NOTEBOOK CONSTRUCTION LTD

Notebook Construction Ltd

Health and Safety Policy

Revision 1
June 2023

DOCUMENT STATUS

Issue No	Amendment – Update	Date	Next Review	Completed By
1	New Issue	June 2023	June 2024	Damien Fish

Table of Legislation

Legislation	Abbreviation	HSE Guidance
Health and Safety at Work Act 1974	HASWA	http://www.legislation.gov.uk
Health & Safety Offences Act 2008	HASOA	https://www.legislation.gov.uk/ukpga/2008/20/contents
Classification, Labelling and Packaging of Chemicals Regulations 2015	CLPR	http://www.legislation.gov.uk/uksi/2015/21/pdfs/uksi_20150021_en.pdf
Management of Health and Safety at Work Regulations 1999	MHSWR	http://www.hse.gov.uk/pubns/books/l21.htm
Personal Protective Equipment at Work Regulations 1992	PPE	http://www.hse.gov.uk/pubns/books/l25.htm
Provision and Use of Work Equipment Regulations 1998	PUWER	http://www.hse.gov.uk/pubns/books/l22.htm
Construction Design & Management Regulations 2015	CDM	http://www.hse.gov.uk/pubns/books/l153.htm
Lifting Operations & Lifting Equipment Regulations 1998	LOLER	http://www.hse.gov.uk/pubns/books/l113.htm
Control of Noise at Work Regulations 2005	CONAWR	http://www.hse.gov.uk/pubns/books/l108.htm
Control of Vibration at Work Regulations 2005	COVAWR	http://www.hse.gov.uk/pubns/books/l140.htm http://www.hse.gov.uk/pubns/books/l141.htm
Control of Substances Hazardous to Health Regulations 2002	COSHH	http://www.hse.gov.uk/pubns/priced/l5.pdf
Control of Asbestos Regulations 2012	CAR	http://www.hse.gov.uk/pubns/books/l143.htm
Control of Lead at Work Regulations 2002	CLWR	http://www.hse.gov.uk/pubns/books/l113.htm
Confined Spaces Regulations 1997	CSR	http://www.hse.gov.uk/pubns/books/l101.htm
Electricity at Work Regulations 1989	EAR	http://www.hse.gov.uk/pUbns/priced/hsr25.pdf
Working at Height Regulation 2005	WAHR	http://www.hse.gov.uk/pubns/indg401.pdf http://www.legislation.gov.uk/uksi/2005/735/contents/made
Health & Safety Consultation with Employees Regulations 1996	HSCER	http://www.hse.gov.uk/pubns/books/l146.htm
Health & Safety Display Screen Equipment Regulations 1992	HSDSER	http://www.hse.gov.uk/pubns/books/l26.htm
Health & Safety-First Aid Regulations 1981	HSFAR	http://www.hse.gov.uk/pubns/books/l74.htm
Reporting of Injuries Diseases & Dangerous Occurrences Regulations 2013	RIDDOR	http://www.hse.gov.uk/pubns/indg453.pdf
Health & Safety (Safety Signs & Signals) Regulations 1996	HSSSSR	http://www.hse.gov.uk/pubns/priced/l64.pdf
Manual Handling Operations Regulations 1992	MHOR	http://www.hse.gov.uk/pubns/books/l23.htm
Safety Representatives & Safety Committees Regulations 1977	SRSCR	http://www.hse.gov.uk/pUbns/priced/l146.pdf
The Regulatory Reform (Fire Safety) Order 2005	RRFSO	http://www.communities.gov.uk/ http://www.legislation.gov.uk/uksi/2005/1541/contents/made

1. HEALTH & SAFETY MANAGEMENT SYSTEM

The Managing Director accepts that he is ultimately responsible for the actions of the Company under his control. However, he clearly cannot be responsible for every aspect of Health and Safety but must delegate these duties to others within the Company. The organisation chart shows the basic structure of the Company and outlines the way in which this is delegated to the senior staff together with their areas of responsibility.

NOTEBOOK CONSTRUCTION LTD have appointed DCF Safety Services Ltd to assist the Managing Director in fulfilling his duties under the Management of Health and Safety Regulations 1999.

With regard to driving Health and Safety forward, there must be strong commitment from the Directors and senior managers. The Managing Director has shown this commitment in the Company's Health & Safety policy statement. The following diagram illustrates the basic building blocks of a progressive Health and Safety management system. The Company's procedures are based on this accepted model.

2. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of THE NOTEBOOK CONSTRUCTION LTD, that operations carried out by the Company are in accordance with the requirements of the Health and Safety at Work Act 1974, both in the spirit of the act and its legal obligations. The Company accepts its responsibilities towards its employees and any other person who may be affected by the work undertaken by the Company. The Company will ensure the work under its control is carried out in such a way as to minimise the risk to the Health & Safety of its employees and any other person who could be affected.

DASHNOR TROCI has been nominated as the Director responsible for implementing this Policy and his duties, and that of other Directors and all employees are detailed in the Company's Safety manual.

All managers shall familiarise themselves with their duties as detailed in the Health & Safety Manual, and all employees have a part to play if high standards are to be achieved and maintained.

The Company requests that all employees take a pro-active role in improving Health & Safety performance and encourages suggestions on how methods of work can be improved. The duty of employees is explained in the Company's Safety manual and at the Health & Safety induction talk on first joining the Company. This will be reinforced through general Health & Safety awareness training courses when the Company's working procedures and the contents of the Company's Health & Safety manual will be brought to the attention of the employee.

The Company will provide safe plant, equipment and tools that conform to EC, BS and other relevant standards and that safe systems of work are in place and followed. With regard to the safe handling of substances the Company has COSHH procedures in place to ensure safe practices when handling hazardous substances. In this way the Company will ensure that they will provide a safe place of work and a safe working environment for its employees and ensure that other persons are not adversely affected by the Company's work.

These safe systems of work are underpinned by a strong commitment to training and the Company will review staff training needs on an annual basis. DASHNOR TROCI will ensure a suitable budget is allowed for employee training and retraining.

The operation of this Policy will be monitored by DASHNOR TROCI assisted by DCF Safety Services Ltd who is available to advise all employees on matters relating to Health and Safety.

This statement is to be displayed in a prominent position at all work locations and sites. A copy of the Company's Health & Safety Manual with full details of the organisation and arrangements for implementing the Policy will also be available at each work location and site, for reference by any employee.

This Policy Statement and the Health & Safety Manual will be reviewed by DASHNOR TROCI on an annual basis and updated as either legislation changes or working practices change.

Signed Dashnor Troci Dated 19/07/2023

DASHNOR TROCI
Managing Director

3. ORGANISATION CHART

4. DUTIES & RESPONSIBILITIES

4.1 Duties of the Managing Director

The Managing Director is responsible for:

- Allocating adequate resources to Health and Safety issues so that all staff know what is required of them under this Policy.
- Ensuring that he is aware of the current standards with regard to Health and Safety issues which may affect the Company.
- Setting targets and objectives with regard to Health and Safety and receiving reports on how these objectives are being implemented and achieved.
- Continually reaffirming the Company's commitment to Health and Safety issues through his every day role within the Company and the interaction with other Company Directors and staff.
- Providing a Company statement on any issue of Health and Safety which requires a formal statement.
- Having regular meetings with the Directors and senior managers allocated responsibility for Health and Safety with a view to reviewing performance in the last period, setting objectives for the next period, and receiving feedback in general on Health and Safety issues.
- Ensuring he is informed of and agrees with any correspondence to/from the Health & Safety Executive.
- Ensuring there is adequate Health and Safety advice and awareness at all levels of the Company.
- Ensuring that all employees are made aware of the Company's Health and Safety Policy and that they receive adequate training and consultation to enable them to satisfy their roles and this Safety Policy.

4.2 Duties of Directors and Other Senior Managers

Directors and other Senior Managers should implement the Policy by:

- Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- Ensuring that the CDM Regulations are followed and the necessary Health and Safety Plans, risk assessments and method statements in consultation with the Company Safety Advisor are produced and brought to the attention of the relevant people.
- Ensuring staff at all levels receive appropriate training.
- Monitoring Health and Safety performance through site meetings, actioning of the Health & Safety Advisor's reports, and responding to actual site conditions observed when on routine site inspections.
- Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- Liaising with the Company's Health & Safety Advisor and taking charge of problems which cannot be resolved at site level, especially with regard to the control of sub-contractors.
- Setting a good personal example and having adequate knowledge of Health and Safety legislation relating to the Company's work.

4.3 Duties of Office Managers and Office Supervisors

The duties of the office manager or office supervisor are to:

- Understand the Company's Health and Safety Policy and to ensure that it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- Have adequate knowledge of the Health & Safety at Work Act and that persons under their control are adequately trained to enable them to carry out their duties.
- Ensure that adequate arrangements are made with regard to fire precautions, first aid equipment, trained first aiders or appointed persons, and that the procedures to be followed in an emergency are all in place.
- Ensure that adequate arrangements are made for employees using VDU equipment with regard to workstation, rest periods etc.
- Ensure that adequate arrangements are made for the provision for welfare facilities.
- Carry out (or arrange for others to carry out) induction talks for new employees or temporary employees.
- Ensure any accident/incident is reported in accordance with Company Policy.
- Set a good personal example at all times.

4.4 Duties of All Site Staff and Operatives

The Health & Safety at Work Act 1974 requires that all employees and self-employed persons should take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enable the Company to comply with its statutory duties.

In particular, all Site Staff and Operatives can assist by:

- Taking a pro-active role in assessing the Company's Health & Safety performance and suggesting ways (via their manager or Safety committee) in which improvements can be made.
- Using of the appropriate protective equipment (i.e., head protection, eye protection, hearing protection, footwear etc.) as required for the job.
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant and equipment, together with any unsafe acts to their immediate supervisor.
- Not operating any plant or carrying out any task for which they have not been trained or are unfamiliar.
- It is important that all site staff and operatives feel capable of doing the task in which they are involved. If they have any doubt they should inform their immediate supervisor.
- **CHANCES ARE NOT TO BE TAKEN, IF IN ANY DOUBT ASK A SUPERVISOR.**

5. TRAINING

5.1 Employees

The Managing Director in consultation with the advice of the Company Safety Advisor and other senior Managers will carry out regular review of Health & Safety training needs and will produce a training programme for all levels of staff. In carrying out the review, particular attention must be taken with regard to persons whose roles have changed, possibly due to a change in their scope of work, or possibly due to changes in legislation. Employees taking on additional responsibilities may need additional training. The training needs will be agreed by the Board and budgets allocated. The Managing Director and Company Safety Advisor will monitor that the training schedule is completed. Training will be discussed at the weekly contract manager meetings.

5.2 Capabilities & Training

When the Company appoints an employee to a new position on initial recruitment, or new appointment due to promotion or an interdepartmental move, due consideration will be given to the employee's own capabilities, both physical and mental.

All employees shall be provided with adequate Health & Safety training, where identified through risk assessment or upon the request of the person:

- On initial appointment.
- On being exposed to new or increased risks due to:
  - Transfer or new appointment or responsibilities within the Company.
  - The introduction of new equipment or a change in the use of equipment.
  - The introduction of new technology, working practices or legislation.
  - The introduction of a new system of work or changes to an existing system.

All training shall be repeated periodically to take into account, new guidance legislation, new or changes to risks to Health and Safety. All training shall take place during normal working hours and no additional costs shall be levied against employees for any Health & Safety training.

5.3 Site Induction Training

The Site Manager (or his delegated representative) will carry out induction training for all new arrivals to site, informing them of the significant risks identified in the Health and Safety Plan together with the site's emergency and first aid procedures. He will also cover:

- The significant risks and precautions to be taken.
- The PPE requirements.
- Where/how to obtain additional PPE as required.
- Details of site emergency procedures.

- Details of site welfare arrangements.

- Details of any method statements relevant to the actual work the person is involved in.
- The site rules in general.

Confirmation of the induction talk will be recorded in the induction register and a induction form must be completed (This is in addition to the Principle Contractor Induction).

5.4 Plant Operatives

All plant operatives will be trained and certified in accordance with the training schemes run by the CITB, National Plant Register, or to a similar standard. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required. Records will be maintained in the Company office.

5.5 Toolbox Talks

THE NOTEBOOK CONSTRUCTION LTD will adopt the policy of delivering toolbox talks on all of its sites. The Site Manager will arrange for toolbox talks to be delivered normally on a fortnightly basis. The subjects will vary depending on the activity, prevailing circumstances or HSE initiatives. Site Supervisors are trained to CITB standards and are capable of conducting these talks using the CITB toolbox talk folder.

6. MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE

The Managing Director, the Company Health & Safety Advisor and other staff nominated will monitor the implementation of the Company's Health and Safety Policy and will review the Company's performance. To assist in this role, there will be a formal report produced at six monthly intervals and the report will:

- Review of any significant accidents or incidents - is a procedural change required?
- Review of any criticisms from HSE, clients or other parties - is a procedural change required?
- Review of the last period's "Safety objectives". Have they been achieved?
- Review any new legislation, guidance notes, or HSE initiatives.
- Review the Company's Health and Safety Policy document and working procedures as appropriate.
- Review training requirements.
- Set Health and Safety objectives for the next period.

On an ad hoc basis, the Health & Safety Advisor will carry out audits of the Company's procedures and will submit a formal report to the Managing Director.

7. HEALTH & SAFETY INSPECTION & REPORT PROCEDURES

7.1 Weekly Inspections by Site Manager or Person in Charge

On each site the Site Manager (Supervisor) will undertake a general Health and Safety inspection of the work areas under his control. He can delegate this inspection to some other employee or even a sub-contractor's supervisor. In fact, there is a lot of merit in sharing the inspection responsibility with other supervisory staff so that they all feel they have ownership of the Health and Safety conditions on site, and they can all have an input through the inspection system as to which areas if any, need improvement.

Once the inspection has been completed, it is for the Site Manager to ensure that the necessary corrective action is taken, and this should be confirmed on the inspection checklist indicating when the item has been cleared. There is no need to formally submit the inspection checklist to the office, but they must be retained and filed on site.

7.2 Other Site Based Inspections

In addition to the general weekly Health and Safety inspection there are a number of statutory inspections such as:

- Weekly inspections of any scaffolding, edge protection or working platforms erected on the site structures to be recorded in the site register, in most cases this will be completed by the Principal Contractor. Scafftags, as required should be fitted to all structures. All work at height structures MUST be inspected prior to first use.
- Inspections of any excavation works. If the excavation is supported, stepped or battered this excavation, or any excavated area where a man is to enter, it shall be inspected prior to the start of each shift by the site supervisor with a daily entry recorded in the site register.
- Lifting Equipment arriving on site must be checked to ensure there is a current Thorough Examination Certificate for the item of plant, or if the plant is new, a Declaration of Conformity Certificate from the suppliers or manufactures. All equipment is to be entered onto the site register. If no such certificate is available, the plant should not be allowed onto site or be allowed to commence work until such certificate has been seen by the Site Manager. For normal lifting equipment, the requirement is for a 12 monthly re-examination, but if the item is used for raising or lowering people, the examination must take place at six monthly intervals.
- Lifting Equipment and plant in general should be inspected by a competent person (usually the driver or operator) on a weekly basis and an entry made in the site register.
- Plant operators must be trained. Therefore, Site Managers should check the training or competence certificates of all plant operatives when they arrive on site. There is a section in the site register to record such details. If the person cannot produce such evidence, they must not be allowed to operate plant. This applies to sub-contractors as well as to directly employed staff.
- Lifting accessories (chains, slings, shackles) must also have a current Thorough Examination Certificate. Such items require re-examination on a six-monthly basis.
- Personal Safety Harnesses are to have been thoroughly inspected at least every 6 months by a competent person, a daily before use check MUST be conducted by the user.
- Where equipment has been supplied by others RC Finishing employees are to ensure that the equipment is serviceable and must maintain that equipment at all times and report defects to the supplier of the equipment immediately.

8. REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

8.1 Data Protection Act

Accident reports are an item for consideration under the Data Protection Act. As such, any completed reports must be kept confidential and only seen by those persons authorised to do so. In practice this means that the old accident book has been replaced by an Accident Recording System which ensures compliance with these data protection requirements.

8.2 All Accidents and Incidents - Accident Record System and Form F2508

All accidents/incidents which occur on premises under the Company's control should be entered in the Accident Record System, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub-contractor, authorised visitor or member of the public. Completed report forms must be filed in a secure and confidential location or sent to the designated person (Company Safety Advisor) at the Company's office.

If as a result of an injury whilst at work the injured person requires medical treatment or cannot fulfil their normal duties, the incident may have to be reported to the appropriate enforcing authority using form F2508 or by telephone, fax or e-mail as detailed below. The Company Safety Advisor should be informed at the earliest opportunity and further guidance can be obtained. The requirements for reporting injuries and incidents are also described in the following sections.

If a person is off work for more than 3 days the Company Insurance Provider must also be informed

8.3 RIDDOR Reportable Accidents and Dangerous Occurrences

RIDDOR reportable accidents and dangerous occurrences can be reported to the HSE Reporting Centre by any of the following means:

- By telephone to: 0845 300 9923 (Major injuries and dangerous occurrences only)
- By e mail via: http://www.hse.gov.uk/riddor/

This applies to all industries within the UK irrespective of site location. The RIDDOR reporting centre will take details of the incident (note they will not process over 7 day injuries) and **they** will produce the form F2508 and they will send a copy to the employer of the injured person in the case of accidents or, to the principal contractor in the case of dangerous occurrences. If you report the incident by telephone, the operator will provide you with an incident number. It is important you record the incident number on the Accident Record System any subsequent correspondence relating to the incident.
The following sections give guidance as to the action the Managing Director must take if an incident occurs.

8.4 Incidents Involving Members of the Public and Unauthorised Visitors

If any member of the public or uninvited visitor is involved in an incident or is injured, details must be entered in the Accident Record System. Site Managers should also notify the Company Safety Director as soon as possible. In doing so you should discuss whether a full investigation is required by the Health & Safety Advisor and action accordingly.

If the incident has resulted in a member of the public or unauthorised visitor being taken to hospital (by whatever means) for treatment or attention, the incident must be reported to the Health and

Safety Executive by the quickest means (ie telephone or fax) and confirmed within 10 days on form F2508 or by telephone, fax or e mail to the RIDDOR reporting centre as detailed above.

8.5 Major or Fatal Accidents to Employees, Self Employed & Authorised Visitors

A major injury is defined as:

Where any person at work, as a result of a work-related accident, suffers—

(a) Any bone fracture diagnosed by a registered medical practitioner, other than to a finger, thumb or toe;

(b) Amputation of an arm, hand, finger, thumb, leg, foot or toe;

(c) There are numerous other categories and these can be found in the RIDDOR regulations,

.If a major Injury occurs the project manager should:

- Inform the Health & Safety Advisor immediately. They will advise you on the action to be taken.
- If the injured person is a sub-contractor, inform their employers of the accident.
- Enter the details in the Accident Record System and send the report to the nominated person at head office
- If the injured person is an employee or self-employed, the Company must report the incident to the enforcing authority. This can be by completing a form F2508 or by telephone, fax or e-mail to the RIDDOR reporting centre as detailed above. The Safety Director must also be informed.
- If the injured person is employed by someone else, then it is the duty of the **employer** of the injured person to report the injury (which can be done to the HSE reporting centre as described above) but it is essential for the Company to be given a with a copy of the F2508 so that the Company can be sure the accident has been reported. It is also a requirement of the CDM Regulations for contractors to provide the principal contractor with a copy of any relevant F2508.
- Inform the principal contractor if applicable and ensure they are given a copy of the form 2508.

8.6 Accidents to Employees Resulting in Absence from Work for 7 or More Days

Any accident to an employee which results in their necessary absence from work (or incapacity to work had they been required to work) for 7 or more days, but the degree of injuries is not contained in the major injury category listed above (weekends and bank holidays are included in the 7 days, the day of the injury occurring is not), the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at head office
- Report the incident to the RIDDOR reporting centre as detailed above **or clearly** request the Health & Safety Advisor to report the incident on your behalf.
- The Site Manager must ensure the Safety Director is informed.
- Inform the Principal Contractor if applicable and eventually give them a copy of the form F2508.

8.7 Accidents to Sub-Contractors Resulting in Absence from Work for 7 or More Days

If a sub-contractor's employee is injured and off-site treatment is required, then the Site Manager may not be aware that the sub-contractor has been absent for more than 7 days. The duty under RIDDOR is for the employer of the injured employee to report the accident, not the main or principal contractor. In such a situation the site manager should:

- Enter the details in the Accident Record System and send the report to the nominated person at Head Office and inform the injured person's employers.
- Request the Safety Director's office to send the standard letter about accidents to sub-contractor's employees (see appendix) to the sub-contractor Company.
- Inform the principal contractor if applicable and eventually give them a copy of the form F2508.

8.8 Industrial Diseases

There are a number of specified industrial diseases which must be reported to the Health and Safety Executive (Form F2508A). If such a situation is suspected, the Safety Director and Health & Safety Advisor should be contacted, and the Company will be advised accordingly. The following are some of the prescribed incidents which are reportable dangerous occurrences as defined under RIDDOR:

- Certain poisonings.
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.
- Other conditions such as: occupational cancer; certain musculoskeletal disorders and hand-arm vibration syndrome.

8.9 Dangerous Occurrences

There are a number of specified incidents which must be reported to the Health and Safety Executive "by the quickest practicable means." If an incident occurs which the Site Manager feels may be reportable, they should contact the Health & Safety Advisor who will advise accordingly.

The duty to report dangerous occurrences lies with the person in control of the premises or site ie the Principal Contractor. Again, the Health & Safety Advisor will fully brief the Company on this.

9. FIRST AID AND WELFARE REQUIREMENTS

9.1 First Aid Box - Site Operations

It is the Company's policy to have a trained first aider or an appointed person on all sites unless provided by other contractors. In general, this will be the Site Manager. Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

9.2 Welfare Facilities

The following will be provided as minimum facilities on all sites:

- A canteen, rest room or rest area, with facilities for warming food, boiling water for drinks and taking rest breaks.
- Facilities for storing and drying clothing & PPE
- A toilet unit.
- Facilities for washing including soap, towels, running hot and cold or warm water, and a sink of sufficient size to enable people to thoroughly wash their hands and fore arms.

All of the above facilities must be heated and provided with lighting as appropriate and kept in a clean and tidy condition. Within the rest area, there should whenever practicable be separate areas for smokers and non-smokers.

These facilities will satisfy the requirements of the Construction (Design & Management) Regulations 2015 and will be maintained in a clean condition and available to all site staff.

When a mains service connection is not practicable a containerised supply of water should be provided that are clearly marked "DRINKING WATER". This will only be acceptable as a temporary measure until full facilities are provided.

10. FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

10.1 Site Operations

The Company is aware of and follows the advice contained in ***The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation***, published by The Loss Prevention Council. All potential fire hazards should be identified in the fire risk assessments and steps will be taken to eliminate or minimise these risks. If the Company is principal contractor, then a fire Safety Plan will be produced which will form part of the overall project Safety Plan. This will be produced by the site manager.

10.2 Procedures for Serious & Imminent Danger & Danger Areas

Prior to commencement of works, the Project and Site Managers will undertake an inspection and assessment of the Client's or Principal Contractor's place of work to identify and ensure the Health Safety and Welfare of all persons directly and indirectly concerned with the project. Specific consideration is to be given that:

- Works being undertaken by the client or principal contractor do not pose significant risk to the works being carried out by employees or sub-contractors of THE NOTEBOOK CONSTRUCTION LTD. Where any such risk is identified suitable and appropriate procedures are to be agreed by all parties concerned before commencement of works.

- Works being undertaken by THE NOTEBOOK CONSTRUCTION LTD do not pose significant risk to the works being carried out by employees or sub-contractors of the Client or Principal Contractor. Where any such risk is identified suitable and appropriate procedures are to be agreed by all parties concerned before commencement of works.

- Where risk has been identified, all persons concerned shall undertake to establish and where necessary give effect to appropriate procedures to be followed.

- Employees and sub-contractors of THE NOTEBOOK CONSTRUCTION LTD are to be fully briefed on the Clients or Principal Contractor's arrangements and controls and for the persons responsible for carrying out the given duties.
- Employees and sub-contractors of THE NOTEBOOK CONSTRUCTION LTD are to ensure that all work areas under their control are suitably guarded and signed to warn of and prevent unauthorised access.

- The Client or Principal Contractor is to ensure suitable and appropriate arrangements are in place to warn and guard against unauthorised areas that may pose a threat to the Health, Safety and Welfare of employees and sub-contractors of THE NOTEBOOK CONSTRUCTION LTD.

- Where specific risks exist because of the Client's or Principal Contractor's undertakings or because of THE NOTEBOOK CONSTRUCTION LTD or their sub-contractors work practices, all persons exposed to these risks are to be informed of the nature of the hazard and of the controls and arrangements provided for their protection.

10.3 Specific Emergency Arrangements

Where through a specific risk assessment, detailed emergency arrangements are required from professional bodies within the industry or local emergency services, these shall be in place prior to the commencement of works.

The Contracts and Site Manager will liaise with the Client's or Principal Contractor's representative to ensure the planned arrangements are suitable and do not conflict with any existing arrangements.

Where required, detailed rescue procedures for work activities such as work at height and confined space shall be provided for by competent persons in the first instance by THE NOTEBOOK CONSTRUCTION LTD and the Client or Principal Contractor. Where it is identified through a risk assessment that more specialist advice or assistance is required, this will be done through direct contact with local external services ie first aid, emergency medical care and rescue work.

10.4 Offices

A fire risk assessment of the premises will be conducted by a competent person on an annual basis with an annual review conducted thereafter. An appropriate number of fire extinguishers together with fire alarm system will be provided at all main offices. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings.

The Company Safety Advisor will ensure the necessary arrangements are in place and monitored.

10.5 Maintenance of Fire Equipment

The Managing Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection of the various fire systems and fire extinguishers. He will also ensure fire/evacuation drills are carried out and any necessary records updated.

10.6 Training

The company is aware that suitable fire training is to be provided and will conduct and annual review of requirements and provide the necessary training where required.

11. CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

11.1 Outline of the Regulations

The Regulations place duties on all parties involved in construction work, from clients, through the design team and into construction contractors such as RC Finishing.

11.2 Company Appointed as a Contractor

When acting as a contractor on a project, whether appointed by the principal contractor or the Client, it is the Company's intention to fulfil its obligations and duties under the regulations by:

- Ensuring the client is aware of their duties.
- Satisfying itself that it and anyone the Company employs or engages are competent and adequately resourced.
- Planning, managing, and monitoring its work to ensure that workers under its control are safe from the start of their work on site.
- Ensuring that any contractor appointed or engaged to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Providing workers under its control (whether employed or self-employed) with any necessary information, including relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensuring that any design work done complies with regulation 11.
- Complying with any requirements listed in Schedules 2 and Part 4 of these Regulations that apply to its work.
- Co-operating with others and co-ordinating its work with others working on the project.
- Ensuring the workforce is properly consulted on matters affecting their health and safety.
- Obtaining specialist advice where necessary, when planning high risk-work – e.g., alterations that could result in structural collapse or construction on contaminated land.
- Provide information for the Health and Safety File.

12. RISK ASSESSMENTS STRATEGY

Companies are required to carry out risk assessments of all work activities being undertaken, to identify the risks to their employees, other work people and visitors or members of the public. As a result of this assessment, the risks can be categorised and the precautions that must be taken to control and minimise the risks can be evaluated. For high-risk situations, detailed method statements will be required.

The Company's approach to risk assessments is as follows:

Model Assessments - in the following section are details of the significant risks which will be encountered on a typical construction project undertaken by the Company, together with details of the standard Company procedures for controlling these risks. These procedures must be followed and enforced by the Site Manager.

Site Specific Risk Assessments - with each development, the Client, Principal Designer and Principal Contractor will indicate in the Health & Safety Plan, details of any site-specific risk assessments. At the start of site operations, the Director should: -

- Consult with the Principal Contractor and refer to the Health & Safety Plan and produce site specific risk assessments for any areas identified to be a specific risk.
- Check any generic risk assessments it intends to use and confirm that they are valid for this project.
- Bring the significant risks and precautions to be taken to the attention of the relevant employees, and contractors through the induction talks, toolbox talks and general liaison and consultation methods.

The Company Health & Safety Advisor will assist with risk assessments if required.

12.1 Risk Assessment in Practice

THE NOTEBOOK CONSTRUCTION LTD shall undertake to carry out suitable and sufficient assessments of the risks to the health and safety of its employees to which they are exposed to whilst at work and to the risks to the health and safety of persons who may be affected the Company's undertakings.

All assessments made shall be reviewed:

- At least on an annual basis.
- Where there is reason to suspect it is no longer valid.
- When there has been a significant change in the matters to which it relates.

All assessments will be carried out by a competent person or under the supervision of a competent person. For the risk assessment process, a competent person is a person with training, knowledge and experience of the work process, environment or condition being assessed. When carrying out or reviewing risk assessments the following process is to be applied:

- Ensure that the risk assessment is specific to the work practice, project, or operation for which it was submitted.
- Ensure that the author of the risk assessment is competent in the work practice/field for its intended use (or has consulted with the workforce).

- All foreseeable hazards associated with the work practice should be listed in order of priority or severity of impact.
- Persons who could be directly or indirectly affected or impacted upon are to be identified.
- Existing control measures and their adequacy should be identified.
- What is the likelihood of these hazards impacting or affecting those identified at risk and the likely outcome?
- Additional control measures required reducing the likelihood of harm or the impact on those identified at risk and the timetable for implementation.
- Has the risk been reduced to an acceptable level?
- Person responsible for ensuring the control measures are in place has been identified.
- Method of informing those at risk.
- Systems and procedures are in place to ensure that the risk assessment is periodically reviewed to ensure the safe systems are adequate.

12.2 Risk Prevention

The Company understands its responsibilities and duties for providing a safe place of work, safe plant and equipment and a safe working environment. In order for this to be achieved, the Company has adopted the principles of risk and hazard prevention as laid down in schedule 1 of the Management of Health and Safety at Work Regulations 1999:

12.2.1 Risk Avoidance:

- By using less hazardous substances such as paints or acids (as metal cleansers).
- Employing modern plant and equipment which is better guarded.
- Having in place, a preventative maintenance programme to ensure operator safety, equipment reliability and cost savings.
- Reduce processes where the risk assessment has identified high-risk activities. Many materials are now delivered pre-cut by suppliers to reduce cutting and manual handling operations.

12.2.2 Risk Assessment & Control

- At source by engineering controls and by employing collective protective measures.
- Where practicable employ segregation to enclose the work process or operation.
- Employing fixed guards on all fixed plant where practicable.
- Employing processes to minimise the release, or to suppress or contain airborne hazards such as water suppression for the cutting of masonry and other silica dust related products.
- Where practicable, employ plant and machinery which can be operated remotely or can be fed automatically.
- Always seek to employ collective rather than individual controls where practicable.

12.2.3 Risk Reduction:

- Developing, reviewing, and updating the Company's written safe systems of work for construction site-based work processes.
- The use of personal protective clothing and equipment.

12.2.4 Employment of new Technologies:

- Where practicable, using new and updated plant, equipment, and work practices in accordance with current knowledge, legislation and recognised industry standards.

- Provide suitable and appropriate training and instruction, according to the level of understanding, appointment and industry standards and legislation.

Wherever practicable the principals shall be applied in the following order of priority:

- **Risk Avoidance.**
- **Evaluation of risks which cannot be avoided.**
- **Addressing risks at source.**
- **Adapting the work to the individual.**
- **Employment of best technologies and industry work practices.**
- **Employment of no or less dangerous methods.**
- **Development and employment of workable and coherent safe systems of work.**
- **Giving priority to collective protective measures over individual measures.**
- **Providing suitable and appropriate instruction to employees.**

THE NOTEBOOK CONSTRUCTION LTD is committed to providing a safe place of work, safe plant, and equipment and to providing suitable and appropriate systems and procedures for all employees and persons who may be affected by their undertakings.

13. SIGNIFICANT RISKS & STANDARD COMPANY PROCEDURES

In the following sub-sections, are details of the Company's standard or model control measures for dealing with hazards which are commonly encountered on a day-to-day basis. The Site Manager will follow and enforce these procedures unless there is a site-specific assessment detailing and enforcing more stringent control measures.

13.1 Abrasive Wheels

The Abrasive Wheels Regulations were revoked by the PUWER 98 regulations. Under PUWER (HSG 17) there is the general requirement of all employers to ensure that employees who use work equipment have received adequate training in the use of the equipment, the risks that the equipment produces and the precautions to be taken. Whilst the Abrasive Wheel Regulations may have been revoked, there is still a requirement to train, and to be able to demonstrate that the person has been trained if required, to do so. Therefore, it is Company policy that training certificates will be held by all persons who use or have to change abrasive wheels or discs.

13.2 Access –Work at Height Regulations 2005

Work at height means any height from which a person can be injured should they fall. This means any work at height must be risk-assessed and suitable safeguards taken.
A safe means of access and safe place of work is essential in any construction or maintenance activity. Every year, fatal or serious accidents occur because a person falls from a height. The Work at Height Regulations 2005 requires employers (and self-employed persons) to plan all work at height, using a risk assessment approach and using the 'hierarchy of risk control' to assist in ensuring the correct safeguards and most suitable work equipment is selected for the task. Hierarchy of risk control includes:

- Eliminating the risk wherever possible. Can the work be carried out without the need to work at height?
- Minimise the exposure by reducing the time and number of people required to work at height. During planning consider prefabrication therefore minimising the time spent working at height
- Prevent the fall by providing a safe working platform with secure protection – permanent protection or a temporarily protected place of work.
- Reduce the distance of the fall or the consequences of the fall by providing 'collective protection' such as safety nets or safety landing systems - once correctly installed, they protect everyone working in that area.
- Only if none of the above is reasonably practicable should you consider personal fall prevention or fall arrest devices such as safety harnesses. If there is no alternative, the Safety harness and restraint system must be carefully selected to minimise the risk of injury should a fall occur, and that speedy and safe recovery of the person can be undertaken.

13.3 Access - Ladders

Ladders should only be used as a means of access and then the ladder should be placed on firm level stable ground and secured to prevent slipping or falling. Ladders must not be used as a working platform unless a risk assessment shows that it is the most suitable equipment to use. It may be reasonable to do so considering:

- The low-risk nature of the work being carried out and

- Its duration plus
- It must be shown that it was not reasonably practicable to use alternative, more suitable work equipment.

If ladders are used, there use must comply with schedule 6 of the Work at Height Regulations 2005 namely they should be:

- Suitable and of sufficient strength for the purpose for which it is being used, this should be of an industrial nature (Class 1EN131).
- Placed on firm level ground.
- It must be secured, or other means used to prevent it slipping or sliding.
- Set at the correct angle (4:1)
- If used as a means of access there must be a suitable handhold, or the ladder extend at least 1m past the platform to provide a safe stepping off point.
- When using ladders 3 points of contact must be maintained, if the task is likely to involve the employee removing both hands, even for a short period of time, from the stiles then a personal harness must be worn with a short lanyard that is anchored securely to a suitable anchorage, the ladder must still be secured at all times.
- If the ladder run is greater than 9 metres, there should be intermediate landing areas or rest platforms wherever practicable.

13.4 Access - General Scaffolds in Tube & Fittings

i) All scaffolds, irrespective of height or size must be erected, altered, or dismantled in accordance with a plan for such work. The plan is to ensure the scaffold structure remains stable at all times and that the persons undertaking the work are safe.
ii) For standard design scaffolds and towers, it is acceptable to use a model plan provided from the designer, manufacturer, or other suitably qualified person. However, the plan must be assessed to ensure it is appropriate to the site conditions prevailing at the time of the work.
iii) Scaffolds should only be erected, altered, and dismantled by people with specific training and under the supervision of a competent person.
iv) If the scaffold structure has been assembled from tube and fittings, the persons undertaking this work must work in accordance with the NASC Technical Guidance TG20:21. This technical guidance has been endorsed by the HSE and provides good practice guidance on the use of standard BSEN12811-1 and any scaffolds should comply with the relevant compliance sheet.

13.5 Access - Mobile Towers

i) Mobile towers should only be erected or altered by specifically trained persons, working under the supervision of a competent person.
ii) The erection of the tower must be in accordance with the manufacturer's instructions and standard erection plan, which must be followed at all times. It is therefore essential to have a copy of the manufacturer's erection manual or plan available at the place of work. Some manufacturers have these instructions fixed to the actual tower. If the plan is not available, the tower should not be erected. Where possible the use of the Advanced Guardrail System (AGR) of constructing towers should take preference over the 'through the hatch' (T3) method.

iii) The following basic guidelines should be followed before and during the use of mobile towers.

Before Using a Tower:

After a tower has been erected, the following checks must be made before it is used: -

- Check that it is vertical and square and that the horizontal braces and platforms are level.
- Check that outriggers or stabilisers, where required, are correctly positioned and secured.
- Check that all base plates or castor wheels are fully in contact with the ground, including those on stabilisers or outriggers. All castors should be properly locked.
- Check that all the spigot and socket joint locks holding the frames together are secured.
- Check that all the bracing members have been located exactly in accordance with the erection plan.
- Check that all guardrails and toeboards are in position as required.
- Check that all access stairways and ladders are in position and are firmly located.
- Check that the base to height of platform ratio does not exceed 1:3 when working externally, or at a ratio of 1:3½ when working internally (or is within the manufacturer guidelines).

During Use of Tower

During use, the tower should be kept in good order. A competent person should inspect the tower regularly to see that the structure has not been altered in any way. Should parts become damaged they should be replaced before the tower is used again. All wheels on the tower must be in the locked position before access to the tower is gained and the practice of surfing is strictly forbidden. A scafftag system should be attached to the tower and signed on each adaption of the tower or at least every 7 days.

13.6 Access – Mobile Elevating Work Platforms (MEWP's)

There are many types of access platform available and for some jobs they may provide a more suitable alternative to ladders or scaffolding etc, but some basic rules should be followed:

- Never attempt to operate an access platform unless you have been properly trained and competent and authorised to do so.
- Ensure that the unit is on firm, level ground and the ground has been checked for underground services, manhole plates etc.
- Follow the manufacturer's instructions with regard to outriggers, screw jacks stabilisers, maximum safe working load, wind loadings, and tyre pressures.

A current Thorough Examination Certificate must be available for the equipment. The equipment must satisfy the requirements of PUWER '98 with regard to stability and security of the equipment.

Operatives must be trained and certified in the operation of MEWP's. Training means more than familiarisation with the machine at the time of delivery and the Company will expect operatives to have undertaken a proper training course such as the CITB approved or similar course.

With regard to the use of a work restraint system (a harness, lanyard and anchor point) in which the length of the lanyard is such that the wearer cannot fall from the working platform of the MEWP. HSE guidance advises work restraint systems should be used for high risk operations such as:

- Protruding building or structural features which could catch or trap the basket.
- Use adjacent to plant or transport operations which could strike the MEWP.
- If the operative has to or is likely to lean out of the basket or over reach.
- Working with awkward work pieces which could move unexpectedly.
- If the basket could jerk or move suddenly.

In all these situations, a full body harness secured to the anchor point in the platform must be used. In practice, operatives working from cherry pickers or telescopic type MEWP's should use a fall restraint system at all times, a fixed lanyard not exceeding 1.2m should be used. When using scissors lifts, an assessment must be made and if the work is high risk as defined above then a harness must be used.

The operator should check the machine daily before use. In addition, on a weekly basis the nominated competent person (who may also be the operator) should check the machine and record the inspection on the site inspection register.

13.7 Confined or Restricted Spaces

A confined or restricted space is defined in the Confined Spaces Regulations 1997 and is used to describe a working place that has restricted means of access or may have little or no ventilation or there are other difficulties which could result in the atmosphere becoming toxic or dangerously low in oxygen content or there is a risk from water / fluid levels within the chamber.

If work has to take place in such a workplace, a thorough and competent assessment of the work area has to be made. As a result of this assessment, the Company can decide on the procedures which must be taken to safeguard those working there. The person making the assessment must be familiar with working in hazardous confined spaces and be competent to thoroughly assess the situation, taking into consideration the work which has to be undertaken.

Any confined space work should have been identified at the planning stage and detailed in the site Health and Safety Plan. However if this is not the case, the principal contractor should be informed of the need to enter a confined or restricted space and a written system of work be produced and agreed. If a contractor is entering a known confined space on client's premises, it may be that the client will require the contractor to follow the client's safe system of work, in which case the contractor must liaise with the client and act accordingly.

How does a confined space become dangerous?

Some confined spaces are naturally dangerous such as:

- Sewers and manholes where dangerous levels of gas could be encountered.
- Gas and toxic substances leaking or leaching into trenches and pits from contaminated land or nearby faulty plant or equipment.
- Inside steel vessels where the rusting of the metals surface could use up the oxygen resulting in a dangerous atmosphere.
- By disturbing sludge and sediments in tanks and vessels and as a result dangerous fumes are released

- By introducing substances or operations into an otherwise safe area and as a result the atmosphere becomes dangerous, ie welding operations or applying internal surface coatings.

In carrying out the assessment the following must be considered:

- Identify what work must be done in the confined space and the hazards involved.
- Consider if the operation can be modified to eliminate the need to work within the confined space.
- Ensure written procedures are produced and that everyone is aware of these procedures.
- Ensure that the necessary people are adequately trained and have the necessary equipment.
- Ensure that the appropriate emergency procedures and emergency equipment is in place.
- Ensure that any essential isolation has been completed and the necessary permits obtained.
- Ensure that there is a safe means of access into the confined space.
- Ensure that the necessary pre entry checks are carried out and if required the work space is mechanically ventilated.
- If the atmosphere is flammable, the space must be ventilated to reduce the flammable levels to below the lower explosive levels.
- Whilst the work is taking place ensure that there is adequate ongoing monitoring of the atmosphere and of the workers ie an outside man.
- Ensure that there are proper means of communication with the people in the confined space.

For more detailed guidance reference should be made to the Confined Spaces Regulations ACoP document L101 or to the Company's Health and Safety Advisor.

13.8 Contaminated Ground

If there is contaminated ground, analysis must be undertaken, and the contaminants identified. This information may already be available from the CDM Co-ordinator via the Health & Safety Plan. The type and quantity of contamination will determine what action is needed. Guidance is available in HSE document HS (G) 66 - entitled "Protection of Workers and the General Public during the Development of Contaminated Land", a copy of which is held by the Safety Advisor.

Good working practices include eliminating or minimising the need for persons to come into contact with the material, by using machines to do the material handling.

Operatives should be fully informed about the contamination and the procedures to be followed. It is Company policy that a detailed site-specific method statement is produced whenever contaminated ground is encountered.

13.9 Electricity at Work Regulations - Sites

In accordance with the requirements of the Electricity at Work Regulations 1989, the Company maintains the register of electrical equipment and ensures that the equipment is inspected and tested on a regular basis, namely:

- Visual inspection before first use and at 3 monthly intervals
- Test and visual inspection at three monthly intervals for portable tools used on a regular basis.
- Annually for site accommodation units.

- Any hired electrical equipment must be similarly inspected and tested.

The site manager is responsible for maintain the register of inspection on each site.

All portable electrical equipment should preferably be operated at 110 volts, supplied from a transformer centre tapped to earth, thus limiting fault currents to 55 volts. This includes temporary site lighting.
Site offices may be operated at 230 volts, but the installation should be carried out by a competent electrician, and an installation test certificate obtained. If the Company is responsible for providing and maintaining a temporary electrical supply around a site, the work should be undertaken by a competent electrical contractor and an installation certificate is required on completion of the work. The certificate should also state what maintenance, test and inspections are required and at what frequency. HSE guidance booklet HS (G) 141 entitled Electrical Safety on Construction Sites gives full guidance on the requirements for test and inspections. The following table summarises the main requirements

EQUIPMENT/ APPLICATION	VOLTAGE	USER CHECK	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Battery-operated power tools and torches	Less than 25 volts	No	No	No
25v Portable hand lamps (confined or damp situations)	25 volt Secondary winding from transformer	No	No	No
50v Portable hand lamps	Secondary winding centre tapped to earth (25 volt)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Before first use on site and then 3 monthly
230v Portable and hand-held tools, extension leads and portable floodlighting	230 volt mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230v Equipment such as lifts, hoists and fixed floodlighting	230v supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs Fixed[**]		Daily/every shift	Weekly	[*] Before first use on site and then 3 monthly
Equipment in site offices	230 volt office equipment	Monthly	6 Monthly	Before first use on site and then yearly

{*} NOTE: RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be used.

{**} It is recommended that portable RCDs are tested monthly.

13.10 Excavations

i) Any excavation must be assessed by a competent person who must decide on the method of work that will be adopted to ensure there is no collapse of the sides or slippage of material or danger to employees or others. This assessment must take into consideration the actual ground conditions and the work taking place but as a Company Policy **all** excavations 1.2 metres deep or more, must be adequately shored, or battered back to a

safe angle. Spoil material must be stored well away from the edge of the excavation. A secure means of access/egress must be provided. If there is a risk of a person falling into the excavation and suffering injury, the Work at Height Regulations will apply and the excavation must be protected by rigid barriers or other suitable means to prevent the fall and potential injury.

ii) If an excavation is to be left unattended or at the end of the working shift, the excavation must be securely protected (i.e. 2m high temporary fencing). For work in public areas all excavations must be always fenced to prevent public access.

iii) For deep excavation work (ie more than 5 metres) a site specific method statement will be required.

iv) All excavations should be inspected at the start of each shift by a competent person. Any excavation which is supported must be inspected and the inspection recorded:
   (1) After a fall or dislodgement of material
   (2) After any event likely to affect its strength or stability
   (3) At least once in any 1-day period
   (4) The results of the inspection must be recorded in the excavation inspection register.

Full guidance on safe systems of work can be found in HSE guidance booklet HS (G) 185 entitled Health & Safety in Excavations

13.11 Lifting Equipment & Lifting Accessories

a. The Lifting Operations and Lifting Equipment Regulations 1998 apply to these activities. Irrespective of whether you hire or own the lifting equipment or lifting accessory, there is a duty on the user to ensure a current Thorough Examination Certificate is in place for that item. In practice this means that the Site Manager must see the current thorough examination certificate, and record this on the site register, or if possible, retain a copy of the Thorough Examination Certificate whist the item is on site. **There must be a copy of the current Thorough Examination Certificate on site before allowing the machine to work**.

b. Thorough Examination of Lifting Equipment. A competent person must carry out a thorough examination in accordance with a written scheme or at least once in every period of 12 months. However, if the lifting equipment is used to carry people, the thorough examination must be carried out at least once in every 6 months**.**

c. Lifting Accessories. With regard to lifting accessories, (ie slings and shackles etc, these have to be thoroughly examined at least once in every six months or as specified by the competent person on the last thorough examination report or in the written scheme**.**

The Site Manager must have a copy of the current Thorough Examination Certificate on site before allowing the items to be used.

d. Inspections of Lifting Equipment & Lifting Accessories. With regards to inspections of lifting equipment and lifting accessories, the regulations require an *appropriate inspection* by a competent person at suitable intervals. In practice, this means a weekly inspection of lifting equipment by a competent person such as the operator or other suitable experienced person. The results of the inspection should be recorded on a site register. If the inspection shows there are faults with the equipment, these faults must be brought to the attention of the owner of the equipment without delay.

e. **Inspection of Safety Harnesses, Inertia Blocks, Alsipercha Frames.** A competent person is to inspect the safety harnesses, lanyards at least every 6 months. Te Company Safety Advisor has been deemed the competent person and attended the harness inspector course. All harnesses are to

be inspected on issue to site. Where practicable the harnesses are to be issued to individuals who are to ensure that operator daily checks are carried out. The inertia blocks are of the Miller Falcon brand and these can be inspected by a competent person (Company Safety Advisor) on a 6 monthly period. Alsipercha frames are to be visually inspected at least every 12 months or prior to issue to each site.

f. Management of Lifting Operations. If lifting operations such as crane lifts have to take place, these have to be properly planned and managed. An appointed person should plan the lift. A Lift Supervisor should be present and supervise the actual lifting operation. The degree of competence and qualification of the people holding these positions should reflect the complexity of the lift. For simple operations, this could well be the Site Manager and machine operator, but for complex crane lifts this may have to be trained persons, together with trained slinger / signallers.

13.14. Manual Handling Operations

a. In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. The site manager will be responsible for conducting site specific manual handling assessments. Under these regulations, employers have a duty to prevent employees from handling loads which are likely to cause injury. This injury may be due to the weight of the load but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors should be considered such as:

- The physical size of the load.
- The provision of carrying handles or lifting straps.
- The position of the centre of gravity within the load.
- Is the load rigid or will the load move? eg partially filled fluid containers.
- Is the load inert or is it a person or animal.
- Where is it being moved from and to where.
- If the load is being moved outside, consider weather conditions.
- Consider the ground conditions over which the load must be moved etc.

In addition to the physical aspects of the load and the area in which it must be moved, employers must also consider the physical attributes of the person doing the lifting and carrying. Every employee is an individual and employers must also consider this when assessing manual handling tasks.

The first step in carrying out the assessment is to eliminate the need to manually handle loads if this is possible. This means introducing mechanical ways of lifting and moving loads whenever practicable.

In a fixed industrial environment where the same loads are handled in the same way in the same place, then an assessment can be undertaken, and the assessment will be valid for some time. However, in a construction environment the workplace is continually changing and so the Site Managers and every employee must continually be looking for, and assessing site operations which involve manual handling operations.

Employees are to be encouraged to highlight activities which involve manual handling operations which are likely to cause injury. In planning the site, the Site Manager will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable

them to carry out their own assessments of the load before undertaking manual handling tasks and to enable them to lift using kinetic handling techniques as shown below.

b. Specific Manual Handling Issues - Kerbs Lintels etc.

In construction operations, there are a lot of manual handling issues, but items which must be considered at planning stage (with a view to eliminating the need for manual handling) are:

- The maximum weight to be lifted by one person should be 25 kg.
- If the lifting is of a repetitive nature, this should be reduced to 20 kg.
- Heavy blocks must be assessed to see if there are alternatives. If not, then smaller unit sizes must be considered so there is a corresponding reduction in weight
- Heavy kerbs typically weigh 67 kg and are too heavy even for 2 people. Therefore, they should be only handled by mechanical means.
- Masonry features such as plinths, lintels and arched lintels etc, will probably require a mechanical lift to get them into position.
- Difficult or cumbersome items should be assessed and selected according to practical needs and health and safety.

The use of heavy kerb stones should be investigated. Development work is progressing to try and design kerbs which are lighter, but when in position have the same properties as traditional kerbs. Until these items are available, traditional kerbs must be handled by mechanical means. For short duration and repair work, two man lifting frames can be considered but should be a last resort option. The kerbs should still be positioned as close to the working place as possible using mechanical means with the manual lift frame being used only for the final positioning.

13.15. Mobile Work Equipment & Vehicles On Site

With the increasing volume of mobile plant and vehicles moving around the site, there has been an increase in the number of incidents associated with its use, including employees, other contractors' employees and members of the public being struck by passing plant or vehicles. Therefore the site risk assessment should consider all aspects of site transport and mobile plant. This assessment should also reflect the requirements of Provision & Use of Work Equipment Regulations 1998 (PUWER 98). These regulations require the assessor to consider the hazard of mobile equipment toppling, overturning or being struck by falling material.

a. Use of Mobile Work Equipment – Traffic Management. Full guidance on the hazards associated with vehicle movements on construction sites can be found in HSE guidance booklet HS (G) 144 Safe Use of Vehicles on Construction Sites. The following is a summary of the main points and the precautions which should be considered for every site:

- Planning the layout of the site - consideration should be given to the size, type and volume of plant/vehicles movements which are likely to take place. Delivery vehicles can be a special problem, especially the larger articulated vehicles. The site layout and signs should clearly direct and/or instruct drivers, especially delivery drivers. Whenever possible, routes should be laid out to eliminate the need to reverse vehicles, by providing one way systems or providing turning circles. If this is not possible, banksman should be appointed to supervise the reversing of vehicles.
- Segregation of people and moving vehicles - On access roadways, or if there is a lot of plant/vehicle movement, segregated pedestrian walkways should be established, with recognised crossing points to keep site pedestrians and vehicles in their delineated areas.

- If there is a risk of mobile plant toppling, rolling over or being struck by falling objects as a result of the normal site activities and use of the equipment, then additional precautions will be required on the mobile equipment to ensure that the operators and any passengers are protected from these hazards. The site-specific risk assessment should consider these aspects and if they are relevant to the sites the mobile equipment should have the necessary protection fitted. This could be in the form of rollover protection, protective cages around the cab and/seat belts fitted to prevent the occupants being ejected in the event of toppling or a roll over. See HSE guidance booklet and the ACoP to PUWER regulations for more information.
- Storage areas: the actual storage areas are high risk areas with delivery vehicles and fork trucks regularly moving materials. These should be positioned and protected to minimise the need for others to enter these areas. If the storage area has to be in the central compound, a solid hard standing with vehicle route ways and pedestrian access ways clearly marked on the ground would be an advantage.
- Use of flashing beacons, reversing sirens and high visibility clothing: all these items can assist in increasing visibility and awareness of vehicles/pedestrians to each other. Therefore their use should be considered at the project planning stage and identified in the project Health & Safety Plan.

13.16 Noise Hazards

The Control of Noise at Work Regulations 2005 requires employers to reduce noise levels to as low as reasonably practicable. In addition to this global requirement, there are the following levels and limits:

The **lower exposure action values** are:

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

If an employee's exposure is below this level, employers should still try to reduce noise levels but there are no specified actions to complete.

If an employee is exposed to noise levels above the **lower exposure action level**, the employer must undertake a suitable and sufficient noise assessment of the person's workplace with a view to identifying ways and means of reducing that exposure. In undertaking such assessment, the employers should identify if the person's noise exposure is above the **Lower Exposure Action Value**, the **Upper Exposure Action Value** or above the **Exposure Limit Value**.

The **upper exposure action values** are:

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

If any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is appropriate to the activity.

The **exposure limit values** are

- A daily or weekly personal noise exposure of 87 dB (A-weighted).
- A peak sound pressure of 140 dB (C-weighted).

In calculating this reading, this limit does take into account the protection provided by any hearing protection provided to the employee.

a. Provision of Hearing Protection

Without prejudice to the above, if noise levels cannot be reduced to below the lower exposure action limit, employers must make hearing protection available and encourage its use.
If noise levels cannot be reduced to below the upper exposure action limit, the employer must designate such workplace as **Hearing Protection Zone** and ensure that suitable warning signs and suitable hearing protection is provided and worn. As a rough guide if a normal conversation cannot be held at a distance of 2 metres, and you need to raise your voice this would indicate that noise levels probably exceed 85 dB and hearing protection is to be worn.

b. Health Surveillance

If a noise assessment indicates there is a risk to employees from noise levels, in addition to the above, regular Health surveillance checks should be undergone to ensure their hearing is not being damaged.

13.17 Personal Protective Equipment

It is Company policy that all site operatives under the Company's control will wear a safety helmet, hi visibility vest and safety footwear at all times whilst on site. In addition, items such as respiratory equipment, eye protection and safety harnesses etc, will also be used as indicated by the risk assessment or as instructed by the Site Manager. Facilities will be provided for the storage and cleaning of such equipment.

Anyone found misusing/tampering with any PPE may be subject to disciplinary action.

13.18. Plant and Plant Operators

Plant such as excavators, cranes, and hiabs (ie lifting equipment as defined and extended under the LOLER Regulations) must have copies of the latest Thorough Examination Certificates on site. It is also Company policy for the operator (or other suitable person as nominated by the Site Manager) to carry out a weekly inspection and record the results of the inspection in the Company's site register.

Any lifting accessories (slings, chains etc) should also have copies of their six-monthly Thorough Examination Certificates available on site.

Similarly, any operator of plant including dumpers and fork trucks, should be trained and certificated under the CITB, National Plant Register or similar training scheme and a copy of the operation training card/certificate should be on site.

13.19. Services - Underground and Overhead

The Company should have been informed at tender stage, of any known services on or near the site. Even if the information available says there are no services, the Site Manager should thoroughly check the area. Overhead services are obvious and easily located. If work has to take place close to overhead power lines enquiries should be made to the regional electricity company to obtain accurate information on clearance distances and the precautions to be taken. A detailed method statement should be produced. Further guidance can be found in HSE guidance note GS6 "Avoidance of danger from overhead power lines".

Underground services are much harder to locate but items such as valve covers, manhole covers, and marker posts all indicate there could be services in the ground. Service drawings should be consulted but it should be realised that these invariably are not accurate. A permit to commence excavation work should be issued by the Main Contractor and a copy of this issued to the operatives carrying out the work.

Even after taking these precautions, the area should be checked with a cable locating device before commencing excavation work. Operatives should be trained in the use of these devices. All excavation work should use safe digging techniques detailed in HSE guidance HS (G) 47 "Avoidance of danger from underground services."

13.20. Silica Dust Operations

Silica dust has now been proven to pose a considerable risk to the health of operatives who inhale the dust produced when cutting into silica-based products (Concrete, cement etc). This can lead to Emphysema, cancer, and other respiratory diseases. In line with current HSE guidance all employees will be made aware of the risk to their health. It is Company policy that all dust produced will be firstly suppressed normally by water-based means. Employees will be tested for face fit of respiratory protection which must be of a FFP3 standard. Further guidance can be obtained from the Company Safety Advisor.

13.21. Small Power Tools and Hand Tools

Small power tools and hand tools are much abused items on a construction site. Accepting that by limiting power supplies to 110 volts, the risk of serious injury is drastically reduced. However, the inspection procedures still need to be adequate to identify faults on a reasonably regular basis. Accepting that users of the equipment should inspect the tools before each use, tools and equipment that are available for general use must be inspected in accordance with Company procedures. The HSE recommend a three-monthly inspection period as a realistic timescale for the visual inspection of items such as small power tools and portable power leads. At the same time, it would make sense to check toolboxes for the condition of hand tools, whether Company issued or not. Therefore, Site Managers should implement such an inspection programme and record the results in an auditable format. The site manager will ensure that any hired in equipment is supplied with inspection & maintenance records as required.

13.22. Storage of Materials

When storing materials, consideration must be given to security and stability. The storage area should be prepared by levelling the ground. Storage of palletised materials is restricted to two packs high, unless space dictates otherwise. Wherever possible, storage should be in the secure compound area or inside secure containers. Loose materials such as sand or soil must have shallow sloping sides to minimise risk to any children who may gain access to the site.

13.23 Vibration Hazards & Strategy to Prevent Hand Arm Vibration Syndrome

This guidance is based on Control of Vibration at Work Regulations 2005 and HSE guidance leaflets on this topic.

Vibration White Finger – The Hazards and Employees Strategy

What is Vibration White Finger?

Vibration White Finger (VWF) is the most common symptom of hand-arm vibration syndrome (HAVS). VWF is also known as 'dead hand' or dead finger and could affect those who regularly use high-vibration equipment. It can damage blood vessels, reducing blood supply, and also nerves

in the fingers, causing a permanent loss of feeling. The bones and muscles may also become damaged. It can cause loss of flexibility and strength of grip. It may be more difficult to work with hand-held tools or everyday items.

What are the Signs?

The symptoms of VWF are usually set off by cold. Early on they are mild. The first sign is often an occasional attack when the fingertips become white. If the person continues to work with vibrating tools, the affected area can get larger. During an attack there may also be numbness, or 'pins and needles', and an attack may end with the whiteness changing to a deep red flush which is often very painful.

What Causes the Problem?

Many common tools and processes produce high levels of vibration, such as pneumatic breakers and drills, pedestal grinders, power hammers, chainsaws, and riveting and chipping hammers. The risk depends on a number of things. The amount of vibration is important along with how long the tools are used the way in which they are used and the working conditions, such as posture and how cold it is.

A simple rule is to regard any vibrating tool as suspect if it causes tingling or numbness in the fingers after about 5 to 10 minutes of continuous use.

What can Employees do to Reduce the Risk?

Employees play a vital part in ensuring an effective policy is maintained to control the hazard of VWF. This includes:

i) Telling their supervisor about any tools or processes which produce high levels of vibration, so that the risk can be properly assessed.
ii) Keep warm at work, especially the hands (to help maintain good blood flow to the hand and fingers). Wear warm gloves and extra clothing if working in the cold.
iii) Don't smoke, or at least cut down just before and while you are at work. Smoking affects blood flow.
iv) Exercise the hands and fingers to improve blood flow.
v) Use the right tool for the job. Making do with the wrong tools can mean more vibration, or that the operative will have to grip the tools more tightly.
vi) Do not use any more force than is necessary when operating tools safely and effectively.
vii) Try to avoid long periods of using equipment without a break - short bursts are better.
viii) Keep tools in good working order - if they are in bad condition ask the supervisor to get them repaired.
ix) Take an active part in the Company's health and safety training.

- **DON'T IGNORE SYMPTOMS**. Vibration could affect the fingers and hands. Employees are to be encouraged to see their doctor and inform their supervisors.

What is the Legal Position

Control of Vibration at Work Regulations requires the company to:

- Assess the vibration risk to employees.
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
    - Introduce a programme of controls to eliminate risk or reduce exposure to as low a level as is reasonably practicable.

- Provide Health Surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

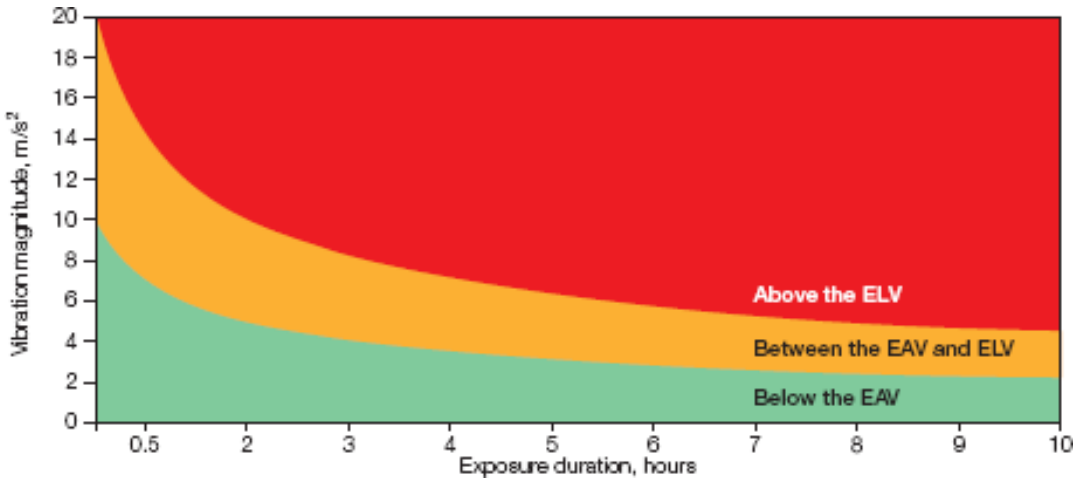
- Decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
    - Take immediate action to reduce their exposure below the limit value.
- Provide information and training to employees on health risks and the actions the Company is taking to control those risks.
- Consult the trade union Safety representative or employee representative on the company's proposals to control risk and to provide Health surveillance.
- Keep a record of risk assessment and control actions.
- Keep Health records for employees under Health surveillance.
- Review and update risk assessments regularly.

What is the Exposure Action Value?

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s^2. (100 points on the HSE Vibration calculator)

What is the Exposure Limit Value

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s^2. (400 points on the HSE vibration calculator). It represents a high risk above which employees should not be exposed.



High Risk People and Equipment (Above the ELV)

Employees who regularly operate:

- Hammer action tools for more than about one hour per day; or
- Some rotary and other action tools for more than about two hours per day.

Employees in this group are likely to be above the exposure limit value set out in the Regulations. The limit value could be exceeded in a much shorter time in some cases, especially where the tools are not the most suitable for the job.

Medium Risk People and Equipment (above the EAV)

Employees who regularly operate:

- Hammer action tools for more than about 5 hour per day; or
- Some rotary and other action tools for more than about one hour per day.

Employees in this group are likely to be exposed above the exposure action value set out in the Regulations.

How to Undertake a Vibration Assessment

The Company must reduce the risk wherever this is reasonably practicable by, for example:

- Making a list of equipment that may cause vibration, and what sort of work it is used for.
- Collecting information about the equipment from equipment handbooks (make, model, power, vibration risks, vibration information etc). Taking care because test result figures are based on new machines under test conditions. In practice figures are usually much higher. Therefore, if a range of figures are given, use the higher figures.
- Making a list of employees who use the vibrating equipment and which jobs they do.
- Noting as accurately as possible, how long employees' hands are in contact with the equipment while it is vibrating – in some cases this 'trigger time' may only be a few minutes in several hours of work with the equipment.
- Asking employees which equipment seems to have high vibration and about any other problems they may have in using it, eg its weight, awkward postures needed to use the tool, difficulty in holding and operating it.
- Recording the relevant information collected and assessment of who is likely to be at risk.

Estimating Exposure

It may be possible to get suitable vibration data from the equipment handbook, or from the equipment supplier.

If it is planned to use the manufacturer's vibration data, it should be checked that it represents the way the equipment issued (see 'Duties of manufacturers and suppliers') since some data may underestimate workplace vibration levels substantially. Test result figures are based on new machines under test conditions. In practice, figures are usually much higher. Therefore, if a range of figures is given use the higher figures.

Employees should be observed to see how long they are actually exposed to the vibration (ie the total daily 'trigger time' with the equipment operating and in contact with the employee's hand(s)). Employees are unlikely to be able to provide this information very accurately themselves. Observe and measure the trigger time over, for example, half an hour and then use the result to estimate the trigger time for the full shift. Alternatively, where the work task is repetitive, eg drilling large numbers of holes in masonry, measure the trigger time when drilling several holes and multiply the average by the number of holes typically drilled in a shift.

If the employee is exposed to vibration from more than one tool or work process during a typical day, collect information on likely vibration levels and 'trigger time' for each one. Once relevant vibration data and exposure times have been collected, use an exposure calculator to assess each employee's daily exposure (see HSE's vibration web pages at www.hse.gov.uk/vibration). Alternatively, use the simple 'exposure points' system in the table below to estimate the daily exposure.

Tool vibration (m/s2)	3	4	5	6	7	10	12	15

Points Per hour (approximate)	20	30	50	70	100	200	300	450

Multiply the points assigned to the tool vibration by the number of hours of daily 'trigger time' for the tool(s) and then compare the total with the exposure action value (EAV) and exposure limit value (ELV) points.

100 points / day = exposure action value (EAV) and 400 points / day = exposure limit value (ELV)

Vibration White Finger - Management Strategy

- At the planning stage looking for activities that will involve extensive or prolonged use of vibrating tools. If there are such operations, access the work and ensure that the best available tools are selected, and a safe system of work developed.
- Provide training to purchasers who buy or hire equipment so that they select the most appropriate items and do not select merely on price.
- Operatives working on vibrating tools should be rotated on and off the work to reduce the risk. The assessment will provide guidance with that particular tool but as a general guide no one should work for more than one hour on such equipment without sharing such tasks with other operatives.
- Keep equipment well maintained and sharp. It is no good using a blunt breaker point on a new vibration damped machine!
- Select systems of work which minimise exposure. For example, use a breaker mounted on a mini machine instead of handheld and use diamond rotary cutting instead of hammer drilling or breaking.
- Ensure that employees wear gloves to keep their hands warm. In cold spells, allow extra time for the employee to take breaks in a warm area and consume warm drinks to assist in keeping good blood flow to the hands and fingers.
- Train operatives in the correct use of tools and in recognising early symptoms of injury.
- Inform operatives of the risk assessment and why it is essential that they co-operate with any health surveillance to help prevent vibration problems.

Health Surveillance

Even with all of the above measures in place, periodic health surveillance will still be required. Basic health surveillance consists of regularly seeking information about early symptoms of ill health by using a questionnaire. It is important that employees understand that the aim of health surveillance is to protect them from developing advanced symptoms of ill health so that they can continue to work. Their understanding and co-operation is needed if health surveillance is to be effective.

Action from Employees and Supervisors

If an employee comments that they are having prolonged tingling sensations in their hands or fingers even after they have finished work, or they have other reasons to suspect they may be experiencing symptoms of vibration white finger, take action such as informing or seeking further advice from the Company's Health and Safety Advisor. By taking positive corrective action at this early stage the full symptoms could be prevented from developing and potentially permanent damage occurring.
Further information is available from the HSE web page www.hse.gov.uk/vibration or from the Company's Health and Safety Advisor.

13.24. Weils Disease (Leptospirosis)

Weils Disease (Leptospirosis) starts as a flu-like illness with severe persistent headaches which can be fatal. It is transmitted to humans by contact with urine from infected rats or in a modified form from cattle urine. Therefore, particular care must be taken in areas where rats are likely to be present or if working in old farm or abattoir buildings. HSE have produced a guidance card on Leptospirosis, and these are available from the Health & Safety Advisor. These cards should be issued to all operatives together with information about Leptospirosis at the site induction talk.
If there is evidence of rat infestation, great care must be taken. Standing water can act as a breeding ground for the Leptospirosis bacteria. If such conditions exist, good personal hygiene is essential with hands being washed before consuming food or drink. Smoking should be prohibited as this is an easy way in which contaminated hands can pass on the infection to the mouth via a cigarette. Therefore, smoking should only be permitted after the person has thoroughly washed their hands. Protective clothing and changing facilities will be required to ensure street clothing does not become contaminated.

13.25. Man Made Mineral Fibres (MMMF) and Asbestos

Before commencing work on any existing building, enquires must be made with the building owner or occupier with regard to asbestos. Buildings constructed during the 1990's may contain some asbestos materials. Buildings constructed in the1980's could contain asbestos materials and buildings constructed before 1980 probably will contain asbestos materials. That is why it is essential that accurate information is obtained about asbestos materials before work commences and that this information is brought to the attention of all persons working on site.
Occasionally, asbestos type material may be encountered, in particular on groundwork sites old asbestos may have been buried from a previous use. If employees or contractors suspect they have found asbestos, especially if the material is fibrous, work should stop, and the supervisor or engineer should be contacted immediately. If asbestos is known to be in the ground, then the Company will ensure that operatives are correctly trained to work with asbestos materials or that a licensed sub-contractor is employed.
Man made mineral fibre is found as insulation in lofts and insulation panels etc. The fibres are a respiratory hazard as well as being a skin irritant. The risk will vary according to the type of MMMF being used, the amount of exposure, ventilation and other factors, and the risk should be assessed at the tender/planning stage. A product safety data sheet should be obtained from the supplier to fully assess the risk of the product. From January 1999 some MMMF's have been classified as having the potential to cause irreversible effects on the body and have been assigned risk phrase R40 which must be clearly displayed on all packaging. Ceramic fibres and other special application MMMF products have been classified as having the potential to cause cancer and have been assigned the risk phrase R45 or R49 which must be clearly displayed on all packaging. As a general precaution, overalls, gloves, and respirator should be used when working with MMMF and all waste should be bagged and properly disposed of and not left to become damaged or blown around the site.

13.26 Corona Virus and other Infectious Diseases

THE NOTEBOOK CONSTRUCTION LTD will follow all guidance regarding infectious diseases as issued by the HM Government and HSE. Assessments will be carried out as required.

14. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from each substance, taking into account the manner in which it is being used and the quantities involved. "Substance Hazardous to Health" means any substance which is:

- Listed in the current 'CHIP' list and /or carrying a hazard warning symbol as shown below. Note these are being replaced / supplemented by globally harmonised symbols
- A substance with a workplace exposure limit. These are listed in HSE document EH40 entitled 'Workplace Exposure Limits' (WEL).
- A biological agent. ie Leptospirosis
- Dust of any kind, when present in a substantial concentration.
- Any other substance which has comparable hazards to peoples' health.

There are other hazardous substances, but because they have legislation specifically covering their use they are not covered by the COSHH Regulations. For example asbestos and lead substances. Substances covered by the COSHH regulations will typically be denoted by warning symbols as shown below.

TYPICAL SYMBOLS DENOTING A COSHH SUBSTANCE

For full details of COSHH procedures reference should be made to the COSHH manual. There is a brief synopsis of the action to be taken in the following sub sections.

14.1 Identification & Assessments

The risk associated with the use of the substance must be assessed by making a systematic review and asking:

- Which hazardous substance is being used? ie identify the hazardous substances.
- What quantities of substance are involved?
- What form is the substance in? ie liquid, dust, solid, vapour

- How can it harm someone? ie by inhalation, by skin contact by absorption through the skin, by ingestion.
- Who could be exposed to the substance and for how long?
- Does the substance have to be used or can a non-hazardous or less hazardous substance be substituted?

In gathering this information reference may have to be made to the manufacturer's product data sheet **but** the data sheet **is not** a COSHH assessment. See the Company's COSHH manual for further details.

Under no circumstances are hazardous substances to be used without a suitable assessment being conducted by a competent person.

14.2 Instructions and Training

The Company is responsible for ensuring employees are trained and properly instructed in the use of any hazardous substance and about the importance of using the washing facilities before consuming food or drink. Smoking is not permitted when working with hazardous substances. Site Managers should ensure that employees are properly instructed before using hazardous substances.

15. HEALTH SURVEILLANCE

Health Surveillance

THE NOTEBOOK CONSTRUCTION LTD is aware of its responsibilities for ensuring the long-term health and well- being of its employees. Where health surveillance has been identified as being required either by risk assessment for hazards such as; noise, vibration, and welding or by specific legislation such as COSHH, Lead or Asbestos regulations, Health surveillance is undertaken and monitored by a Registered Occupational Health Practitioner.

The purpose of Health surveillance is:

- To detect any adverse changes to the health of individuals which may be attributed to exposure to substances or conditions hazardous to health?
- To assist in the evaluation of control measures.
- To evaluate hazards to health by the collection and use of data.
- To establish a baseline.

The surveillance is carried out in two distinct phases:

15.1 Initial or baseline Health surveillance

When employees move into jobs involving exposure to substances or physical agents in which health surveillance is required, the Company will need to know if they are fit for work and if they have been exposed to and are suffering the effects of exposure to any specific agents. The employee is asked to complete a simple questionnaire about possible symptoms and their medical history. The specialist health Nurse receiving health surveillance referrals from the workforce will receive the completed questionnaire and decide if the person needs to undergo a full assessment with a nurse. This procedure is the initial part of the health surveillance programme and is required for baseline health assessment of the individual.

15.2 Ongoing Health surveillance

In order to identify employees with symptoms which require further investigation and also to monitor employees for the signs and symptoms of exposure to work place hazards, employees are given access to a Registered Occupational Health Practitioner. For work practices where exposure is significant or legislation dictates, annual assessments are required.

Further guidance and information can be obtained in the HSE guidance on “Health surveillance at work” HSG61

16. WORK-RELATED ROAD SAFETY FOR ESSENTIAL COMPANY DRIVERS

The purpose of this policy is to provide guidance to reduce at work road traffic incidents through the use of vehicles used on Company business whether or not they are provided by the Company. The policy will also apply to those who may only drive occasionally or who work on or near to roads.

The Health and Safety at Work Act 1974 requires employers to ensure, so far as is reasonably practicable, the Health and Safety of their employees whilst at work and to ensure that others including members of the public and other employers' personnel are not put at risk by work-related driving activities.

The Management of Health and Safety at Work Regulations require employers to carry out an assessment of the risks to the Health and Safety of their employees, whilst they are at work, and to other people who may be affected by their work activities. This includes any driving activity on the road.

Health and Safety law does not apply to commuting, unless the employee is travelling from their home to a work location other than their usual place of work.

16.1 Employer duties

An employer can be liable for prosecution if timetables or schedules are set so tight that drivers would have to break road speed limits if they attempted to meet them and for causing and permitting a person to drive without a relevant and current driving licence.

Where Company vehicles are provided for employees, the employer should ensure that they are fit for the purpose of the job, ensuring that they undergo regular servicing and maintenance checks, and are fully insured and taxed.

16.2 Employee duties

The driver of the vehicle must be competent and have a full UK Driving Licence. They must comply with the Road Traffic Acts and the Highway Code as ultimately the driver at the wheel is responsible for their own and others' safety on the road.

The driver should check the vehicle before setting off on a journey, to ensure that consumable and driver serviceable items are correct. Employees should report all work-related road incidents to their line manager.

16.3 Maintenance of Vehicles and General Safety Checks

Vehicles must be regularly inspected and serviced in accordance with manufacturers' recommendations and undergo regular servicing and MOT's when required.

16.4 The Vehicle

All Company vehicles should be fit and suitable for their purpose. Privately owned vehicles are not to be used for work purposes unless they are insured for business use and they comply with road traffic requirements.

16.5 Driver Safety and Security

All drivers should wear a seat belt at all times. Drivers should be mindful of their own and any passenger security and take appropriate precautions with regard to locking doors and windows and not leaving objects on display which could attract a thief to strike against the vehicle or driver.

16.6 Driver Fitness and Health

All drivers should meet eyesight requirements as set out in the Highway Code. Staff should not drive whilst taking medicine which could impair their judgement.

16.7 Driver Tiredness

Tiredness can kill. Therefore, driving whilst tired should be avoided to prevent falling asleep at the wheel. Regular breaks should be taken, ie at least a 15 minute break for every 2 hours of driving. Statistics show the 'at risk' times for falling asleep whilst driving are between midnight and 6.00am. It therefore follows that when planning journeys, it is best to try and avoid these times, or if it is not possible, to ensure more frequent rest breaks are taken.

16.8 Route Planning and Scheduling

Allowing time to plan the journey will ensure drivers use the safest routes. Statistically, motorways are the safest roads. Setting realistic work schedules can help to prevent sleep related accidents. This, together with route planning, will increase the Safety of work-related driving.

16.9 Adverse Weather Conditions (snow or very high winds)

Journey and routes re-assessed to see if a less hazardous route is more suited in such adverse weather conditions, even if the amended route is longer in mileage and time.

17. THE ENVIRONMENTAL PROTECTION REGULATIONS

Anyone who "imports, produces, carries, keeps, treats or disposes of any controlled waste, or a broker who has control of such waste" is subject to the Duty of Care.

Controlled waste is defined as any household, commercial or industrial waste, including building and demolition waste. Therefore, any waste that leaves site is defined as controlled waste and must only be moved after a transfer note has been issued and it must be transported by a registered waste carrier.

17.1 The Duty of Care

The duty of care is described in Section 34 of the Environmental Protection Act 1990 which states that all those subject to the Duty of Care must:

- Prevent others from depositing, storing, treating, or otherwise disposing of waste without a valid licence or contravene the licence conditions, or act in a manner likely to cause environmental pollution or harm to human health. These are offences under the Act (note: licensing is currently regulated by the Control of Pollution Act).
- Prevent the waste from escaping.
- Ensure that waste is only transferred to an authorised person.
- Include with the waste transfer, a written description sufficient to enable others to comply with the duty and avoid committing an offence under this Act. A compulsory transfer note system was introduced by the Environmental Protection (Duty Of Care) Regulations.
- This duty has been further extended by the ***Hazardous Waste Regulations 2005***.

17.2 Duties of a Waste Producer

A waste producer is responsible for providing an accurate description of the waste. This should include:

- The type of premises or business from which the waste is generated.
- The process that produces the waste and the quantity of waste.
- The name of substances which comprise the waste including a physical and chemical analysis, if applicable.
- The care of the waste whilst the waste producer is holding it.
- The packaging of the waste to prevent its escape during transfer.
- Using a registered (or exempt) carrier to transport the waste.
- The final disposal of the waste depending on the degree of involvement in the selection of the waste carrier, manager or broker.
- The waste disposer should report suspicious circumstances which may indicate a breach of the duty in the disposal chain to the waste regulations authority.
- Hazardous Waste is defined as:

  Waste which has hazardous properties which may make it harmful to human health or the environment

17.3 Hazardous Waste Regulations 2005

These regulations replaced the Special Waste Regulations 1996.

The regulations apply controls on movements of hazardous waste to the revised Hazardous Waste List. The regulations will introduce revised and more streamlined procedures for monitoring movements of hazardous waste.

The regulations contain extensive controls on the storage, segregation, and transportation of hazardous waste products. Definitions of "Hazardous Waste are contained in Annex 1 - 3 of the "***The Hazardous Waste (England and Wales) Regulations 2005"***

17.4 Duties of a Waste Carrier

The Waste Carrier is responsible for:

- The adequacy of packaging and security of the waste whilst under his control.
- Ensuring that a description accompanies the waste, and that this description is accurate.
- Ensuring that any alteration to the waste is recorded in the description of the waste.
- Any requests for contract vehicles to transport waste must be made to the site or contracts manager who should ENSURE the contractor is registered for the transport of the specific type of waste. Waste carriers are subject to the Controlled Waste (Registration of Carriers) and Seizure of Vehicles Regulations 1991.

17.5 Duties of the Waste Manager

The Waste Manager is responsible for:

- Carrying out the disposal operation in accordance with the conditions of the Waste Regulation Authority Licence.
- Checking the description of the waste they receive. Sample checks on the composition are considered to be "good practice" and should be implemented.
- Ensuring that correctly completed documentation accompanies the waste.

17.6 Duties on all Duty Holders

All duty holders should look out for breaches of the duty committed by others in the chain. Breaches of the duty should be reported to the Waste Regulation Authority and further dealings with the offenders should be reconsidered.

Duty holders are only expected to do what is "reasonable in the circumstances". The extent to which they should check up on others in the chain depends on the nature of the waste, how it is to be dealt with and what the holder might "reasonably be expected to know or foresee". It is, for example, more important to check up on a consignment of toxic chemical waste than a load of waste paper.

17.7 Hazardous Waste Consignment Notes, Waste Transfer Notes.

A waste transfer note or a hazardous waste consignment note must be used before any waste is transported off site. Certain substances are specified as hazardous waste; the specifications are critical and are contained in Annex 1-3 of the 2005 regulations. As such, the waste producer has to

“register” the location from which the waste is to be removed with the enforcing authority before the creation of the waste takes place. Only when a location “Premises Code” has been issued can the waste be removed. The Premises Code issued is valid for a period of not more than twelve months.

The producer of a hazardous waste shall complete a consignment note when authority from the Waste Regulation Authority to move the waste off site has been granted. This requirement also applies to any load which partially contains any of the specified ‘hazardous wastes. Wastes defined as hazardous **MUST NOT** be mixed. They must be segregated. In this Regulation "separation" means separation of a waste from any other waste, substance, or material with which it has been mixed.

The hazardous waste producer, or holder, as the case may be, shall:

- Prepare a copy of the consignment note for each of the following: the hazardous waste producer or holder, where different from the consignor; the consignor, the carrier, and the consignee. Complete Parts A and B on each copy and give every copy to the carrier.

- The carrier shall complete Part C on each copy and give every copy to the consignor.

- The consignor shall complete Part D on each copy. Where the hazardous waste producer or holder is not the consignor, give one copy to him, retain one copy and give every remaining copy to the carrier.

- The carrier shall ensure that every copy which he has received travels with the consignment and is given to the consignee on delivery of the consignment.

- On receiving the consignment, the consignee shall complete Part E on both copies and give one copy to the carrier.

APPENDIX A

HEALTH & SAFETY QUESTIONNAIRE FOR CONTRACTORS TENDERING FOR WORK

NAME OF COMPANY:			
CONTACT NAME:			
BUSINESS DESCRIPTION			
ADDRESS:			
TEL NO:		E Mail :	
YEARS TRADING:	APPROXIMATE TURNOVER PER YEAR: £		
NUMBERS EMPLOYED:	Direct:	Self Employed:	Sub-contract:
DETAILS OF INSURANCES: Enter Cert No	Public Liability		Limit of Cover £
	Employers Liability		Limit of Cover £
	Professional Indemnity		Limit of Cover £

HEALTH & SAFETY DETAILS

A) DO YOU HAVE A SAFETY POLICY? (Include contents page and a signed policy statement only)	YES / NO
B) WHO IS THE DIRECTOR WITH SPECIAL RESPONSIBILITIES FOR H&S …….....	
C) DO YOU EMPLOY THE SERVICES OF A SAFETY OFFICER (If yes: attach details (CV) of the person and their qualifications	YES / NO
D) DO YOU HAVE ANY PROCEDURES RELATING TO COSHH? (Enclose one example of a COSHH assessment)	YES / NO
E) DO YOU CARRY OUT METHOD STATEMENTS & RISK ASSESSMENTS ON YOUR OPERATIONS? (Enclose one example of a method statement and risk assessment)	YES / NO
G) GIVE EXAMPLES OF HEALTH & SAFETY TRAINING UNDERTAKEN DURING THE PAST 3 YEARS (attach Training Plan or Policy)	
G) HAS YOUR COMPANY BEEN SUBJECT TO HEALTH & SAFETY ENFORCEMENT ACTION in the last 5 years? (attach details as applicable)	YES / NO
PROSECUTION	YES / NO
PROHIBITION NOTICE	YES / NO
IMPROVEMENT NOTICE	YES / NO
FEES FOR INTERVENTION	YES / NO

H) Please supply accident statistics for the last 3 years	

YEAR MAJOR INJ 7 DAY D/Occurrence DISEASE I) UNDER CDM REGS. INDICATE THE ROLES YOU HAVE UNDERTAKEN (Attach details) J) CSCS - INDICATE WHAT PERCENTAGE OF YOUR SITE STAFF ARE REGISTERED WITH CSCS OR AFFLIATED SCHEMES (If you do not subscribe to the CSCS scheme explain how you confirm the competence of your employees)	……% **PERSON COMPLETING QUESTIONNAIRE** I DECLARE THE ABOVE IS CORRECT: NAME (PRINT) POSITION: SIGNED DATE:

ADDITIONAL INFORMATION