangerous occurrence and inform the PC in a timely manner.

---

### 30. Mobile telephones

The Company is becoming increasingly concerned regarding the use of mobile telephones while employees are driving Company vehicles.

In line with legislation, we **prohibit** the use of hand-held phones while driving on company business. They can only be used when safely parked, with the engine switched off, before commencing communication, whether the medium is speech, text or any other form of data transfer. Best Practice is to stop in a safe, legal place, with the engine switched off to take calls even with a hands-free phone kit fitted. Drivers can be prosecuted using a hands free phone if they are driving in an inappropriate way without due care and attention.

Hands free mobile conversations should only take place when traffic conditions make it safe to do so. If it is not safe, calls should be ignored or terminated. It is preferable for calls to be taken by the answer phone function and replied to when the driver has reached their destination.

Drivers of cars fitted with hands free kits will be able to use these taking into account the following guidelines:

- a. Incoming calls to be kept brief.
- b. Outgoing calls to be made via the automated pre-programmed dialling facility.
- c. Use the phone's features to minimize distraction e.g. voicemail etc.
- d. Do not take or make calls when roads, traffic or weather conditions are poor.
- e. Keep calls short and never argue or negotiate

**Individuals found in any breach of these guidelines will be subject to disciplinary action.**

### 31. Drugs and alcohol

The Company does not permit the consumption of alcohol during working hours and forbids the use of illegal drugs. Operatives are reminded that alcohol, on average takes one hour per unit to be processed from the body, and therefore care must be taken to ensure that you are not still under the influence of alcohol when reporting for work; therefore care should be taken with regard to the amount that is consumed during the previous evening.

The Company reminds all employees that the consumption of alcohol on company premises or sites is strictly forbidden. In addition, any employee attending working whilst suffering from, or suspected of suffering from, the effects of alcohol will be dismissed from site and sent home.

It is also forbidden to drive any Company vehicle while under the influence of alcohol even during non-working hours.

The consumption of any illegal or non-medicinal drug whilst on Company premises or sites is also strictly forbidden. Any employee suffering from, or suspected of suffering from, the effects of illegal or non-medical drug abuse will be dismissed from site and sent home.

Any employee taking a legitimate drug (prescribes or bought over the counter) must take into account its effects and where necessary, must not drive or operate plant or machine where this

---

would put himself or others in danger. Employees are to ensure that a superior company manager is informed in all cases.

**Any individual or contractor found or suspected of alcohol or drug abuse will be dismissed from site without further pay, and where necessary, their contract will be terminated**

## 32. Asbestos

The **Managing Director** shall ensure that an asbestos survey is undertaken throughout our premises and advice sought for removal, encapsulation, and control is sought for any asbestos containing materials (ACM's). ACM's shall be highlighted where retained and a register shall be drawn up to identify locations to contractors that may work on our premises.

We are fully aware of the duties and parameters placed upon us by the Control of Asbestos Regulations 2012.

Additionally prior to commencement of any works on sites, Operatives and Contractors are to ensure that they ask to see a copy of the Asbestos Register for the site. This is not applicable in Domestic Premises, therefore if there is any doubt about whether a material has any Asbestos content then it should be treated as if it were Asbestos and it should not be disturbed.

Our operatives will not work with any ACM and as such we will expect the area to be free of Asbestos prior to the commencement of any of our Works. Our operatives are also aware of how to recognise ACM and where it may be found. They have been trained and receive regular tool box talks to remind them of the hazards and risks associated with such materials.

Under the Control of Asbestos Regulations 2012, the Company has a duty to:

- a. Make employees aware of the dangers of asbestos.
- b. Identify possible asbestos on sites by enquiry and survey.
- c. Arrange the safe removal and disposal of asbestos by a licensed contractor

Liquid Applied Membranes Ltd is **NOT** licensed under the Control of Asbestos Regulations 2012 for the removal or disposal of any material containing asbestos.

Any material discovered on site that is know or **suspected** to contain asbestos must be left intact and immediately reported to the Supervisor or Agent in charge. Examples include asbestos cement sheeting, insulation board, cladding and sprayed lagging on pipes etc.

We will expect any Agent / Supervisor to arrange for a licensed asbestos disposal contractor to sample, analyse and prepare Method Statement and Risk Assessment for its safe removal and disposal to a suitably licensed waste facility prior to any works being undertaken by our employees or contractors.

Where asbestos material is identified in tender documents or pre-contract surveys, a licensed contractor will be arranged before hand in consultation with the client or principal contractor.

Asbestos awareness will be included in site safety briefings and in operative safety training programmes.

---

The Company is not aware of any asbestos materials in its current premises and should it become aware of any such material in the future will report it to staff occupying those buildings, and contractors who may undertake work there. Where there is a significant risk to health, the Company will arrange to contain or remove the material using a licensed contractor.

In accordance with the Asbestos Regulations 2012, the Company undertakes not to purchase install or re-use any asbestos based products in its Contracts, premises, plant or vehicles.

### **33. Traffic management**

Our **Site Supervisors** shall ensure that he is aware of client traffic management plans and ensure that all of our staff adheres to the controls enforced on site.

### **34. Emergency Procedures**

While we recognise that many of our work activities are low risk, some however may represent a higher risk than would be acceptable, the severity of any incident could be high however the likelihood of such a hazardous event occurring would be low. In this case we will develop and practise emergency plans when identified as a requirement via the risk assessment process. Examples where we anticipate the need for an emergency plans are:

- a. Fire
- b. First Aid
- c. Environmental Damage / Pollution and Contamination
- d. Road Traffic Incident
- e. Excavation Collapse
- f. Falling in a harness
- g. Failure of a MEWP
- h. Any other reason that may come to our awareness from time to time that requires an emergency plan

These emergency plans will form part of our site briefing packs and Supervisors are to conduct regular Tool Box Talks and ensure a full understanding by all employees prior to commencement of works.

### **35. Induction Training**

All employees (incl our contractors) will complete an in-house health and safety training induction programme on the first day of employment / contract. This will be held at the office for all new starters and new contractors. This will include an awareness of the company health and safety policy, company rules & procedures and will take into consideration the general risks from our activities.

We also recognise that members of staff may be redeployed to alternative positions within the company from time to time. We will make suitable and sufficient provision in the way of retaining for these personnel, which will meet his specifics of their new function.

The HR Director is responsible for arranging that this training, which may include on request assistance from our safety advisors. The induction programme is a documented process, signatures from the employers' representative who conducts the training and the inductee will be gathered. These records will be kept on the respective individual personnel files.

---

During induction, evidence of training will be sought from individuals. Typical examples of evidence that is acceptable are CPCS cards for plant operatives, IPAF or PASMA Cards for MEWP operatives and relevant CSCS cards for tradesmen who require using powered tools and equipment etc. All our Fencing Operatives will hold the FISS/CSCS Card issues under the CSCS associate scheme by LANTRA.

Induction shall make specific provision to inform all new starters of:

- a. Office and yard safety procedures and workplace familiarisation tour
- b. Fire and Emergency Procedures and evacuation assembly points
- c. Welfare Provision
- d. Organisation of Management Structure
- e. Driving Licence Check (checks with occur 6 monthly)
- f. Competence Check & authenticate Competency Cards
- g. Daily Work Timings
- h. Issue of PPE
- i. Location of First Aid & fire Fighting equipment, First Aiders & Fire Wardens
- j. Reporting Procedures for near miss, incidents, accidents, and hazards encountered
- k. Environmental awareness and procedures
- l. Pay
- m. Discipline and Grievance
- n. Sickness Procedures
- o. Holiday Applications

The subjects quoted above are not in isolation and may be added to within our Induction procedure document.

### **Site Inductions**

All of our employees (incl our contractors) shall report to the principal contractor site office to receive induction training on the first visit to site. We will expect the PC to provide induction training for our employees who are to work on site and we will ensure that measures are put in place to ensure their prompt attendance; our operatives will ensure that they fully comply with the wishes of the PC at all times, reporting any finding that may be beyond their control.

If we are working independently the working **Site Supervisors** shall provide site-specific works brief / induction training on site during the first day of the operative's involvement of any given project.

Necessary refresher or tool-box-talk training shall be undertaken by our Contracts Manager as required.

### **36. National Language Barriers**

Where workers whose first language is not English we will endeavour to take all reasonably practical measures to induct and integrate those individuals within our company. Communication and consultation processes will be developed to ensure the timely provision of information to ensure that we comply with our Employers duties under the HSWA '74 and the requirements of the Management of Health and Safety at Work Regulations 1999. Where reasonably practical and appropriate we will provide a combination of the following:

- a. Interpreters.
- b. Ensuring a bilingual member is deployed as required in each team where there is a requirement.
- c. We will use multilingual safety critical documents and signs.
- d. Provision of multilingual training to other staff as required.
- e. Use pictograms instead of written instructions as appropriate.

We also recognise that similar facilities may be needed for visitors and delivery drivers whose first language is not English.

### **37. Lone Working**

It is company policy that no individuals conduct work without colleague support where the risks are identified to pose a threat to the safety and health of any of our employees or subcontractors, member of the public or where it would be deemed to be dangerous to the environment.

It is however recognised that on occasion employees may be required to conduct low risk work alone.

Lone working will only be sanctioned by a senior member of the company (director level) and only then, when the risks have been proven to be low or negligible, having conducted an appropriate risk assessment.

Procedures will then be adopted to ensure that persons conducting this type of work are contacted on a regular basis, their routes and timings recorded and a close down procedure for the end of the day formalised, prior to any permissions being granted and the actual commencement of works.

## ENVIRONMENTAL POLICY

**Liquid Applied Membranes Ltd** recognises that its building and construction related activities have environmental implications.

It is therefore the policy of the Company to:-

- ◆ Aspire to reduce environmental damage and increase, where possible, the opportunities for environmental gain.
- ◆ Comply with legal requirements
- ◆ Seek to find our work in an environmentally friendly manner to minimize the effects to Air, Flora, Fauna and Water Courses.
- ◆ Encourage all employees and Contractors to avoid and prevent environmental damage and to act as good neighbours to those affected by building and construction activities and to respect the views of any other interested party.
- ◆ Provide and exhibit this policy at 12 monthly intervals
- ◆ We endeavour where possible to use sustainable sources for the procurement of wood and the other raw products that we use during our undertakings.

For the implementation of this policy the following organisation and arrangements apply:

The **Site Supervisors** on site or at place of work will be responsible for the implementation of the Company Environmental Policy, and will ensure that:-

- ◆ All work is carried out in accordance with all relevant Acts, Regulations, and Company Policy and procedures, as defined in the Staff Health and Safety Manual, COSHH Manual, Safety Plans and other company/safety consultant instructions.
- ◆ Waste is removed in accordance with legislation by registered carriers to licensed tips
- ◆ Measures are taken to control ground, river and coastal water pollution
- ◆ Measures are taken to control noise pollution
- ◆ A good neighbour policy is implemented
- ◆ Comply with international protocol by ensuring that ozone depleting gases such as CFC's and halons are not discharged to atmosphere
- ◆ All materials wastage is minimised, recycling options promoted, and water, paper and energy conserved
- ◆ Wildlife, habitats, flora and fauna, archaeological and heritage sites are protected as appropriate

- ◆ All incidents detrimental to the Environment are investigated, reported and preventative action taken against repetition.

**The Company will:**

- ◆ Reduce exhaust pollutants from vehicles by operating all cars on unleaded fuel and by progressively fitting catalytic converters
- ◆ Seek to conserve the use of energy, water and paper and promote the use of recycled materials at its offices stores and depots.

The **Site Supervisors** will be responsible for bringing to the notice of management any deficiency observed and for providing guidance, information and training.

Within the organisation, arrangements will be made to submit environmental reports and discuss environmental matters at Board Meetings, Safety and Safety & Environmental Management meetings, and within Safety Meetings held throughout the company.

The **Managing Director** is responsible for the implementation of this policy.

## HEALTH AND SAFETY LEGAL REQUIREMENTS

Order	Health and Safety at Work etc Act 1974	Significant Applicable Regulation	
		Yes	No
1.	Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (as amended 2005)		✓
2.	Carriage of Dangerous Goods by Road Regulations 1996		✓
3.	Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (as amended)	✓	
4.	Confined Spaces Regulations 1997	✓	
5.	Construction (Design and Management) Regulations 2007	✓	
6.	Construction (Head Protection) Regulations 1989	✓	
7.	Control of Asbestos Regulations 2012	✓	
8.	Control of Lead at Work Regulations 2002		✓
9.	Control of Noise at Work Regulations 2005	✓	
10.	Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended)	✓	
11.	Control of Vibration at Work Regulations 2005	✓	
12.	Controlled Waste (Registration of Carrier and Seizure of Vehicles) Regulations 1991	✓	
13.	Corporate Manslaughter and Corporate Homicide Regulations 2007	✓	
14.	Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002		✓
15.	Disability Discrimination Act 1995 as amended (Refer to Equality Act 2010)	✓	
16.	Electrical Equipment (Safety) Regulations 1994	✓	
17.	Electricity at Work Regulations 1989	✓	
18.	Employers Liability (Compulsory Insurance) Act 1969	✓	
19.	Employers Liability (Compulsory Insurance) Regulations 1998	✓	
20.	Environmental (Duty of Care) Regulations 1991	✓	
21.	Environmental Protection Act 1990	✓	
22.	Equality Act 2010	✓	
23.	Food Safety Act 1990		✓
24.	Gas Safety (Installation and Use) Regulations 1998		✓
25.	Health and Safety (First-Aid) Regulations 1981	✓	
26.	Health and Safety (Consultation with Employees) Regulations 1996	✓	

	Health and Safety at Work etc Act 1974	Significant Applicable Regulation	
		Yes	No
27.	Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)	✓	
28.	Health and Safety Information for Employees Regulations 1989	✓	
29.	Health and Safety (Safety Signs and Signals) Regulations 1996	✓	
30.	I.E.E. Wiring Regulations 17th Edition and Guidance	✓	
31.	Ionising Radiations Regulations 1999		✓
32.	Lifting Operations and Lifting Equipment Regulations 1998		✓
33.	Low Voltage Electrical Equipment (Safety) Regulations 1989	✓	
34.	Management of Health and Safety at Work Regulations 1999 as amended	✓	
35.	Manual Handling Operations Regulations 1992 (as amended)	✓	
36.	New Roads and Streetworks Act 1991		✓
37.	Occupiers' Liability Act(s) 1957 and 1984		✓
38.	Pressure Systems Safety Regulations 2000		✓
39.	Personal Protective Equipment Regulations 2002	✓	
40.	Provision and Use of Work Equipment Regulations 1998	✓	
41.	Regulatory Reform (Fire Safety) Order 2005	✓	
42.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) revision 2013	✓	
43.	Railways & Other Guided Transport Systems (Safety) Regulations 2006 (amended)		✓
44.	Safety Representatives and Safety Committees Regulations 1977		✓
45.	Supply of Machinery (Safety) Regulations 1992, as amended 1994		✓
46.	Smoke-free (Premises and Enforcement) Regulations 2006	✓	
47.	Smoke-free (Signs) Regulations 2007	✓	
48.	Smoke-free (Exemptions and Vehicles) Regulations 2007	✓	
49.	Work at Height Regulations 2005	✓	
50.	Special Waste Regulations 1996		✓
51.	OHSAS 18001:2007		✓
52.	ISO 9001:2008		✓
53.	ISO 14001:2004		✓

---

	Reference Publications		
55	Health and Safety in Construction HSG 150	✓	
56	Managing Health and Safety in Construction L144	✓	
57	ACoP Leptospirosis	✓	