

REMEDICATION

EARTHWORKS

TIPPERS

PLANT HIRE

LANDFILL RESTORATION



**MATTHEWS**

# Health and Safety Policy

In accordance with the Health & Safety at Work etc. Act 1974

Revision 14 Issued: 3<sup>rd</sup> November 2020

<b>Issue Numbers</b>	<b>Amendment Date</b>	<b>Amendment Details</b>	<b>Authorised By</b>
10	24.04.17	Complete revision of existing H&S Policy following appointment of South Downs Safety as external consultants.	M. Matthews
11	09.03.18	Annual review.	M. Matthews
12	22.03.19	Annual review.	M. Matthews
13	24.03.20	Annual review.	M. Matthews
14	03.11.2020	Policy Update in line with ISO 45001	M. Matthews






# Table of Contents

<b>SECTION 1</b>	<b>STATEMENT OF GENERAL POLICY</b>	<b>4</b>
<b>SECTION 2</b>	<b>ORGANISATION</b>	<b>5</b>
2.1.	Company Organogram	5
2.2.	Responsibility for Safety	5
2.3.	Directors	5
2.4.	Contracts Managers	6
2.5.	Site Managers & Supervisors	7
2.6.	Yard Manager	8
2.7.	Plant Manager	8
2.8.	Plant Operatives and Goods Vehicle Drivers	9
2.9.	The Company Employees	10
2.10.	Contractors & Agency Workers	11
<b>SECTION 3</b>	<b>THE MANAGEMENT OF HEALTH AND SAFETY AT WORK</b>	<b>12</b>
3.1.	Risk Assessments	12
3.2.	Fire and Emergency	13
3.3.	First Aid	14
3.4.	Accident Reporting	14
3.5.	Accident Investigation	15
3.6.	Hazardous Substance Assessment	15
3.7.	Dangerous Substances and Explosive Atmospheres	16
3.8.	Manual Handling Assessments	18
3.9.	Display Screen Equipment	19
3.10.	Training	20
3.11.	Personal Protective Equipment (PPE)	21
3.12.	Health surveillance	22
3.13.	Consultation with Employees	23
3.14.	Maintenance	23
3.15.	New and Expectant Mothers	23
3.16.	Annual Inspection and Testing	23
3.17.	Health and Safety Information	24
3.18.	Procurement of Contractors	24
3.19.	Management Review	24
3.20.	Audit	24
3.21.	Information for Non-English Workers	25
3.22.	Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009	25
<b>SECTION 4</b>	<b>CONSTRUCTION ACTIVITIES</b>	<b>27</b>
4.1.	Construction (Design and Management) Regulations 2015	27
4.2.	Project Planning	28
4.3.	Acting as a Principal Contractor	28
4.4.	Acting as a contractor	29
4.5.	Welfare on Construction Sites	29
4.6.	Fire precautions and risk assessment on construction projects	30
4.7.	First Aid Arrangements on Construction Sites	30
4.8.	Site Housekeeping	31
4.9.	Site Electricity Supply and Power Distribution	31
4.10.	Work Equipment	31
4.11.	Access Equipment	31
4.12.	Materials Handling	32
4.13.	Abrasive Wheels	32
4.14.	New plant, equipment or substances	32
4.15.	Confined Spaces	32
4.16.	Safety Inspections	33
4.17.	Dust	33
4.18.	Asbestos	33
4.19.	Work at Height	34
4.20.	Working Platforms	34
4.21.	Guard Rails, Toe Boards and Barriers	35
4.22.	Fragile Surfaces	35
4.23.	Ladders and Steps	36
4.24.	Tower Scaffolds	36
4.25.	Public Safety	36
4.26.	Vibration	37
4.27.	Noise on Construction Site	37
4.28.	Ground Works	38
4.29.	Street Works	39
4.30.	Lifting Operations	39
4.31.	Use of Excavators for Lifting	41
4.32.	Demolition Activities	41
4.33.	Temporary Works	44

## SECTION 1 STATEMENT OF GENERAL POLICY

Matthews (Sussex) Ltd recognises and accepts its responsibility to provide a safe and healthy working environment for all its employees, tenants, contractors and visitors who use its premises in order to prevent injury and ill health, in accordance with the Health & Safety at Work etc. Act 1974 and its associated regulations.

Matthews (Sussex) Ltd approach to health and safety is based on the key clauses of ISO 45001:2018 whereby emphasis is placed on:-














-  Planning
-  Support and Operation
-  Leadership and Worker Participation
-  Performance Evaluation
-  Improvement

Matthews (Sussex) Ltd recognises the need to focus on continual improvement of its IMS management and performance and sets objectives in line with this.

Matthews (Sussex) Ltd aim is to encourage a positive health and safety culture. To ensure this is achieved occupational health and safety is actively promoted throughout the organisation through the provision of information, training, instruction and supervision.

Matthews (Sussex) Ltd operates a 'no blame' culture whereby employees are openly encouraged to report hazards, including near misses, without fear of reprisal to ensure the root causes of accidents are identified thus enabling measures to be put in place to eliminate recurrence.

Emphasis is placed on effective management ensuring a systematic approach to the identification of risks and the allocation of financial and physical resources to control them. In order to deliver these responsibilities Matthews (Sussex) Ltd undertakes to:-

-  Ensure technical competence is maintained through the provision of mentoring, training and refresher training
-  Establishing and enforcing safe methods of work
-  Maintain a safe and healthy place of work with safe access and egress;
-  Provide adequate welfare facilities;
-  Ensure that risk assessments are being carried out on an on-going basis with employees participating in the risk assessment process. Assessments will cover Matthews (Sussex) Ltd undertakings and will assist in the identification of hazards and the setting of prioritised objectives for elimination and reduction of risk to the lowest possible level;
-  Provide sufficient information, instruction, training and supervision to enable employees to avoid hazards and to contribute positively to the health and safety of themselves and others whilst at work;
-  Consult with employees on issues relating to all workplace Health, Safety and Environmental arrangements to create safe and healthy working conditions for the prevention of work-related injuries and ill health;
-  Ensure access to competent health and safety advice;
-  Provide plant, equipment and systems of work which are safe and without risks to health;
-  Ensure safe arrangements for the use, handling, storage and transport of articles and substances;
-  Ensure compliance with all relevant safety legislation, regulations, codes of practice and other requirements associated with UK operations;
-  Arrange for the effective planning, organisation, control, monitoring and review of preventative and protective measures; and
-  Commit to reporting H&S performance within its annual report.

The Managing Director takes overall responsibility for Health and Safety including the formulation, development and implementation of the Health & Safety policy within Matthews (Sussex) Ltd.

Matthews (Sussex) Ltd require the co-operation and support of all managers, employees, tenants, contractors and visitors in its implementation.

The Managing Director will ensure that the Policy is reviewed periodically, at least every year, to ensure that it remains relevant and appropriate to the organisation.

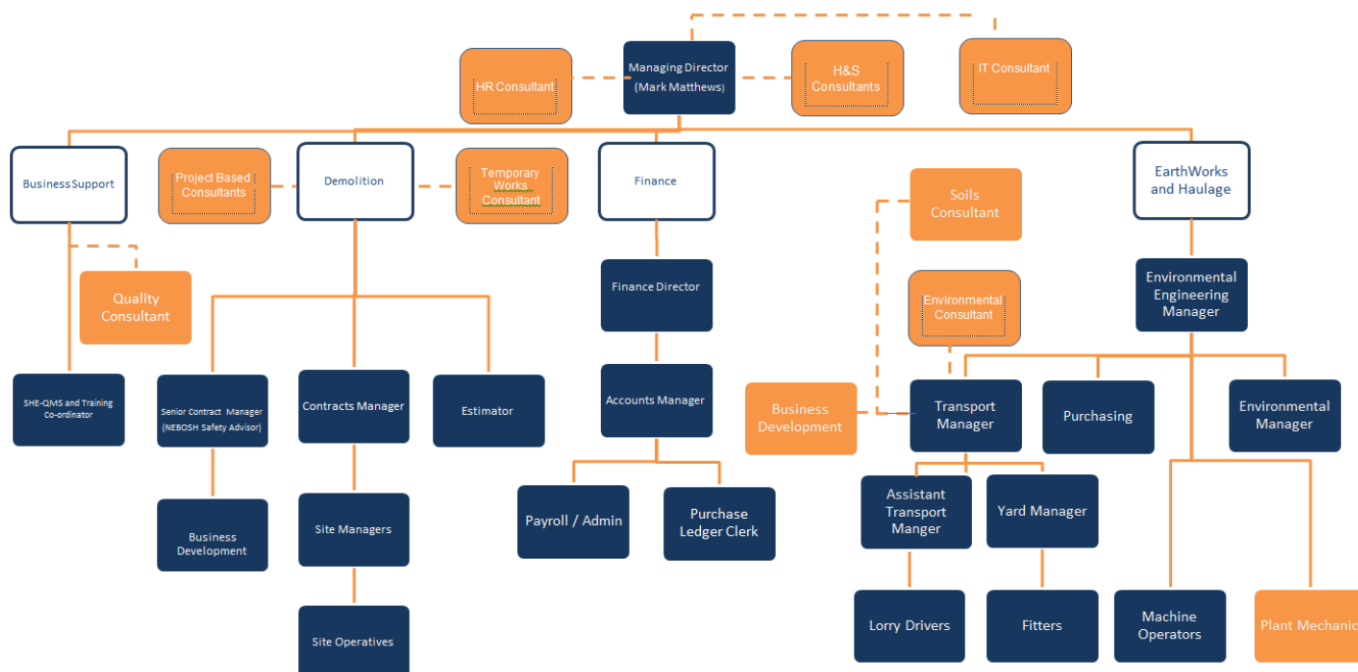
This Policy will be communicated to all persons working under the control of the organisation and will be made available to interested parties on request.



Mr. Mark Matthews  
Managing Director  
Matthews (Sussex) Ltd  
3<sup>rd</sup> November 2020

## SECTION 2 ORGANISATION

### 2.1. Company Organogram



### 2.2. Responsibility for Safety

Whilst the overall policy responsibility for health and safety rests at the highest level, individuals at every level shall need to accept degrees of responsibility in order to effectively implement this policy. This section details the responsibility at each level within Matthews (Sussex) Ltd in support of implementation of the policy.

### 2.3. Directors

Mr. Mark Matthews has overall and final responsibility for health and safety within the Company. They shall be responsible for the overall effectiveness of this Health and Safety Policy and are responsible for safety throughout the Company. Each Manager, Supervisor and Employee is responsible to them for safety and for complying with legal requirements on their own jobs. In particular they:

- 2.3.1 Shall ensure that the Company complies with the requirements of:
  - a) the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions;
  - b) all relevant fire safety legislation;
  - c) this health and safety policy.
- 2.3.2 Shall appoint sufficient competent persons to implement this health and safety policy.
- 2.3.3 Have appointed South Downs Safety Ltd as the Company's health and safety advisers.
- 2.3.4 Shall manage and monitor compliance with this policy.
- 2.3.5 Shall ensure that the necessary resources are made available to implement this policy.
- 2.3.6 Shall ensure that all employees are provided with such information, instruction and training as is required to comply with the requirements of the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions.
- 2.3.7 Shall ensure that all employees are consulted on a matters required by statute.
- 2.3.8 Shall ensure that the necessary resources are made available to comply with the above stated requirements.
- 2.3.9 Shall ensure that:
  - a) the effectiveness of this policy is reviewed annually and in the light of any failure of the system and/or changes in statutory legislation; and
  - b) any changes that are deemed necessary are recorded and carried out.

- 2.3.10 Shall ensure that adequate resources are made available to implement this policy and to take any necessary remedial action or make any required amendments to the procedures that comprise this policy.
- 2.3.11 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.
- 2.3.12 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.3.13 Shall ensure that all accidents involving office staff or reported to the office are recorded in the accident book.
- 2.3.14 Shall ensure that all accidents that occur in the office are investigated and shall where necessary implement corrective action.
- 2.3.15 Shall deal with all insurance and legal matters arising from industrial injury.
- 2.3.16 Shall maintain records of:
  - a) all accidents reported to the Company in accordance with the procedures set out in this policy;
  - b) health and safety training received by employees;
  - c) all tests and inspections carried out on work equipment including portable electrical equipment, access equipment and lifting equipment.
- 2.3.17 Shall ensure that all risk assessments required by statute are carried out and control measures implemented.
- 2.3.18 Shall ensure that there are adequate first aid facilities made available in the office and all employees know the whereabouts of such facilities.
- 2.3.19 Shall ensure the office is maintained in a safe and tidy condition.
- 2.3.20 Shall carry out regular safety inspections of the office and shall implement any necessary remedial action.
- 2.3.21 Shall ensure that a fire risk assessment is carried out of that all areas under the Company's control every 12 to 14 months and following any building works or office moves.
- 2.3.22 Shall ensure that a fire and emergency plan is produced for the office, which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- 2.3.23 Shall ensure that all employees receive adequate fire safety training to allow them to act up the requirements of the Company's fire safety plan for the building where they work.
- 2.3.24 Shall ensure that duty holders appointed to implement the Company's fire safety plan all employees receive adequate fire safety training to allow them to comply with their duties.
- 2.3.25 Shall ensure that a first aid plan is produced for the office that identifies:
  - a) what equipment, facilities and personnel are required to enable first-aid to be rendered to all employees who become injured or become ill at work;
  - b) the means by which help can be summoned when a person becomes injured or ill at work;
  - c) how employees shall be informed about the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.
- 2.3.26 The Health and Safety Officer shall ensure that records are maintained of the dates of Company first aiders and appointed person's training and their qualifications.

## **2.4. Contracts Managers**

- 2.4.1 Shall manage and monitor compliance with this policy as it relates to construction work under their control undertaken by the company.
- 2.4.2 Shall when required by statute:
  - a) produce a suitable Construction Phase Plan in consultation with the Site Manager for construction projects undertaken by the company.
  - b) ensure that any Construction Phase Plan produced for any construction project undertaken by the company is implemented, implementation is monitored and where necessary the plan is updated.
- 2.4.3 Shall ensure that all employees working under their control are made aware of the arrangements set out in this policy and comply with them at all times whilst at work.

- 2.4.4 Shall ensure that all contractors working under their control are made aware of, and comply with, any relevant arrangements and risk control measures set out in:
  - a) this health and safety policy;
  - b) any Construction Phase Plan in place for construction work they are involved in;
  - c) any risk assessments undertaken by the company for construction work they are involved in.
- 2.4.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by Matthews (Sussex) Ltd undertakings, the control measures and safe systems of work identified in this policy and any risk assessment(s) for hazardous work or the use of a hazardous substance.
- 2.4.6 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.
- 2.4.7 Shall undertake regular informal safety inspections of all construction projects undertaken by the company and shall ensure that any necessary remedial action is implemented.
- 2.4.8 Shall ensure on all construction projects under their control that:
  - a) all risk assessments required by statute are carried out and control measures implemented;
  - b) adequate supervision is available at all times, particularly where young and inexperienced workers are concerned;
  - c) adequate welfare facilities are provided and maintained in a satisfactory condition;
  - d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained;
  - e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work; and
  - f) work areas are maintained in a safe and tidy condition.
- 2.4.9 Shall ensure that personal protective equipment is available and used by both Company employees and contractors working for the company wherever it is required by law, this policy or its use indicated in statutory assessments.

## 2.5. Site Managers & Supervisors

- 2.5.1 Shall assist the Contracts Managers and Directors in the production of the Construction Phase Plan for any project they are managing.
- 2.5.2 Shall ensure that the Construction Phase Plan for any project they are managing is implemented and where changes are required to the plan shall notify the Contracts Manager or Contracts Director.
- 2.5.3 Shall ensure on their site(s) that:
  - a) all risk assessments required by statute are carried out and control measures implemented;
  - b) adequate supervision is provided at all times, particularly where young and inexperienced workers are concerned;
  - c) adequate welfare facilities are provided, maintained in a satisfactory condition and employees and contractors are informed of it's whereabouts;
  - d) such equipment, facilities and personnel as is required to enable first-aid to be rendered to all employees and contractor who become injured or become ill at work are provided and maintained and employees and contractors are informed of it's whereabouts;
  - e) there is a suitable means by which help can be summoned when a person becomes injured or ill at work and employees and contractors are informed; and
  - f) work areas are maintained in a safe and tidy condition.
  - g) only competent people are allowed to hazardous work equipment.
- 2.5.4 Shall provide to all personnel who work on or visit their site such information instruction and training as is necessary to make them aware of any significant hazards, risk control measures , safe systems of work and site health and safety rules.
- 2.5.5 Shall implement and communicate to employee(s), contractor(s), or anybody else who may be affected by the company's undertaking, the control measures and safe systems of work identified in this policy, Construction Phase Plans and any risk assessment(s) for hazardous work or the use of a hazardous substance.
- 2.5.6 Shall ensure that all accidents that occur on their site(s) are recorded in the accident book and reported immediately to the Contracts Manager.



- 2.5.7 Shall ensure that suitable Head Protection to BS5240 is worn at all times during the construction work unless there is no risk of injury to the head from falling objects or hitting the head against something. In addition to the above guidelines Matthews (Sussex) Ltd shall insist that safety helmets be worn at the following times, regardless of whether or not there is a risk to individual personnel on site:
- a) helmets shall be worn by all personnel, at all times on new buildings until the scaffolding is removed;
  - b) all personnel shall wear helmets, at all times when mobile plant or excavators are being used on site;
  - c) all personnel shall wear helmets, at all times when there is demolition work in progress on the site;
- 2.5.8 Shall carry out regular safety inspections of sites under their control and where remedial action cannot be implemented immediately, shall notify the Contracts Manager.
- 2.5.9 Shall ensure that any necessary remedial action identified by the company's Health and Safety Advisor during a formal safety inspection is implemented.

## **2.6. Yard Manager**

- 2.6.1 Shall be aware of the Company Health and Safety and relevant legislation and of the responsibilities of personnel under their immediate supervision
- 2.6.2 Ensure that office equipment is safe, fitted with necessary guards or safety devices, serviced regularly and maintained as recommended by the manufacturer.
- 2.6.3 Ensure that risk assessments are carried out where required and brought to the attention of personnel carrying out the work.
- 2.6.4 Ensure that personnel receive adequate training and that access and egress is maintained in offices at all times.
- 2.6.5 Arrange for all necessary insurance cover and provide accident investigation reports to insurers when necessary.
- 2.6.6 Ensure that a current and accurate Fire Risk Assessment is in place for all areas where employees/ persons are employed, meet or gather, and for all work areas and places of employment or social gathering.
- 2.6.7 Ensure the maintenance of firefighting equipment, escape routes, emergency lighting, means of raising the alarm in the event of fire and maintenance of provided Fire Detection systems exits as well as evacuation drills, which are to be organised and carried out on a regular basis, as required by the Regulatory Reform (Fire Safety) Order 2005 and Workplace Management Regulations 1999.
- 2.6.8 The Company is aware that Fire Legislation, (The Regulatory Reform [Fire Safety] Order 2005) places the emphasis of Self-Assessment (in house) on the Responsible Person of the company.
- 2.6.9 Set a personal example when visiting sites by wearing appropriate protective clothing (P.P.E.) and R.P.E. as required as per P.P.E. Regulations 2002. (as amended).
- 2.6.10 Report all safety matters immediately to the Senior Directors.
- 2.6.11 Make provision for the appointment of First Aiders or appointed persons as per The First Aid Regulations 1981.(as amended)
- 2.6.12 Be familiar with and follow, guidelines as per current Control of Asbestos Regulations 2012 and Demolition Code of Practice BS 6187:2012.

## **2.7. Plant Manager**

- 2.7.1 Shall read and understand the Company Policy for Health and Safety and ensure that it is brought to the notice of all employees under his control.
- 2.7.2 Ensure that all plant sent to site is safe and fully efficient, is guarded and equipped with safety devices and has been tested and thoroughly examined in accordance with Regulations, including the Provision and Use of Work Equipment Regulations 1998(as amended)
- 2.7.3 Concrete crushers will be operated by a qualified operative only and the concrete crusher will complete the Licence Log daily, detailing the crushing work that has been carried out.
- 2.7.4 Ensure that all plant operators are only employed on equipment that they are qualified to operate.
- 2.7.5 Ensure that all test, through examinations and inspections of plant are carried out as required and all necessary records are maintained.

- 2.7.6 Give advice to site supervision on the suitability or otherwise of plant for specified operations and ensure that any necessary safety instructions are issued with power tools or equipment.
- 2.7.7 Arrange for regular servicing and maintenance of all plant and ensure all defects are dealt with promptly.
- 2.7.8 Ensure that site management do not continue to use plant if defects which could affect its safety are reported.
- 2.7.9 Ensure that work in the workshop is carried out safely, all power tools and equipment are safe and are 110 volts with a serviceable R.C.D in place and all floors, accesses, lighting and heating etc. are maintained in safe condition.
- 2.7.10 Ensure that a risk assessment has been carried out of any substances, process or work activity hazardous to health and safety, and all appropriate control measures, training, instruction, protective clothing etc. have been provided.
- 2.7.11 Ensure that all plant operators and fitters have been provided with any necessary protective equipment (ear defenders, goggles, gloves etc.).
- 2.7.12 Ensure that any plant hired or purchased is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations. In particular, ensure that noise levels are not above recommended limits.
- 2.7.13 Ensure that facilities are provided to reduce risks of employees contracting industrial dermatitis.
- 2.7.14 Co-operate with the Safety Advisor and act on his recommendations.
- 2.7.15 Ensure that all fire protection methods are provided and maintained,
- 2.7.16 Ensure first aid facilities are provided and maintained.
- 2.7.17 Ensure all accidents are reported as required by Company Policy.
- 2.7.18 Set a good example by using and wearing any necessary protective clothing or equipment, when appropriate.

## **2.8. Plant Operatives and Goods Vehicle Drivers**

- 2.8.1 Shall read and understand the Company Safety Policy and carry out your work in accordance with its requirements - operate only the plant you are qualified to operate as per your CITB/CPCS ( or any other suitable approved trainer) operators certificate.
- 2.8.2 Know the legal requirements affecting the use of your machine and ensure that the machine is used in accordance with those requirements.
- 2.8.3 Ensure that any defect in the machine is reported immediately to the Plant Manager. Do not continue to operate the machine if the defect affects its safe use.
- 2.8.4 Make regular inspections of your machine for defects at least once a week and if your machine is classed as a lifting appliance, make a report on your inspection in the statutory inspection register.
- 2.8.5 Ask for, and use, ear protection to ensure that you do not suffer from gradual loss of hearing due to prolonged exposure to noise.
- 2.8.6 Never try to use the machine for work for which it was not designed, if in doubt, ask the Plant Manager for advice.
- 2.8.7 Wear suitable safety footwear and protective clothing as you are exposed to the same hazards as others on site when not in the cab of your machine.
- 2.8.8 Suggest ways to eliminate hazards or improve working methods.
- 2.8.9 Ensure when operating your machine that other persons are well clear, especially if reversing.
- 2.8.10 Ensure, if necessary, that you work with a Banksman and, if so, you are both sure before starting work, of the meaning of signals which may be used. (In the case of cranes, the signalling system used should be one recommended by the Federation of Civil Engineering Contractors).
- 2.8.11 Report all accidents or damage, however minor, to supervision.
- 2.8.12 Check, prior to starting work, with the Site Supervisor or other supervision of the location of underground or overhead services. Do not approach or excavate within distances of services given in the Company Safety Policy and Risk Assessments - stop if in doubt and check again with your supervisor.
- 2.8.13 Ensure that if your machine is used for lifting purposes, it is sited on firm, level, and well consolidated base with suitable bearing timbers used under extended outriggers, if applicable.

- 2.8.14 Always report to the site officer or a Site Supervisor before travelling around any site.
- 2.8.15 Drive in a safe manner at all times and be particularly careful when driving on sites, to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- 2.8.16 Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as Banksman when you reverse.
- 2.8.17 Ensure that when reversing or driving towards an edge that a suitable stop has been provided to prevent the vehicle going over the edge.
- 2.8.18 Report all accidents or damage, however minor, to the Transport Manager.
- 2.8.19 Ensure that any load on your vehicle is well secured; also ensure your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- 2.8.20 Ensure that hazardous loads are carried in accordance with instructions, that any necessary signs are displayed and appropriate documents are available in the cab.
- 2.8.21 Do not drink alcohol or take medication, which could affect your driving ability, before driving a Vehicle.
- 2.8.22 Stop if and when you are tired. On long journeys stop every two hours for at least 15 minutes. Get out of the vehicle for fresh air and to stretch. Take breaks at a service area or off the motorway (It is illegal to stop on the motorway, except in an emergency). IF in any doubt about your driving safety – take longer breaks.
- 2.8.23 Do not use a mobile telephone whilst driving. Using a mobile phone whilst driving is dangerous. It affects the ability to concentrate and anticipate the road ahead, putting the driver and other road users at risk.
- 2.8.24 Driving while using a hand held mobile phone is a specific offence and as from 27th February 2007 drivers using/holding a hand held mobile phone will face three penalty points on their licence and a £60 fine, which can be increased to a maximum of £1000 if the matter goes to Court and you are found guilty as charged.
- 2.8.25 Do not smoke in company vehicles. Enclosed vehicles which one or more persons use for work are classed as no-smoking premises and covered by the Smoke-free Regulations 2007. The ban applies to cars, vans and lorries at all times if they can be used by one or more person, as a driver or passenger, in the course of paid or voluntary work regardless of whether they are in the vehicle at the same time.

## **2.9. The Company Employees**

- 2.9.1 Shall comply with the requirements of this policy.
- 2.9.2 Shall take reasonable care of their own health and safety whilst at work.
- 2.9.3 Shall work in such a manner so as not to put at risk any person who is likely to be affected by their works.
- 2.9.4 Shall not interfere or misuse anything provided in the interest of health, safety and welfare.
- 2.9.5 Shall not attempt to operate hazardous work equipment unless trained and authorised to do so.
- 2.9.6 Shall observe all safety rules, and act on all reasonable instructions given by Officers of the Company on matters of health and safety. Refusal to comply with a reasonable instruction is a serious disciplinary offence.
- 2.9.7 Shall as soon as it is safe to do so report all accidents and damage to an Officers of the Company whether persons are injured or not.
- 2.9.8 Shall immediately report any defects in protective equipment issued to an Officers of the Company.
- 2.9.9 May make suggestions to improve health and safety in the Company to an Officers of the Company.

## **2.10. Contractors & Agency Workers**

All Contractors working for the Company:-

- 2.10.1 Shall comply with the requirements of this policy.
- 2.10.2 Shall before commencing work for the Company:
  - a) provide the Company with a copy of their safety policy if they employ 5 People or more.
  - b) provide the Company with a copy of their liability and indemnity insurance policies.
  - c) provide the Company with a written risk assessment for the works.
  - d) establish and agree with the Company safe systems of work for the tasks they will undertake.
- 2.10.3 Shall comply with all control measures set out in any risk or other assessments for their works.
- 2.10.4 Shall comply with all control measures set out in any risk or other assessments, for works carried out by others, but which may affect them.
- 2.10.5 Shall ensure that personal protective equipment is available at all times and used by themselves and their employees where ever it is required by law or its use indicated in any statutory assessments for their work or work that may affect them.
- 2.10.6 Shall ensure that their employees are adequately trained and fully aware of any hazards on the site.
- 2.10.7 Shall ensure that adequate supervision is available at all times, particularly where young and inexperienced workers are concerned.
- 2.10.8 Shall carry out their works in such a way that does not create for themselves or any other person, risk to health and safety so far as is reasonably practical.

## SECTION 3 THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

### 3.1. Risk Assessments

- 3.1.1 The company shall ensure that suitable and sufficient assessment shall be made of:
- a) the risks to the health and safety of employees whilst they are at work,
  - b) the risks to health and safety of persons not in his employment but arising out of or in connection with work being carried out.
- 3.1.2 These assessments shall be reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment.
- 3.1.3 The purpose of a risk assessment is to identify and document safe systems of work that shall, in order of importance:
- a) avoid risks altogether;
  - b) deal with problems at source;
  - c) reduce risk by adapting work to suit the individual;
  - d) make use of available technology to provide a safe system of work;
  - e) provide a protected workplace;
  - f) as a last resort and only if other methods are not reasonably practical use PPE;
- 3.1.4 The Risk Assessment shall:
- a) identify all hazards or risks;
  - b) identify and prioritise measures to be taken to comply with HASAWA '74;
  - c) propose methods of avoiding or minimising the risk;
  - d) set out a formal and clear management system that sets out responsibility for the management functions of planning, organisation, control and monitoring;
  - e) set out the safe system of work;
  - f) outline procedures for dealing with reasonably foreseeable emergencies which may arise;
  - g) detail any training required;
  - h) provide information for personnel carrying out the task on risks, preventive measures and emergency procedures. Employees should be given tasks in accordance with their capabilities;
  - i) detail procedures and precautions to be taken to protect other workers who may be affected by the work. Identify any need for health surveillance, and set out the procedures for carrying it out if required;
  - j) be communicated to the personnel involved and be reviewed and revised as necessary.
- 3.1.5 At the commencement of any contract, the manager responsible shall complete the company's general risk assessment form to identify the risks to which anybody who is involved in, or may be affected by the company's work may be exposed.
- 3.1.6 Detailed risk assessment shall then be carried out of all significant hazards identified on the general risk assessment form or subsequently identified during the course of any work.
- 3.1.7 Managers and Supervisors shall ensure that control measures or safe systems of work identified in risk assessments are implemented, communicated to all personnel involved, and monitored.

## 3.2. Fire and Emergency

- 3.2.1 The Directors as the responsible person shall in accordance with the Regulatory Reform (Fire Safety) Order 2005:
- take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of all employees; and
  - in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.
  - must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.
- 3.2.2 Fire risk assessments shall be reviewed by the responsible person and where necessary revised if:
- there is reason to suspect that it is no longer valid; or;
  - there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions;
  - and where changes to an assessment are required as a result of any such review, the responsible person must make them
- 3.2.3 Fire risk assessments shall:
- be carried out by a competent person;
  - include an assessment of the risks to persons with restricted mobility, hearing, vision or other special needs; and
  - be recorded.
- 3.2.4 The Directors shall ensure that a fire and emergency plan is produced for the office which takes into consideration the needs of persons who work at the location and have restricted mobility, hearing, vision or other special needs.
- 3.2.5 The fire and emergency plan shall be communicated to all staff and displayed in a prominent position.
- 3.2.6 The Directors shall ensure that the following information is displayed in an approved format, in a prominent position and in at least one location on every floor of all buildings occupied by the company:
- the fire action notice;
  - the location of the evacuation assembly point;
  - names of those responsible for controlling any evacuation or emergency response.
- 3.2.7 The responsible person shall provide all employees with comprehensible and relevant information on:
- the risks to them identified by the risk assessment;
  - the preventive and protective measures taken to control the risks;
  - the procedures for serious and imminent danger and where appropriate for danger areas;
  - the identities of those persons nominated to implement those procedures to enable safe evacuation of relevant persons from the premises; and
  - any fire safety risks notified by any other employer sharing the workplace.
- 3.2.8 The responsible person shall ensure that all employees are provided with adequate safety training:
- at the time when they are first employed; and
  - on their being exposed to new or increased risks because of their being transferred to another company workplace or given a change of responsibilities;
- 3.2.9 Fire safety training shall:
- include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;
  - be repeated periodically where appropriate;
  - be adapted to take account of any new or changed risks to the safety of the employees concerned;
  - be provided in a manner appropriate to the risk identified by the risk assessment; and
  - take place during working hours.

### 3.3. First Aid

#### 3.3.1 The company shall:

- a) ensure that equipment and facilities as are adequate and appropriate for enabling first-aid to be rendered to his employees if they are injured or become ill at work or provided; and
- b) provide, or ensure that there is provided, such number of suitable persons as is adequate and appropriate for rendering first-aid to his employees if they are injured or become ill at work; and
- c) appoint a competent person to make an assessment of first-aid needs appropriate to the circumstances of each workplace; and
- d) inform all employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

#### 3.3.2 Persons appointed to provide first aid must have received HSE approved training and have received appropriate qualifications.

### 3.4. Accident Reporting

#### 3.4.1 All accidents involving employees shall be reported as soon as it is safe to do so to the Directors.

#### 3.4.2 The Company shall ensure that the following details are recorded in an accident book (BI 510) as soon as practicable.

- a) the full name and address of the injured person;
- b) the occupation of the injured person;
- c) the date of entry;
- d) date and time of accident;
- e) accident details - the location and circumstances, work, process;
- f) injury details and treatment given;
- g) signature of the person making entry.

#### 3.4.3 Having recorded the accident details the person reporting the accident shall detach the completed accident records from the accident book, give or post a copy to the injured person and file the second copy in the in individuals personnel file or if it involved a contractor the health and safety cabinet within reception. The Directors shall ensure the accident has been reviewed with the Health & Safety Advisor and any necessary remedial action has been taken.

#### 3.4.4 The company shall maintain an anonymised record of all accidents that have been reported to assist in future risk management.

#### 3.4.5 All accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) [<http://www.hse.gov.uk/pubns/priced/l73.pdf>] involving company employees or personnel under the company's control shall be reported to a Director as soon as it is safe to do so.

#### 3.4.6 Accidents reportable under RIDDOR shall be reported by a Director or if no Director is available a Manager:

- a) online at <http://www.hse.gov.uk/riddor/online.htm>; or
- b) by telephone to the Incident Contact Centre [0845 300 99 23] (Monday to Friday 8:30am to 5:00pm);
- c) the enforcing authority by the quickest practicable means within 15 days of the accident or incident happening.

#### 3.4.7 Subject to regulation 10, where an employee, as a result of an accident at work, has suffered an reportable injury which is a cause of his death within one year of the date of that accident, the employer shall inform the relevant enforcing authority in writing of the death as soon as it comes to his knowledge, whether or not the accident has been reported by telephone.

#### 3.4.8 Where a person at work suffers from any of the occupational diseases specified in column 1 of Part I of RIDDOR Schedule 3 and his work involves one of the activities specified in the corresponding entry in column 2 of that Part Office Administrator shall report the disease online at <http://www.hse.gov.uk/riddor/online.htm>.

3.4.9 The company shall keep a record of:

- a) any event which is required to be reported under RIDDOR regulation 3, which shall contain the particulars specified in Part I of Schedule 4;
- b) any case of disease required to be reported under regulation 5(1), which shall contain the particulars specified in Part II of Schedule 4; and

3.4.10 Any record of deaths, injuries at work or disease which is kept for any other purpose shall, if it covers the injuries recordable under RIDDOR and includes the particulars specified in Schedule 4 be suitable.

3.4.11 The record shall be kept in the individual's personnel file or if it involved a contractor the health and safety cabinet within reception.

### 3.5. Accident Investigation

3.5.1 Accident investigation shall follow the principles set out in 'HSG245 - Investigating accidents and incidents - a workbook for employers, unions, safety representatives and safety professionals'

3.5.2 The Directors shall ensure a competent person is instructed to investigate all accidents, whether injury producing or otherwise where the potential consequences could have been significant, there is a likelihood of the adverse event recurring or the accident would appear to be part of a trend.

3.5.3 Where the accident investigation identifies the need for remedial action this will be adequately funded and implemented quickly.

### 3.6. Hazardous Substance Assessment

3.6.1 The Company shall ensure that:

- a) assessment shall be made of all hazardous substances to be used by the company;
- b) sufficient competent persons are appointed to carry out any necessary assessments;
- c) any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.

3.6.2 "Substance hazardous to health" means a substance (including a preparation):

- a) which is listed in Part I of the approved supply list as dangerous for supply within the meaning of the CHIP Regulations and for which an indication of danger specified for the substance is



toxic



irritant



corrosive



risk to human health

- b) for which the Health and Safety Commission has approved a workplace exposure limit;
- c) which is a biological agent;
- d) which is dust of any kind, except dust which is a substance within paragraph (i) or (ii) above, when present at a concentration in air equal to or greater than 10 mg/m<sup>3</sup>, as a time-weighted average over an 8-hour period, of inhalable dust, or 4 mg/m<sup>3</sup>, as a time-weighted average over an 8-hour period, of respirable dust;
- e) which, not being a substance falling within sub-paragraphs (i) to (iv), because of its chemical or toxicological properties and the way it is used or is present at the workplace creates a risk to health.






3.6.3 Assessments of hazardous substances must:

- a) Assess the hazards and risks to health
- b) Set out the control program
  - Avoid use of substance
  - Substitute safer materials for hazardous ones



- Provide Engineering controls ( Exhaust ventilation, dust extraction)
  - Select work practices to reduce risk (Use brush rather than spray)
  - The use of Personal Protection Equipment where long term solutions are impractical
- 3.6.4 If there is a recognisable health risk, the company shall inform, instruct and train persons likely to be affected, about risks and control measures and the reasons for them.
- 3.6.5 Safe systems of work identified in the risk assessments will be implemented, communicated to the personnel involved and monitored.
- 3.6.6 Assessments shall be reviewed regularly so as to keep them up to date particularly if:
- a) there is reason to suspect that the risk assessment is no longer valid; or
  - b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or
  - c) organisation of the work undergoes significant changes, extensions or conversions;
  - d) and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

### 3.7. Dangerous Substances and Explosive Atmospheres

- 3.7.1 The Company shall ensure:
- a) that suitable and sufficient assessment is made where a dangerous substance is or is liable to be present in a workplace occupied by of the risks to company employees which arise from that substance;
  - b) that sufficient competent persons are appointed to carry out any necessary assessments;
  - c) that any employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment are provided with sufficient information, instruction, and training to enable them to undertake their duties.
- 3.7.2 Dangerous substances are classified as:
- a) a substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is:
    -  explosive
    -  oxidising
    -  Flammable
    -  Gas bottles under pressure
    -  risk to the environment
  - b) whether or not that substance or preparation is classified under the CHIP Regulations;
  - c) a substance or preparation which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk, not being a substance or preparation falling within subparagraph (a) above; or
  - d) any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere, not being a substance or preparation falling within subparagraphs (a) or (b) above;
- 3.7.3 Dangerous Substance assessment shall *include consideration of*:
- a) the hazardous properties of the substance;
  - b) information on safety provided by the supplier, including information contained in any relevant safety data sheet;
  - c) the circumstances of the work including:
    - the work processes and substances used and their possible interactions;

- the amount of the substance involved;
  - where the work will involve more than one dangerous substance, the risk presented by such substances in combination; and
  - the arrangements for the safe handling, storage and transport of dangerous substances and of waste containing dangerous substances;
- d) activities, such as maintenance, where there is the potential for a high level of risk;
- e) the effect of measures which have been or will be taken pursuant to the Dangerous Substances and Explosive Atmospheres Regulations;
- f) the likelihood that an explosive atmosphere will occur and its persistence;
- g) the likelihood that ignition sources, including electrostatic discharges, will be present and become active and effective;
- h) the scale of the anticipated effects of a fire or an explosion;
- i) any places which are or can be connected via openings **to places** in which explosive atmospheres may occur; and
- j) such additional safety information as the employer may need in order to complete the risk assessment.
- 3.7.4 Where a risk is identified the company shall ensure that it is either eliminated or reduced so far as is reasonably practicable by replacing it with a substance or process which either eliminates or reduces the risk.
- 3.7.5 Where it is not reasonably practicable to eliminate risk the company shall, so far as is reasonably practicable, apply measures, consistent with the risk assessment and appropriate to the nature of the activity or operation:
- a) to control risks by
- the reduction of the quantity of dangerous substances to a minimum;
  - the avoidance or minimising of the release of a dangerous substance;
  - the control of the release of a dangerous substance at source;
  - the prevention of the formation of an explosive atmosphere, including the application of appropriate ventilation;
  - ensuring that any release of a dangerous substance which may give rise to risk is suitably collected, safely contained, removed to a safe place, or otherwise rendered safe, as appropriate;
  - the avoidance of ignition sources including electrostatic discharges; and adverse conditions which could cause dangerous substances to give rise to harmful physical effects; and
  - the segregation of incompatible dangerous substances; and
- b) to mitigate the detrimental effects of a fire or explosion or the other harmful physical effects arising from dangerous substances.
- 3.7.6 Control measures or safe systems of work identified in risk assessments shall be implemented and communicated to all employees and other people who may be affected by the risk.
- 3.7.7 All assessments shall be recorded and a copy maintained.
- 3.7.8 Assessments shall be reviewed regularly so as to keep them up to date particularly if:
- a) there is reason to suspect that the risk assessment is no longer valid; or
- b) there has been a significant change in the matters to which the risk assessment relates including when the workplace, work processes, or
- c) organisation of the work undergoes significant changes, extensions or conversions;
- 3.7.9 and where, as a result of the review, changes to the risk assessment are required, those changes shall be made.

### 3.8. Manual Handling Assessments

- 3.8.1 The company shall, so far as is reasonably practical, ensure that any manual handling operation which involves a risk of injury to employees is avoided by:
- a) removing the need for the operation to be carried out;
  - b) automating or mechanising the operation.
- 3.8.2 Where it is not reasonably practical to avoid such an operation the company shall ensure that:
- a) a suitable and sufficient assessment is made of the operation;
  - b) appropriate steps are taken to reduce the risk of injury to the lowest level reasonably practicable;
  - c) appropriate steps are taken to provide any employees who undertake any such operations with, so far as is reasonably practicable, information on the load to be handled.
  - d) risk assessments are reviewed if they are no longer valid or there have been significant changes to the safe system of work outlined in the assessment;
  - e) sufficient competent persons are appointed to carry out any necessary assessments;
  - f) any company employee who is required to undertake a risk assessment or implement any control measures identified by a risk assessment is provided with sufficient information, instruction, and training to enable them to undertake their duties.
- 3.8.3 All assessments shall have regard to the factors specified in column 1 of Schedule 2 to the Manual Handling Operations Regulations 1992. and consider the questions specified in the corresponding entry in column 2 of the schedule.
- 3.8.4 The company shall ensure that all employees who are required to undertake a manual-handling operation are physically capable and competent to carry out the work and where relevant have received appropriate manual-handling training.
- 3.8.5 Assessed operations shall not be undertaken until the safe system of work and all relevant information on the load has been communicated to all those who will be involved in the operation.
- 3.8.6 If any employee carrying out a manual-handling operation for, or on behalf of Matthews (Sussex) Ltd , is injured or becomes ill as a direct result of the operation they shall:
- a) advise their General Practitioner;
  - b) report the matter to a Director;
  - c) ensure that it is reported in accordance with Matthews (Sussex) Ltd 's accident reporting procedures.
- 3.8.7 Manual handling training where provided shall be undertaken by a person competent to give such training, and shall include:
- a) how to recognise a hazardous load;
  - b) how to deal with an unfamiliar load;
  - c) the proper use of handling aids and personal protective equipment;
  - d) features of the working environment that contributes to safety;
  - e) the importance of good housekeeping;
  - f) factors affecting individual capacity;
  - g) good handling techniques.

### 3.9. Display Screen Equipment

- 3.9.1 The Company shall so far as is reasonably practicable:
- a) ensure that suitable and sufficient analysis is carried out of all work stations which are used by display screen equipment users (user means an employee who habitually uses display screen equipment as a significant part of his normal work) or operators, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use;
  - b) take all necessary steps to reduce the risk identified to the lowest level reasonably practicable;
  - c) ensure that all work stations on the firm's premises used by display screen equipment users or operators, comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.
- 3.9.2 The Company shall provide, if requested, all employees who habitually use display screen equipment as a significant part of their normal work with an appropriate eyesight test, prior to their employment and at regular intervals after they have become a user.
- 3.9.3 Where display screen users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment the company shall:
- a) meet the cost of a basic pair of spectacles where these are required specifically for working with display screen equipment. (Any additional cost to be contributed by the work station user);
  - b) take steps to incorporate changes of task for display screen users, to prevent intensive periods of on-screen activity;
- 3.9.4 The Company shall provide sufficient information, instruction, and training necessary to ensure the health and safety of all employees who are users display screen equipment.
- 3.9.5 The Company shall ensure that all DSE users are provided with:
- a) a chair that is stable, adjustable in height and back and has wheels;
  - b) a foot rest if required;
  - c) a screen that is free from flicker and glare.
- 3.9.6 Users when using DSE shall:
- a) Keep sufficient space in front of the keyboard to provide support for hands and arms
  - b) Take regular breaks from the screen

### 3.10. Training

- 3.10.1 Contracts Managers, Contracts Directors and Site Managers shall be trained to a standard whether they are fully conversant with this health and safety policy, able to recognise safety hazards, assess the risk and implements appropriate controls.
- 3.10.2 Health and safety training for Managers and Supervisors shall include:
- a) the health and safety policy, organisation and arrangement;
  - b) legal framework and duties within The company, its management and the workforce;
  - c) specific rules applicable to their work;
  - d) safety inspection techniques and requirements;
  - e) causation and consequences of accidents;
  - f) basic accident prevention techniques;
  - g) disciplinary procedures and their application;
  - h) risk assessment;
  - i) statutory forms;
  - j) health risks, signs and symptoms;
  - k) motivational techniques to achieve health and safety goals.
- 3.10.3 Contract Managers and Site Managers shall receive regular update training in health and safety.
- 3.10.4 Contract Managers and Site Managers shall receive regular update training in health and safety with a view to all Contract Managers and Site Managers having CITB SMSTS or SSSTS Training Certificates.
- 3.10.5 The company shall endeavour to ensure that Contract Managers and Site Managers receive where appropriate sufficient training to enable them:
- a) to be appointed as a First Aider;
  - b) to undertake Scaffold Inspection;
  - c) to undertake risk assessments;
  - d) to carry out site health and safety induction
- 3.10.6 Training shall be updated on a regular basis and particularly in the light of new legislation.
- 3.10.7 A written record shall be maintained of all health and safety training provided to company employees.
- 3.10.8 Toolbox Talks shall be delivered at suitable intervals to allow operatives' knowledge to be refreshed or updated with regard to relevant subjects.

### 3.11. Personal Protective Equipment (PPE)

- 3.11.1 Directors and managers shall ensure that all employees involved in undertaking construction work or visiting construction sites are issued with as a minimum:
- safety shoes or boots with toe protection; and
  - suitable head protection to BS5240; and
  - a high visibility vest or jacket.
- 3.11.2 Directors and managers shall ensure that employees involved in undertaking construction work or visiting construction sites are issued where appropriate with:
- hand protection;
  - eye protection;
  - respiratory protection; and hearing protection
  - appropriate to the tasks they will be required to undertake; and
- 3.11.3 Employees shall inspect their personal protective equipment before each use. Equipment found to be defective shall not be used and arrangements made to replace the equipment.
- 3.11.4 Personal protective equipment shall, so far as is reasonably practicable, be subject to a periodic inspection (normally every three months) by an officer of the company. The purpose of the inspection is to verify that all employees are in possession of the PPE that they require and that it is in serviceable condition. The name of the employee, details of equipment required and inspected, date of inspection and name of the inspector shall be communicated to the Company who shall keep a record of the details on the employees personnel file. Where equipment is missing or defective arrangement shall be made to replace the equipment.
- 3.11.5 Employees shall where any PPE issued to them is lost or damaged so that it no longer provides the necessary protection or creates another hazard either make arrangements for a replacement to be sourced or notify an officer of the company so that they may make arrangements for the replacement.
- 3.11.6 Employees shall not be permitted to carry out hazardous work without all necessary PPE
- 3.11.7 The use of PPE shall be enforced by officers of the company where its use is required by law, this policy or its use is necessary to control a risk.
- 3.11.8 Suitable Head Protection to BS5240 shall be worn at all times during the construction work **unless there is no risk of injury to the head** from falling objects or hitting the head against something. In addition to the above guidelines The Company shall insist that safety helmets be worn at the following times, regardless of whether there is a risk to individual personnel on site. Helmet shall be worn by all personnel at all times:
- on new buildings until the scaffolding is removed;
  - when they are working in the vicinity of mobile plant or excavators that are operating;
  - when there is demolition work in progress on the site;
- 3.11.9 All contractors working under the company's control shall provide and use personal protective equipment wherever it is required by law, The Company, this policy or its use indicated in statutory assessments.

### 3.12. Health surveillance

- 3.12.1 The Company shall appoint a competent person undertake a risk assessment in consultation with all employees who may be affected to identify any significant hazards to health that employees may be exposed that require a health surveillance programme.
- 3.12.2 Health Surveillance may be required when employees are exposed to the following:
- a) Hazardous substances such as chemicals, solvents, fumes, dusts, gases and vapours;
  - b) Asbestos;
  - c) Lead;
  - d) Noise;
  - e) Vibration;
  - f) Manual handling.
- 3.12.3 Health surveillance shall be required:
- a) if the work is known to damage health in some particular way; and
  - b) there are valid ways to detect the disease or condition; and
  - c) it is reasonably likely that damage to health may occur under the particular conditions at work; and
  - d) surveillance likely to benefit the employee.
- 3.12.4 The Company shall before employing any person make reasonable enquiries to determine their prior exposure to health hazards and in particular:
- a) Hazardous substances;
  - b) Asbestos;
  - c) Lead;
  - d) Noise;
  - e) Vibration;
  - f) Manual handling.
- 3.12.5 Where there is any indication that a person has been exposed to a significant level of risk in any previous employment, advice shall be obtained from an occupational health professional and where necessary tests undertaken.
- 3.12.6 Where any work the person is employed to do may make any previous condition worse all necessary steps shall be taken to reduce the risk and where indicated in a health risk assessment health surveillance shall be undertaken.
- 3.12.7 The Company shall undertake a formal health review with all employees annually. Where any employee reports or shows any signs or symptoms of ill health that may have resulted from exposure whilst at work to a health risk they shall be referred to an appropriate occupational health professional for further Health surveillance or tests.
- 3.12.8 Managers and employees shall receive appropriate information, instruction and training to enable them to identify straightforward signs and symptoms caused by working with any substances or processes they are likely to encounter in their work.
- 3.12.9 Employees shall be encouraged to undertake self-checks to look for and report any signs of work-related ill health.
- 3.12.10 Managers and employees shall, as soon as they become aware of any sign or symptom that could have resulted from exposure to a health risk at work, report the matter to the Directors.

### **3.13. Consultation with Employees**

- 3.13.1 The Company shall ensure that employees are consulted in good time on matters relating to their health and safety at work and, in particular, with regard to:
- a) the introduction of any measure at the workplace which may substantially affect the health and safety of those employees;
  - b) the arrangements for appointing or, as the case may be, nominating persons to:
    - assist the company in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions; and
    - implement procedures to be followed in the event of serious and imminent danger to persons at work
  - c) any health and safety information the Company is required to provide to those employees by or under the relevant statutory provisions;
  - d) the planning and organisation of any health and safety training that the Company is required to provide to those employees by or under the relevant statutory provisions; and
  - e) the health and safety consequences for those employees of the introduction of new technologies into the workplace.

### **3.14. Maintenance**

- 3.14.1 The company shall ensure that all company workplaces, plant and equipment are maintained so that they are, so far as is reasonably practicable, safe and without risks to health.
- 3.14.2 Defects in the building or equipment shall be reported as soon as practicable to Office Administrator who shall arrange for the necessary repairs to be undertaken.
- 3.14.3 Only registered electricians are allowed to work on any electrical equipment or supplies.
- 3.14.4 Only Gas Safe registered fitters are allowed to work on any gas fittings.

### **3.15. New and Expectant Mothers**

- 3.15.1 The Proprietor shall when notified that one of their female staff is pregnant:
- a) ensure that a risk assessments is conducted for that staff member, to determine whether the work the employee is expected to do is of a kind which could involve risk, by reason of her condition, to the health and safety of the expectant or new mother or to that of her baby, from any substances, processes or working conditions;
  - b) take steps to avoid or minimise the risks;
  - c) monitoring the implementation of measures taken to protect the staff member concerned;
  - d) ensure records are kept of such risk assessments.
- 3.15.2 It is recognised that the circumstances of any pregnancy is personal to that staff member and that they may not immediately wish it to be known that they are pregnant. The company would therefore encourage its female staff to report their pregnancy at the earliest opportunity they feel able to do so a risk assessment can be carried out and so exposure to possible hazards controlled.
- 3.15.3 Where the risks to the new or expectant mother cannot be adequately controlled the company shall, if it is reasonable to do so, and would avoid such risks, alter her working conditions or hours of work.
- 3.15.4 If it is not reasonable to alter the working conditions or hours of work, or if it would not avoid such risk, the company shall, subject suspend the employee from work for so long as is necessary to avoid such risk.

### **3.16. Annual Inspection and Testing**

- 3.16.1 The company shall ensure that:
- a) all electrical equipment is tested periodically by a competent person and marked clearly to indicate it has passed the test. The frequency of testing shall be appropriate to the level of risk. Any defective equipment shall be rectified, or taken out of use and clearly labelled;
  - b) electricity installations in company owned or controlled buildings will be tested every five years. Any defects shall be rectified;



### 3.17. Health and Safety Information

- 3.17.1 A health and safety notice board shall be maintained:
- a) at a place which is reasonably accessible to the employee while he is at work, and
  - b) in such a position in that place as to be easily seen and read by that employee.
- 3.17.2 The following information shall be displayed on the health and safety notice board:
- a) the approved poster in a readable condition;
  - b) the names of all duty holders and in particular:
    - the director responsible for health and safety;
    - the company's competent source of health and safety advice;
    - all first aiders;
    - those responsible for controlling any evacuation or emergency response.
  - c) The fire and emergency plan for the building
- 3.17.3 Permanent signs are to be displayed in appropriate locations to warn both employees and others who may be affected by the company's undertakings of any dangers that may affect their safety.

### 3.18. Procurement of Contractors

- 3.18.1 The company shall ensure that designers, contractors and other team members that they appoint are competent (or work under the supervision of a competent person), are adequately resourced and appointed early enough for the work they have to do.
- 3.18.2 Designer and Contractors shall not be appointed by the company to work on company construction projects unless they have the skills, knowledge, experience, and, where they are an organisation, the organisational capability to carry out the work in a way that secures health and safety. Reasonable steps will depend on the complexity of the project and the range and nature of the risks involved. Standard health and safety questions in PAS 91:2013 (*Publicly Available Specification*) Construction Related Procurement (<https://www.pas91construction.co.uk/>) may be used to help assess a Company's organisational capability.
- 3.18.3 Suitable evidence for Stage 1 of the assessment shall include accreditation by CHAS (<http://www.chas.gov.uk/>), Safe Contractor (<http://www.safecontractor.com/>) or any other organisation is a member of the Safety Schemes in Procurement [SSIP] forum (<http://www.ssip.org.uk/>).

### 3.19. Management Review

- 3.19.1 The Company's Health and Safety Management system as recorded in this health and safety policy and the organisation and arrangement set out for implementing the policy shall be reviewed by the Director in consultation with their competent source of health and safety advice:
- a) annually;
  - b) in the light of accidents, incidents, or failures of systems described in the policy.
  - c) following the introduction of new legislation, codes of practice, guidance and standards.
- 3.19.2 The views of employees and any comments made clients and contractors shall be taken into account when undertaking a review.
- 3.19.3 Where necessary the safety management system and any document that comprises the system shall be revised to address any issues identified within a review.

### 3.20. Audit

- 3.20.1 Compliance with the procedures set out in this policy shall be audited periodically by the company's competent source of health and safety advice who shall report in writing to the Directors.
- 3.20.2 The Directors shall ensure that any remedial action identified in the report is implemented within an appropriate timetable.

### 3.21. Information for Non-English Workers

- 3.21.1 Because of the influx of migrant workers and the recent free movement of workers from the EU, it is vital that provisions are made to ensure information is available to workers for whom English is not their first language particularly when working in hazardous environments such as construction sites.
- 3.21.2 Matthews (Sussex) Ltd understands its duties outlined in the CDM Regs as the following; "Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health".
- 3.21.3 All site inductions must be communicated to those who do not speak any/ very good English either verbally via a nominated translator or preferably written in the operatives native language who must sign stating they've understood it fully.
- 3.21.4 At no time will non-English speaking groups of operatives be allowed to work un-supervised. There must be a minimum of one person who speaks good English out of every group of four operatives for whom English is not their first language.

### 3.22. Carriage of Dangerous Goods & Use of Transportable Pressure Equipment Regulations 2009

- 3.22.1 The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 (CDG 2009) and the European agreement ("Accord européen relatif au transport international des marchandises dangereuses par route", known as ADR) which together regulate the carriage of dangerous goods by road are highly prescriptive. The regulations were substantially restructured for 2007 and now include the carriage of radioactive substances.
- 3.22.2 Guidance is available for help through the process and helps make informed judgments about the extent of compliance. It is also used by officers when discussing compliance with duty holders and deciding when to take further action. The reader should remember that the law can only be interpreted by the Courts. CDG 2009 cross-refers to ADR to a large extent, and it is ADR that contains the detailed requirements. The regulations alter some of the details of how ADR is implemented in UK, but this is discussed in ADR and CDG 2009 ADR 2009 continues the security requirements in chapter 1.10. This guidance does not deal with these matters as enforcement is carried out by the Vehicle and Operator Service Agency (VOSA).
- 3.22.3 ADR is highly structured and prescriptive. It follows that if care and time are taken, the answer to most problems can be found, and for that reason there is little or no need for extensive explanatory literature or guidance. Many duty holders will need to appoint a "Dangerous Goods Safety Adviser" and thus should have access to the specialist knowledge needed to navigate the regulations and ADR. Some background to CDG 2009 is given in Regulatory environment. The chapter "Operational strategy and enforcement" sets out HSE's operational strategy with some enforcement guidance. ADR and CDG 2009 describe the relationship between the regulations and ADR. Subsequent chapters largely follow the structure of ADR. Each chapter is set out as follows:-
  - a) Reference to the relevant regulation
  - b) Guidance on the requirements of ADR itself
  - c) Any special considerations, such as exemptions (which are also discussed more fully at Main exemptions).
- 3.22.4 This guidance does not repeat the requirements of CDG 2009 or ADR, but directs the reader to the parts of the regulations and ADR that will be of relevance. It is intended to provide a basis for a consistent approach across the three agencies that are involved in enforcement. The guidance is structured in line with ADR, that is, it follows the logical chain of duties from classification of substances through to carriage.
- 3.22.5 ADR requires many of those involved in carriage of dangerous goods to appoint a DGSA. It prescribes the training and certification regime. It is applied in GB through CDG 2009 at Regulation 43 and applies to carriers fillers and loaders subject to some exemptions discussed below. The GB exemptions do not apply to international carriage.
- 3.22.6 Exemption (i) Where the main or secondary activity of the person is not the carriage of dangerous goods or (related activities). Various questions of interpretation arise in connection with this misapplication. "Main or secondary activity" should be interpreted as the main or secondary purpose of the business. Thus companies whose business is not the transport of dangerous goods per se but whose activities involve such transport will normally not be required to appoint a DGSA. For example construction companies taking dangerous goods to and from sites would not be regarded as having transport of dangerous goods as either a main or secondary. Examples include:
  - a) Construction companies taking dangerous goods to and from sites would not be regarded as having transport of dangerous goods as either a main or secondary.

- b) Repair organizations that occasionally recover vehicles which are still loaded with dangerous goods. For routine services, it would be expected that the vehicles would be unloaded and where applicable cleaned and purged.
- 3.22.7 Hauliers, delivery companies, freight forwarders etc. are not within this category as carriage of dangerous goods is often their main or secondary activity.
- 3.22.8 Exemption (ii) is further qualified. The terms "occasional" and "little danger or risk of pollution" pose practical difficulties of interpretation. In so far as the limited quantities exemptions apply a risk assessment approach, it could be argued that carriage above those thresholds cannot qualify. The regulation clearly envisages that there will such cases and the following examples may help in making the judgment.
- a) Transport of dangerous goods in transport category 4
  - b) Transport of dangerous goods in transport category 3 but only in packages (not tanks/bulk) where the volume/mass of the load concerned does not exceed 1500 litres or kg. Goods in transport categories 0, 1 and 2 should not be treated in this way.
  - c) Transport of explosives in loads of up to 10% above the thresholds at which placarding requirements apply.
  - d) "occasionally" should be interpreted as 1 to 2 journeys per month. If more frequent deliveries (e.g. By a contractor to a site) are required this should not be regarded as occasional. Other exemptions may allow a duty holder not to appoint a dgsa.

## SECTION 4 CONSTRUCTION ACTIVITIES

### 4.1. Construction (Design and Management) Regulations 2015

- 4.1.1 The provisions of the Construction (Design and Management) Regulations 2015 apply to all construction work in Great Britain and apply to both employers and the self-employed without distinction.
- 4.1.2 The Regulations are divided into five parts.
- a) **Part 1** of the Regulations deals with matters of interpretation and application.
  - b) **Part 2** sets out the client's duty to make suitable arrangements for managing a project and maintaining and reviewing them for its duration so that it is carried out in a way that manages the health and safety risks involved. For projects involving more than one contractor, these regulations require the client to appoint a principal designer and principal contractor and to make sure that they carry out their duties.
  - c) **Part 3** sets out a number of requirements on anyone working on a project with certain responsibilities. These relate to the appointment of designers and contractors, the need for cooperation between duty holders, reporting anything that is likely to endanger health and safety and ensuring information and instruction provided is understandable.
  - d) **Part 4** of the Regulations applies to all construction work carried out on construction sites, and covers physical safeguards which need to be provided to prevent danger. Duties to achieve these standards are held by contractors who actually carry out the work, irrespective of whether they are employers or are self-employed. Duties are also held by those who do not do construction work themselves, but control the way in which the work is done. In each case, the extent of the duty is in proportion to the degree of control which the individual or organisation has over the work in question.
  - e) **Part 5** sets out the requirements in respect of fire along with transitional and saving provisions
- 4.1.3 "construction work" means the carrying out of any building, civil engineering or engineering construction work and includes
- a) the construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure or the use of corrosive or toxic substances), de-commissioning, demolition or dismantling of a structure;
  - b) the preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation, and the clearance or preparation of the site or structure for use or occupation at its conclusion;
  - c) the assembly on site of prefabricated elements to form a structure or the disassembly on site of prefabricated elements which, immediately before such disassembly, formed a structure;
  - d) the removal of a structure or of any product or waste resulting from demolition or dismantling of a structure or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure; and
  - e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure,
- but does not include the exploration for or extraction of mineral resources or activities preparatory thereto carried out at a place where such exploration or extraction is carried out;

## 4.2. Project Planning

4.2.1 For all projects the company shall:

- a) satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- b) plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- c) ensure that any contractor who they appoint or engage 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;
- d) provide workers under their control (whether employed or self-employed) with any necessary information, including about 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;
- e) ensure that any design work they do complies with regulation 11;
- f) comply with any requirements listed in Schedule 2 (welfare) and Part 4 (covers physical safeguards to be provided to prevent danger) of these Regulations that apply to their work;
- g) co-operate with others and co-ordinate their work with others working on the project;
- h) ensure the workforce is properly consulted on matters affecting their health and safety; and
- i) obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

4.2.2 On notifiable projects the company shall in addition satisfy themselves:

- a) that a Principal Designer has been appointed and the HSE notified before they start work;
- b) that a Principal Contractor has been appointed or have been appointed by the client as Principal Contractor themselves.

## 4.3. Acting as a Principal Contractor

4.3.1 When acting as Principal Contractors the Company shall:

- a) satisfy themselves that clients are aware of their duties, that a Principal Designer has been appointed and HSE notified before they start work;
- b) make sure that they are competent to address the health and safety issues likely to be involved in the management of the construction phase;
- c) ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.
- d) ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site;
- e) ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information should be met promptly;
- f) ensure safe working and co-ordination and co-operation between contractors;
- g) ensure that a suitable construction phase plan ('the plan') is:
  - prepared before construction work begins,
  - developed in discussion with, and communicated to, contractors affected by it,
  - implemented, and
  - kept up to date as the project progresses;
- h) satisfy themselves that the designers and contractors that they engage are competent and adequately resourced;
- i) ensure suitable welfare facilities are provided from the start of the construction phase;
- j) take reasonable steps to prevent unauthorised access to the site;
- k) prepare and enforce any necessary site rules;
- l) provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;

- m) liaise with the Principal Designer on design carried out during the construction phase, including design by specialist contractors, and its implications for the plan;
- n) provide the Principal Designer with any information relevant to the health and safety file;
- o) ensure that all the workers have been provided with suitable health and safety induction, information and training;
- p) ensure that the workforce is consulted about health and safety matters;
- q) display the project notification.

#### 4.4. Acting as a contractor

4.4.1 The Company shall when acting as a contractor on a construction project:

- a) Plan, manage and monitor the work;
- b) Check competence of all their appointees and workers;
- c) Train the companies own employees to the relevant standards;
- d) Provide information to all workers;
- e) Comply with the specific requirements in Part 4 of the Construction (Design and Management) Regulations 2015;
- f) Ensure there are adequate welfare facilities for their workers

4.4.2 The pre-construction information provided should be sufficient to ensure that significant risks during the work can be anticipated and planned for. It should concentrate on those issues that designers and contractors could not reasonably be expected to anticipate or identify, and not on obvious hazards such as the likelihood that the project would involve work at height. Appendix 2 of the Approved Code of Practice to CDM2015 (<http://www.hse.gov.uk/pubns/priced/l153.pdf>) lists topics that should be considered when drawing up the pre-construction information.

#### 4.5. Welfare on Construction Sites

4.5.1 The Company shall when undertaking construction work provide or make available site welfare facilities such that everyone who works on any site shall has access to:

- a) adequate toilet and washing facilities;
- b) a place for preparing and consuming refreshments; and
- c) somewhere for storing and drying clothing and personal protective equipment.

4.5.2 The welfare facilities shall be:

- a) kept clean, warm and properly ventilated and lit.
- b) easily available to people working on the site.

4.5.3 Toilets need to be easily accessible from where the work is being done.

4.5.4 Washing facilities should be as close as possible to the toilets.

4.5.5 Washing facilities with water, soap and towels shall be close to canteens and rest rooms so that people can wash before eating.

4.5.6 Wash basins shall be large enough to allow people to wash their faces, hands and forearms. All basins should have a supply of clean hot and cold, or warm, running water.

4.5.7 If mains water is not available, water supplied from a tank may be used. Facilities shall be available for taking breaks and meal breaks.

4.5.8 The facilities should provide shelter from the wind and rain and be heated as necessary.

4.5.9 The rest facilities should have tables and chairs, a kettle or urn for boiling water and a means of heating food.

4.5.10 There shall be proper arrangements for storing clothing not worn on site, protective clothing needed for site work and personally issued equipment. A drying area should be provided to dry wet site clothing. This area should be separated from the eating area. If electrical heaters are used, ensure that they are either fitted with a high-temperature cut-out device or are properly ventilated.

4.5.11 There shall be a supply of drinking water ideally direct from the mains if available, otherwise bottles or tanks of water may be used for storage. If water is stored, it should be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated. The drinking water tap should be clearly marked if it is possible to confuse the drinking water supply with other water supplies. Cups or other drinking vessels should be available at the water tap, unless the water is supplied as an upward jet that can be drunk from easily (e.g. a drinking fountain).

#### 4.6. Fire precautions and risk assessment on construction projects

- 4.6.1 The [Regulatory Reform \(Fire Safety\) Order 2005](#) (FSO) sets out the on construction site general fire safety. The FSO requires that a 'responsible person' must carry out, and keep up to date, a risk assessment and implement appropriate measures to minimise the risk to life and property from fire.
- 4.6.2 The Company shall on all construction projects make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under the Fire Safety Order and in particular shall identify sources of fuel and ignition and establish general fire precautions including, means of escape, warning and fighting fire, based on a fire risk assessment.
- 4.6.3 The Company shall take all reasonable precautions to avoid the outbreak of fire during construction work. The principals set out in Fire Prevention on Construction Site – The Joint Code of Practice on the Protection from Fire of Construction Sites and Building Undergoing Renovation Seventh edition: May 2009 published by the Construction Confederation and the Fire Protection Association will be the minimum acceptable.
- 4.6.4 The Company shall ensure that the work does not interfere with existing escape routes from the building, or any fire separation, alarms, dry risers, or sprinkler systems.
- 4.6.5 The Company shall provide all necessary first aid firefighting equipment.
- 4.6.6 Managers shall ensure that the fire and emergency procedure for any premises in which they are working is communicated to all personnel under their control.

#### 4.7. First Aid Arrangements on Construction Sites

- 4.7.1 The Company shall ensure, on all contracts, that:
  - a) there is always immediate access to a First Aider or Appointed Person;
  - b) there is always a fully stocked first aid box of appropriate size.
- 4.7.2 Any First Aiders or Appointed Persons appointed by the Company shall be responsible for:
  - a) taking charge in an emergency.
  - b) looking after the first aid equipment and facilities.
  - c) calling the emergency services in case of fire or emergency
  - d) securing the victim if trained to do so.
  - e) fire & Emergency evacuation procedures, including liaison with the emergency services.
  - f) entering accident details in the accident book.
  - g) notifying the Directors immediately of any accidents.
- 4.7.3 The Company shall be provided with a first aid box and shall be responsible for ensuring that they are kept fully stocked.
- 4.7.4 All company vehicles shall be fitted with a first aid box. The driver shall be responsible for ensuring that they are kept fully stocked
- 4.7.5 The Company shall ensure that there is always a first aid box of an appropriate size on all construction sites under the Company's control. The location of the first aid box shall be communicated to all site personnel. Supervisors are responsible for ensuring that the box is maintained and kept fully stocked.
- 4.7.6 The Company shall ensure that adequate signs and notices are displayed on all construction sites under the Company's control to ensure that all personnel are to be familiar with the location of the nearest First Aid box and where to find the First Aider or the appointed persons, in case of an emergency.
- 4.7.7 The Company shall ensure that records are maintained of the dates of company first aiders and appointed person's training and their qualifications.

#### **4.8. Site Housekeeping**

- 4.8.1 The Company shall ensure that all work areas are kept clean and tidy at all times and hazardous working conditions are not allowed to develop.
- 4.8.2 The Company shall ensure that all welfare facilities are kept clean and tidy. Toilets and canteen facilities shall be cleaned each day.
- 4.8.3 Traffic routes are not to be used for storing materials. If work restricts access along a traffic route, barriers and signs shall be used to direct both pedestrians and vehicles.
- 4.8.4 Hoses and electrical leads are to be laid to minimise road and walkway crossings. Where necessary, these shall be run overhead, or be provided with protective covering if run at ground level.

#### **4.9. Site Electricity Supply and Power Distribution**

- 4.9.1 The Company shall ensure, where necessary, that a transformer of suitable capacity to safely cater for the company's needs is provided. They shall also ensure that an adequate distribution system is put in place and that all cables are inspected before use.
- 4.9.2 The Company shall ensure that all electrical distribution equipment used by the company has been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.

#### **4.10. Work Equipment**

- 4.10.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.
- 4.10.2 Only battery or 110V power tools shall be allowed when working on construction sites.
- 4.10.3 240V tools may be used in domestic dwellings and other dry environments where there is no risk of cables being severed as long as an RCD is used at the source of power.
- 4.10.4 All electrical tools and equipment shall carry a current test certificate. Tools without test certificates shall not be used.
- 4.10.5 The Company shall ensure that all electrical equipment and tools used by the company have been tested within the last three months, in accordance with the guidance given in HSG141 – Electrical Safety on Construction Sites.
- 4.10.6 The Company shall ensure that all work equipment is inspected at least annually and a record maintained of the inspection, any defects identified and action taken to remedy the defects
- 4.10.7 The Company shall ensure that a record is maintained of all work equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

#### **4.11. Access Equipment**

- 4.11.1 Employees shall inspect all work equipment each day before use. Equipment found to be defective shall not be used and shall be reported to their Manager or the office who shall ensure that the equipment in question is taken out of service and all necessary tests and repairs carried out.
- 4.11.2 Employees shall ensure that all ladders; steps, staging's, and trestles used are suitable for their purpose, properly maintained and of sound construction. Defective equipment shall not be used.
- 4.11.3 Ladders shall only be used as a work platform for works of short duration and when it is impossible or impractical to use podium steps, mobile towers or scaffolding and when used, shall be evenly supported on both styles, and secured to prevent slipping.
- 4.11.4 Scaffold boards and staging's shall be of an appropriate standard width and thickness, strong enough for their purpose and free from defects. They shall not overhang more than 4 x the thickness of the board unless they are secured.
- 4.11.5 The Company shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.
- 4.11.6 Tower scaffolds shall:
  - a) only be erected by persons competent to do so;
  - b) only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended;
  - c) never be moved whilst in use.



- 4.11.7 All mobile tower scaffolds owned by the company shall be tested annually by a competent person.
- 4.11.8 The Company shall ensure that access equipment owned by the company is inspected annually by a competent person.
- 4.11.9 The Company shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

#### **4.12. Materials Handling**

- 4.12.1 Materials shall be stored so as to provide safe access for employees and equipment when handling or moving. Material is to be stored on level ground, off the ground on pallets, chocks or dunnage.
- 4.12.2 Flammable or combustible materials are to be stored separately and potential hazards identified. Suitable fire protection equipment is to be provided at storage areas where there is a potential source of ignition. All relevant notices shall be displayed.
- 4.12.3 All materials carried on vehicles are to be secured for its journey prior to the vehicle moving.
- 4.12.4 Only the correct plant or equipment is to be used for the handling of materials.
- 4.12.5 Correct manual lifting techniques require the use of the legs, not the back. If it is too heavy for one person use two, do not struggle on your own.
- 4.12.6 Care shall be taken when removing banding or straps by using correct tools and equipment. Ensure materials are stacked on level ground and are stable before the removal of packing or banding.
- 4.12.7 When dismantling wooden crates, nails shall be bent over and wood neatly stacked.

#### **4.13. Abrasive Wheels**

- 4.13.1 Abrasive wheels shall not be used without goggles, dust masks and gloves.
- 4.13.2 Abrasive wheels shall only be changed by a competent person who has undertaken a suitable abrasive wheels course.
- 4.13.3 Damaged abrasive wheels shall not be used. They shall be replaced immediately if discovered on a machine

#### **4.14. New plant, equipment or substances**

- 4.14.1 Training and Instruction shall be given on the use of all new plant before it is used on site. Only personnel having received instruction shall be permitted to use plant, tools or equipment.

#### **4.15. Confined Spaces**

- 4.15.1 Before entering a confined space, a full and detailed risk assessment shall be carried out and approved by a competent person appointed by the Directors.
- 4.15.2 No work shall be carried out in a confined space without first obtaining the approval of the Directors. A permit to work system shall be used in all cases.
- 4.15.3 Before entering a confined space, the Directors shall ensure that an air test is carried out. If it is determined that the environment is hazardous, the work shall only be carried out by competent and trained personnel wearing appropriate personal protective equipment.
- 4.15.4 A harness shall be worn at all times by persons working in confined spaces. Appropriate rescue equipment sufficient to implement an emergency evacuation from the confined space shall always be immediately available.
- 4.15.5 Emergency arrangements shall be planned, recorded, communicated and implemented before any person enters a confined space.

#### 4.16. Safety Inspections

- 4.16.1 All reasonable action shall be taken to ensure a safe and healthy working environment. This shall be achieved by proper inspections carried out on a regular basis in addition to normal health and safety activities.
- 4.16.2 Regular informal inspections of all current work shall be carried out by managers.
- 4.16.3 Formal health and safety inspections will be undertaken at regular intervals by the Contracts Manager.
- 4.16.4 The results of all inspections shall be recorded and remedial measures actioned within the shortest practical time.
- 4.16.5 The Directors shall be informed of any difficulties that arise or of potential accident situations, highlighted in inspections.

#### 4.17. Dust

- 4.17.1 Dust of any kind, when present in substantial quantities in air becomes a hazardous substance. Where ever-possible methods of work will be employed that will minimise the production of dust. This may involve work methods that will not produce dust, the use of local extraction units, or wetting down of work areas to minimise the production of dust. Wetting down shall only be carried out where it is safe to do so and shall not be done if there is any risk of contact with live electricity. As an additional measure, operative working within dusty areas shall be issued with personal protective equipment.
- 4.17.2 Dust extraction units will be used on all chasing machines or abrasive wheels used for operations that will produce dust.

#### 4.18. Asbestos

- 4.18.1 Before commencing work on any contract in a building or structure where materials containing asbestos may be present (a building constructed before 2000) the Contract Manager shall ensure that they either obtain a copy of the asbestos register for the building or structure. Where:
  - a) there is no available information; or
  - b) the register is based upon a Management survey (see HSG264);the contract manager shall request that a Demolition and Refurbishment asbestos survey (see HSG264) is carried out by a competent person of all areas that will be affected by the work.
- 4.18.2 In all circumstances the Contract Manager shall not permit work to start until a demolition and refurbishment survey has been undertaken and they are satisfied that all asbestos containing materials that may be disturbed by the work have either removed or protected so as not to expose anyone to danger.
- 4.18.3 The company accepts that no survey can be considered completely reliable. When working in buildings where asbestos may be present Contract Manager shall ensure that all personnel working under the companies control receive appropriate information, instruction and training so that are aware of the risk and in what form an asbestos that may be present is likely to be found e.g. fire breaks above doors, pipe lagging etc.
- 4.18.4 Should during the course of the works any person identify any material that may contain asbestos that is not specifically detailed in the asbestos survey report for the building they must stop any work that may present a risk of exposure to asbestos and notify the work supervisor immediately
- 4.18.5 Where materials are uncovered during the works that may contain asbestos, supervisors shall:
  - a) ensure that work is stopped immediately and the area evacuated;
  - b) if it is safe to do so, secure the area to prevent unauthorised access and prevent the escape of asbestos particles;
  - c) contact the Contract Manager to request a survey by competent person.
- 4.18.6 Work shall not recommence until the suspect material has either been:
  - a) tested and confirmed not to contain asbestos;
  - b) removed and disposed of in accordance with all relevant statutes;
  - c) protected so as not to expose anyone to danger.

#### 4.19. Work at Height

- 4.19.1 The company shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
- 4.19.2 Before the company undertake any work at height the company shall ensure that a risk assessment is undertaken by a competent person to identify what measures are required to control the risks in accordance with current legislative requirements.
- 4.19.3 The company shall ensure that work at height is properly planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. In particular they shall ensure that:
- all work at height takes account of weather conditions that could endanger health and safety;
  - those involved in work at height are trained and competent;
  - the place where work at height is done is safe;
  - equipment for work at height is appropriately inspected;
  - the risks from fragile surfaces are properly controlled; and
  - the risks from falling objects are properly controlled.
- 4.19.4 The company shall ensure that no person engages in any activity for the company, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so.
- 4.19.5 Where work is carried out at height, the company shall do all that is reasonably practicable to prevent anyone falling and shall ensure that the company:
- uses work equipment or other measures to prevent falls where work at height cannot be avoided; and
  - where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- 4.19.6 The company shall ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used and by providing the necessary instruction and training to employees.
- 4.19.7 The company shall ensure that scaffolding, mobile towers and other similar work equipment are inspected by a competent person:
- after they have been assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
  - as often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- 4.19.8 The company shall ensure that any platform used for (or for access to) construction work and from which a person could fall is inspected in place by a competent person before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.
- 4.19.9 The company shall ensure that the person inspecting a platform prepares a report and gives it to the work supervisor within 24 hours of completing the inspection. Reports of a platform inspection shall be kept on site by the work supervisors until the work is completed and then returned to the office and kept safe from loss and unauthorised interference for another three months. All other records of inspection shall be maintained on site by the work supervisors until the next inspection has been carried out.

#### 4.20. Working Platforms

- 4.20.1 Any surface upon which any supporting structure rests shall be stable, of sufficient strength and of suitable composition safely to support the supporting structure, the working platform and any loading intended to be placed on the working platform.
- 4.20.2 Any structure supporting a working platform shall:
- be suitable and of sufficient strength and rigidity for the purpose for which it is being used;
  - in the case of a scaffold tower or other wheeled structure, be prevented by appropriate devices from moving inadvertently during work at height;
  - in other cases, be prevented from slipping by secure attachment to the bearing surface or to another structure, provision of an effective anti-slip device or by other means of equivalent effectiveness;
  - be stable while being erected, used and dismantled; and

e) when altered or modified, be so altered or modified as to ensure that it remains stable.

4.20.3 A working platform shall:

- a) be suitable and of sufficient strength and rigidity for the purpose or purposes for which it is intended to be used or is being used;
- b) be so erected and used as to ensure that its components do not become accidentally displaced so as to endanger any person;
- c) when altered or modified, be so altered or modified as to ensure that it remains stable; and
- d) be dismantled in such a way as to prevent accidental displacement.

4.20.4 A working platform shall:

- a) be of sufficient dimensions to permit the safe passage of persons and the safe use of any plant or materials required to be used and to provide a safe working area having regard to the work being carried out there;
- b) possess a suitable surface and, in particular, be so constructed that the surface of the working platform has no gap:
  - through which a person could fall;
  - through which any material or object could fall and injure a person; or
  - giving rise to other risk of injury to any person, unless measures have been taken to protect persons against such risk; and
- c) be so erected and used, and maintained in such condition, as to prevent, so far as is reasonably practicable:
  - the risk of slipping or tripping; or
  - any person being caught between the working platform and any adjacent structure.

4.20.5 A working platform and any supporting structure shall not be loaded so as to give rise to a risk of collapse or to any deformation which could affect its safe use.

#### **4.21. Guard Rails, Toe Boards and Barriers**

4.21.1 In relation to work at height involved in construction work:

- a) the top guard-rail or other similar means of protection shall be at least 950 millimetres above the edge from which any person is liable to fall;
- b) toe-boards shall be suitable and sufficient to prevent the fall of any person, or any material or object, from any place of work; and
- c) any intermediate guard-rail or similar means of protection shall be positioned so that any gap between it and other means of protection does not exceed 470 millimetres.

#### **4.22. Fragile Surfaces**

4.22.1 Site Managers shall ensure that no one working under the company's control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

4.22.2 If anyone does work on or near a fragile surface the company shall:

- a) Ensure, so far as it is reasonably practicable, that suitable platforms, coverings, guard rails, and the like are provided and used to minimise the risk;
- b) do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

4.22.3 If anyone working under the company's control may go onto or near a fragile surface, the company shall do all that is reasonably practicable to make them aware of the danger.

#### **4.23. Ladders and Steps**

- 4.23.1 Site Managers shall ensure that a ladder is used for work at height only if a risk assessment has demonstrated that the use of more suitable work equipment is not justified because of the low risk and:
- a) the short duration of use; or
  - b) existing features on site which cannot be altered.
- 4.23.2 Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.
- 4.23.3 All ladder shall be so positioned as to ensure its stability during use.
- 4.23.4 All portable ladder shall be prevented from slipping during use by:
- a) securing the stiles at or near their upper or lower ends;
  - b) an effective anti-slip or other effective stability device; or
  - c) any other arrangement of equivalent effectiveness.
- 4.23.5 All ladder used for access shall be long enough to protrude sufficiently above the place of landing to which it provides access, unless other measures have been taken to ensure a firm handhold.
- 4.23.6 No interlocking or extension ladder shall be used unless its sections are prevented from moving relative to each other while in use.
- 4.23.7 All mobile ladder shall be prevented from moving before it is stepped on.
- 4.23.8 Every ladder shall be used in such a way that:
- a) a secure handhold and secure support are always available to the user; and
  - b) the user can maintain a safe handhold when carrying a load unless, in the case of a step ladder, the maintenance of a handhold is not practicable when a load is carried, and a risk assessment has demonstrated that the use of a stepladder is justified because of the low risk; and the short duration of use.

#### **4.24. Tower Scaffolds**

- 4.24.1 Site Managers shall ensure that all tower scaffolds delivered to site, are supplied with a current inspection and maintenance certificate, and have no parts missing.
- 4.24.2 Tower scaffolds shall only be erected by persons competent to do so; only be used if they are fully assembled with all necessary bracing, platforms, hand rails and toe boards in place and where required stabilisers are fully extended; and never be moved whilst in use.
- 4.24.3 All mobile tower scaffolds owned by the company shall be tested annually by a competent person.
- 4.24.4 Directors shall ensure that access equipment owned by the company is inspected annually by a competent person.
- 4.24.5 Directors shall ensure that a record is maintained of all access equipment owned by the company along with details of any tests, inspections and repairs carried out on the equipment.

#### **4.25. Public Safety**

- 4.25.1 When working in areas where the public have access all necessary steps must be taken to ensure the safety of the public. Close liaison with the controller of the premises is essential.
- 4.25.2 Where ever practical the work area shall be segregated from other areas by appropriate hoardings, barriers or the area closed to the public. Adequate signage shall always be displayed to warn the public of the hazards.
- 4.25.3 Adequate notice should be given to the controller of the premises if the work presents such a risk that it cannot be carried out without closing all or part of the work area.
- 4.25.4 Never carry out work in an area where the public have access unless the work area is segregate or the work will not expose the public to danger.
- 4.25.5 Where third parties or visitors are allowed into segregated work areas they shall be made aware of Matthews (Sussex) Ltd's safety standards and any special hazards that are present in the work area. They must be accompanied by a responsible person and provided with protective clothing/equipment where appropriate.

- 4.25.6 When planning work in public areas consideration shall always be given to the protection of disabled persons by ensuring that traffic routes remain safe to use by amongst others wheelchair users, persons with limited mobility and those with limited vision. This will include ensuring that traffic routes used by the public remain free from obstructions, trip hazards, work hazards and are adequately lit.
- 4.25.7 When planning work in public areas consideration shall also be given to the protection of children. Children will not necessarily be aware of the hazards or understand the meaning of barriers. Where children may be present and the work is particularly hazardous steps barriers will appropriate if the prevent access to the work area by children.

#### **4.26. Vibration**

- 4.26.1 Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool or process is a regular part of a person's job.
- 4.26.2 Before undertaking any operation that may expose those involved to high levels of vibration the company shall ensure that an assessment of the risks is undertaken with a view, where practicable, to identify alternative ways of working which eliminate the vibrating equipment.
- 4.26.3 Where vibration equipment must be used the company shall ensure that:
- a) exposure times are restricted;
  - b) that manufacturers vibration levels for all equipment used are as low as practicable; and
  - c) the equipment is adequately maintained.
- 4.26.4 The company undertake to comply with the standards set out in the Health and Safety Executive guidance INDG175 (rev1) – Health Risks From Hand-Arm Vibration - Advice for Employers.

#### **4.27. Noise on Construction Site**

- 4.27.1 The company shall in accordance with the Noise at Work Regulations 2005:
- a) assess the risks to employees from noise at work;
  - b) take action to reduce the noise exposure that produces those risks;
  - c) provide employees with hearing protection where noise exposure cannot be reduced enough by using other methods;
  - d) ensure the legal limits on noise exposure are not exceeded;
  - e) provide employees with information, instruction and training;
  - f) carry out health surveillance where there is a risk to health.
- 4.27.2 When assessing the risk attention shall also be paid to the protection of other contractors and members of the public who may also be affected by the noise.
- 4.27.3 If planning an operation which is liable to expose any employees to noise at or above a lower exposure action value the company shall ensure a suitable and sufficient assessment of the risks is undertaken by a competent person to determine the measures which need to be taken to meet the requirements of the Regulations.
- 4.27.4 The lower exposure action values are a daily or weekly exposure (the levels of exposure to noise of your employees averaged over a working day or week) of 80 dB and/or a peak sound pressure (the maximum noise to which employees are exposed in a working day) of 135 dB and includes noise:
- a) that is intrusive for most of the working day;
  - b) where an employee has to raise their voices to carry out a normal conversation when about 2 m apart for at least part of the day;
  - c) where employees use noisy powered tools or machinery for more than half an hour each day;
  - d) where there are noises due to impacts (such as hammering, pneumatic impact tools etc), explosive sources such as cartridge operated tools.
- 4.27.5 The company shall ensure that risk from the exposure of employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to as low a level as is reasonably practicable.
- 4.27.6 Where 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.

- 4.27.7 The actions taken to reduce the risk from noise shall be based on the general principles of prevention set out in Schedule 1 to the Management of Health and Safety Regulations 1999 (as amended) and shall include consideration of:
- a) other working methods which reduce exposure to noise;
  - b) choice of appropriate work equipment emitting the least possible noise, taking account of the work to be done;
  - c) the design and layout of workplaces, work stations and rest facilities;
  - d) suitable and sufficient information and training for employees, such that work equipment may be used correctly, in order to minimise their exposure to noise;
  - e) reduction of noise by technical means;
  - f) appropriate maintenance programmes for work equipment, the workplace and workplace systems;
  - g) limitation of the duration and intensity of exposure to noise; and
  - h) appropriate work schedules with adequate rest periods.
- 4.27.8 Where any work is likely to expose employees to noise at or above a lower exposure action value the company shall make personal hearing protectors available upon request to any employee who is so exposed.
- 4.27.9 Where the company is unable by other means to reduce the levels of noise to which an employee is likely to be exposed to below an upper exposure action value, he shall provide personal hearing protectors to any employee who is so exposed.
- 4.27.10 If in any area of the workplace under the company's control an employee is likely to be exposed to noise at or above an upper exposure action value for any reason the employer shall ensure that:
- a) the area is designated a Hearing Protection Zone;
  - b) the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn ; and
  - c) access to the area is restricted where this is practicable and the risk from exposure justifies it,
- 4.27.11 The company shall ensure so far as is reasonably practicable that no employee enters a Hearing Protection Zone unless that employee is wearing personal hearing protectors.
- 4.27.12 The company shall ensure that employees are not exposed to noise levels at or above the exposure limit values of a daily or weekly exposure of 87 dB and / or a peak sound pressure of 140 dB.

#### **4.28. Ground Works**

- 4.28.1 Drawings and surveys will be obtained, where possible, prior to any excavating to determine ground conditions and the location of existing services and the exact location of buried services will be determined using a cable avoidance tool (CAT) and will be clearly marked to identify the route of the buried services.
- 4.28.2 Manholes and inspection chamber lids in the immediate vicinity will be lifted to help determine the depth of existing buried services.
- 4.28.3 Excavators will never dig using a bucket with teeth and must not excavate deeper than 150mm with each stroke unless it is known that services are definitely not present. Where services are known or suspected, hand digging must take place to identify these services with additional CAT scanning every 300mm.
- 4.28.4 If within 500mm of any services, only hand digging will be allowed and must be carried out with extreme caution.
- 4.28.5 Edge protection will be provided where a person is liable to fall and sustain an injury and will be installed a minimum of 1m from the edge or at an angle of 45° from the bottom of the excavation.
- 4.28.6 Suitable signs and lighting will be provided around excavations as necessary.
- 4.28.7 Once the excavation is more than 1.2m deep suitable shoring will be installed in the form of timber battering, steel sheets or steel boxes.
- 4.28.8 All excavations over 2m in depth must be visually inspected on a daily basis by a competent person and formally inspected every seven days, the results of which will be recorded and kept on site.

#### 4.29. Street Works

- 4.29.1 High-visibility clothing conforming to BS EN471:1994 to be worn in all cases and
- 4.29.2 Jackets with sleeves will be worn when working on a dual carriageway with a speed limit of 50mph or more.
- 4.29.3 Advance warning signs will be placed where they will be seen clearly and cause minimal inconvenience to drivers, cyclists and pedestrians and where there is a minimum risk of being knocked over by traffic.
- 4.29.4 Safe routes for pedestrians should where possible provide an unobstructed width of 1.5m which can be reduced to a minimum of 1m. Also, signage can be positioned on footpaths but at no time must it be reduced below 1m.
- 4.29.5 Signage will be displayed in accordance with DFT Transport Traffic Signs Manual: Chapter 8 and Road Danger Lamps must not be higher than 1.5m above the road or 1.2m where the speed limit is more than 40mph.
- 4.29.6 Pedestrians will be segregated from the works by red and white reflective Chapter 8 barriers which will be reasonably rigid to resist being blown over by the wind or traffic.
- 4.29.7 Diversion signage, cones and barriers will be laid out in accordance with the DFT Approved Code of Practice for "Safety at Street Works".
- 4.29.8 The Site Supervisor must ensure that it is easy for any person coming along the road or footpath to understand exactly what is happening and what is expected of them.

#### 4.30. Lifting Operations

- 4.30.1 This procedure describes the methods for reducing the risks to person's safety during lifting operations and from lifting equipment and also outlines the methods used to ensure compliance with the 'Lifting Operations and Lifting Equipment Regulations 1998.
- 4.30.2 All lifting operations undertaken by the company and all lifting equipment owner or hired is covered by the requirements of this procedure.
- 4.30.3 Responsibilities:
  - a) The Managing Director is responsible for ensuring adequate resources are available at all times to achieve compliance with the requirements of this procedure.
  - b) Slings/ Signallers acting as the Appointed or Competent Person for ensuring full compliance with the requirements of this procedure for all work under their control.
  - c) Employees and contractors for ensuring they apply with the appropriate requirements of this procedure for all lifting operations undertaken, including the lifting equipment used.
- 4.30.4 Definitions:
  - a) LOLER - 'Lifting Operations and Lifting Equipment Regulations 1998.
  - b) Lifting Equipment - Any equipment used for lifting or lowering loads including attachments used for anchoring, fixing or supporting it.
  - c) Lifting Accessories - Includes chains, slings, eyebolts, ropes etc.
  - d) Load - Includes a person or materials
- 4.30.5 This procedure covers all lifting operations undertaken by the Company or by subcontractors undertaking work on behalf of the company. The procedure also covers the lifting equipment used during lifting operations.
- 4.30.6 Lifting equipment includes cranes; lift trucks, goods lifts, construction site hoists, mobile elevated work platforms, vehicle inspection hoists, gin wheels, ropes, chains, eye bolts etc.
- 4.30.7 No person under the age of 18 years will be permitted to operate lifting equipment or undertake lifting operations on behalf of the Company.
- 4.30.8 Risk Assessment:
  - a) Before undertaking any lifting operation a risk assessment will be undertaken and recorded as detailed in Risk Assessment Procedure SSW 01. The risk assessment covers the selection and use of the lifting equipment including the lifting accessories. The assessment must also cover the planning, supervision and performance of the lifting operation to be undertaken.



- b) The risk assessment will include as appropriate: -
- Selection of lifting equipment made from materials suitable for the conditions under which it will be used.
  - Selection of lifting equipment of suitable strength and stability.
  - How often the lifting equipment will be used and the risk of it failing or falling over.
  - Where the lifting equipment will be used and the risk of it striking persons or objects.
  - The type of load to be lifted including its weight, shape and what it's made of.
  - Limitations on use of lifting equipment specified by manufacturers.
  - Means of access to and egress from lifting equipment.
  - Protection against slips trips and falls, including the risk of the load falling or striking a person or object.
  - Protection of the operators of lifting equipment.
  - Effects of high winds.
  - Provision and use of Personal Protective Equipment.
  - When undertaking the risk assessment reference to the Approved Code of Practice and guidance Documents issued by the HSE will be consulted as appropriate.
  - Where appropriate risk assessments will be supported by method statements.

4.30.9 Thorough Examination and Inspection of Lifting Equipment:

- a) All work equipment will be thoroughly examined by a competent person for defects before being put into service for the first time.
- b) All work equipment will be thoroughly examined by a competent person at regular intervals as detailed below (or at intervals described in a written scheme of examination) : -
- c) Lifting equipment and lifting accessories used for lifting persons at least every six months.
- d) All other lifting equipment and lifting accessories at least once in every twelve months.
- e) A current certificate for the thorough examination and inspection of lifting equipment and lifting accessories must accompany the equipment or accessory at all times.
- f) Where a defect is found as a result of the thorough examination and inspection a report must be issued by the competent person. All defects must be rectified within the timescale stated on the defect report.
- g) Defects reports highlighting matters which may result in a risk of serious personal injury will be forwarded by the competent person to the HSE.
- h) All lifting equipment including lifting accessories must be clearly marked to indicate the safe working load (SWL).
- i) Records of thorough examination and inspection and certificates of conformity must be kept available for inspection by the HSE if requested.

4.30.10 Hire of Lifting Equipment.

- a) Where an item of lifting equipment including lifting accessories is on hire from a Hire Company but operated by Matthews (Sussex) Ltd the following responsibilities will apply: -
- b) The Hire Company will be responsible for the thorough examination and inspection of the lifting equipment including the lifting accessories and providing up to date records.
- c) Where the Hire Company is contracted to provide the lifting equipment and operators and contracted to undertake the lifting operation the following responsibilities will apply: -
  - The Hire Company has the responsibility for the proper maintenance; examination and inspection of the lifting equipment and to ensure the lifting operations are carried out safely.
  - Matthews (Sussex) Ltd has the responsibility to ensure the Hire Company are competent to undertake the required work and certificates of thorough examination and inspection are obtained from the Hire Company.

#### 4.31. Use of Excavators for Lifting

- 4.31.1 Under no circumstances will excavators be used for lifting persons as they operate at speeds which make them totally unsuitable for the lifting of persons.
- 4.31.2 Excavators designed for lifting loads/ object handling should have a rated object handling capacity table inside the cab. If a rated object handling table is not present then the machine should not be used for object handling.
- 4.31.3 The use of an excavator as lifting equipment poses additional hazards as the slinger needs to be in the "danger area" adjacent to the arm/ bucket etc. during the lift to attach and monitor the load during the lift. As such, clear lines of communication must be kept between the operator and the slinger at all times.
- 4.31.4 All excavators and their lifting accessories will be suitable maintained, have a Thorough Examination completed and a certificate issued a minimum of every twelve months.
- 4.31.5 Prior to any lifting operations with excavators, the appointed person will ensure that a risk assessment is completed, ensuring that the machine is capable of lifting the intended load, that lifting accessories are adequate and free from damage and that ground conditions are suitable to allow the lift to take place.
- 4.31.6 The appointed person will brief all persons present/ involved in the lift on any significant findings of the risk assessment, the method statement and operatives individual roles in carrying out the task.
- 4.31.7 Where special lifting attachments are used, they must be compatible with the machine and its coupling methods to which they are being attached.
- 4.31.8 The excavator operator must always make use of the safety lever/ armrest whenever the slinger is in the danger area to avoid moving the controls by mistake.
- 4.31.9 The hazards associated with travelling with a suspended load, particularly the presence of personnel adjacent to the machines direction of travel, must be considered, assessed and recorded on a lifting plan.
- 4.31.10 All persons involved will wear hard hats, protective footwear and high-visibility clothing as a minimum.
- 4.31.11 Lifts will not take place where there are persons working underneath the load, for example in a trench, and the excavator operator will not move the machine until he has satisfied himself that all persons, including the slinger/ signaller, have moved themselves to a position of safety.
- 4.31.12 When attaching slings to the hooking device or lifting point, care must be taken to ensure that the slings and their attachments are able to hang free at all times, particularly when using a "D-Shackle" as it may limit rotation.

#### 4.32. Demolition Activities

- 4.32.1 All demolition works will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and the CDM Regulations 2015 and the Approved Demolition Code of Practice BS 6187 2011.
- 4.32.2 Asbestos and any other toxic or hazardous substance will be removed from site prior to the commencement of demolition processes wherever practicable to do so. The design, size and location of the structures to be demolished will determine the sequence in which they are to be demolished and in most cases will be in the reverse sequence to their construction. Sequences of operations will be established to allow demolition debris and arisings to be cleared on a regular basis to prevent floors from becoming overloaded and pressure against vertical walls eliminated.
- 4.32.3 Masonry & Brickwork:
  - Although only hand tools are used in this technique, lifting appliances may also be employed to hold larger structural members during cutting dismantling and lowering of members for waste removal. Chutes will also be used to discharge debris and arising's directly into skips containers or lorries, wherever it is practicable to do so.
  - Parts of existing floors structures may be removed to permit the fall of debris to lower levels of structures. Open edges created for this purpose will always be cordoned off using physical barriers and guard rails to prevent person from falling or being struck by falling debris.
  - All roof works and work at height will be carried out from safe working platforms with integral safety rails or by imported mobile or static lifting platform appliances.

- Masonry and brickwork will always be demolished from top, downwards and in small increments whether by use of hand tools or 110v electric percussion tools or by compressed air tools.

#### 4.32.4 Impact Hammers:

- Impact hammers are normally mounted on a tracked or wheeled excavator with an articulated boom and are operated by the integrated hydraulic oil pressure system of the excavator and can be remote controlled.
- A heavy duty steel chisel is fitted to the impact hammer unit which can then be used to remove masonry or brickwork from the tops of walls and most likely to break the ground floor concrete slabs and footings.

#### 4.32.5 Steel Frame Structures

- All non-structural materials will have been removed and cleared before any steel framework is dismantled. Each main structural member will be supported by crane or lifting appliance or temporary propping systems whilst they are being unbolted or hot cut. Care will be taken that operatives are not endangered by possible springing of steel members when load restraining connections are cut or unbolted. All steel members will be carefully lowered to the ground.
- Appropriate working platforms will be employed for operatives carrying out the dismantling works and, in some cases the existing steel framework can be facilitated for the same purpose if correctly boarded out and fitted with temporary safety guard rails.
- Operatives will be provided with safety harnesses which will be attached to inertial reel lanyards and anchored to scaffolding or to the steel frame itself.
- Where steel materials will be allowed to drop to ground, the works area below will be correctly barricaded to prevent person entering the drop zone.

#### 4.32.6 Mechanical Plant Operations

- Mechanical plant demolition takes place after all non-structural materials have been removed by hand works. This will, in most cases, include the prior removal of any roof structures and any separation works required to adjoining structures which are to remain.
- When mechanical plant demolition is taking place, only the Plant and its operator and an appointed banksman will be permitted to work within the restricted zone, usually indicated as at least 6m radius surrounding the works taking place.
- All mechanical excavators undertaking these works will be fitted with standard operator cabs and the glazed windscreen and roof light panels of the cab will be fitted with steel grills or mesh to protect the operator from potential falling debris.
- Mechanical excavator operators will demolish structures from top, downwards and in small increments and progressively clear back accumulating debris from the works in order for the unit to be positioned on firm and level footing during its operation.

#### 4.32.7 Hydraulic Pusher Arms

- Articulated, hydraulically powered pusher arms, or poles are normally mounted on tracked or wheeled excavators and fitted with a hook or toothed plate for applying horizontal force to a brick or masonry wall.

#### 4.32.8 Shears

- Special attachments such as powerful steel-cutting shears or various capacities which may be fitted to excavators by replacing these units with the excavator dipper arm. Shears are particularly useful for cutting through steel members or reinforcing bars and avoid employing hot cutting operations at height.

#### 4.32.9 Controlled Collapse

- The deliberate collapse of the whole or part of structure requires comprehensive planning, supervision and execution, and the careful consideration of the effects on adjacent buildings.
- Collapse is normally achieved by either removing key structural elements or by pre-weakening parts of structures and is carried out by mechanical excavators in today's demolition industry.
- This technique is not suitable for any pre-stressed or post-tensioned structural elements, with the exception of individually stressed or tensioned concrete floor planks or slabs.

#### 4.32.10 Pre-Weakening

- Before a controlled collapse, it may be possible to weaken some of the structural elements and remove those that are redundant. Pre-weakening operations will be correctly planned and supervised and will take into account the stability of the remaining structures to resist impact or wind loads until the intended collapse. Steel elements are normally weakened by cutting or shearing wholly or partially through each member.
- Brick and masonry may be weakened by forming openings at pre-determined locations at low levels.
- Removal of floor structures and non-load bearing walls from inside a structure will also render a pre-weakening effect on external elevations.
- Reinforced concrete walls can be pre-weakened by hand demolition works using compressed air jackhammers to expose any reinforcing bars which can then be cut out.

#### 4.32.11 Pre-Stressed Concrete

- Pre-stressed concrete components have pre-compression applied by steel wires, cables or threaded bars which are tensioned to counteract the tensile forces induced by the working load of the structure.
- Special precautions are to be taken during demolition of these parts of structures to prevent the uncontrolled release of the potential energy stored in the tensile elements.
- Demolition of pre-stressed concrete structures will only take place under strict supervision of a qualified engineer who is fully conversant with the properties of pre-stressed elements.
- The engineer will prepare in-depth method statements and risk assessments taking into account the system of tendons and anchors information which will be obtained from the original design calculation and 'as built' drawings of the structure to be demolished.

#### 4.32.12 Industrial Chimneys

- Chimney structures of a height beyond reach of conventional demolition plant and which cannot be raised to the ground by explosives, will be demolished by hand works. The structure will be totally scaffolded to full height to provide working 'lifts' for experienced operatives to carry out the demolition works.
- All brick or concrete facades of the structure will be demolished in small increments and debris will be allowed to fall within the confines of the structure. Depending on the girth and condition of the structure and to prevent unnecessary stress within the structure by accumulating debris, it may be necessary to create an opening in the wall at the base of the chimney to allow periodical clearance of built up masonry but without weakening the structure as a whole.
- Scaffolding will be progressively struck as the height of the chimney is reduced.

#### 4.32.13 Brick Or Masonry Brick Arches

- Special techniques are required with careful planning to demolish arched structures which are normally bridge structures spanning roads, rails or rivers.
- Each type of bridge arch is unique in its location but usually similar in construction and will require in-depth examination of its support pier arrangements and general stability, especially in multiple arch situations.
- Any superstructure and non-load bearing elements and surface finished such as paving, fill material, railway lines, façade brickwork and masonry, will be removed by combination of hand and mechanical demolition to leave the arch structure below exposed. Only excavators fitted with suitable length booms and dipper arms will be employed for the demolition of arched structures in order that they can work 'off bridge' locations and/or positioned above the support piers. Single arches may be demolished by mechanical excavators mounted with impact hammers, peeling off strips of brickwork or masonry parallel to the span of each arch.
- Multi span arches are often inter-dependent in their design for stability and more careful assessment and planning will have to be carried out before demolition. In this case, the arches are normally demolished together and at the same rate of demolition to prevent danger of any premature collapse.

#### 4.32.14 Explosives

- Demolition by explosives is a specialist undertaking and will only be carried out by qualified Explosive Engineers.

#### 4.32.15 Restricted Areas And Safe Distances

- Areas affected by each phase of the works, to which access will need to be restricted or made safe are put in place for the following activities:-
  - The dropping of debris
  - The operations by demolition plant
  - Pre-weakening operations
  - Deliberate collapse or pulling over of structures
- During debris dropping a radius of at least 6m, or half the drop height (whichever is greatest) will be used to determine the restricted area.
- During the operations of excavators, cranes, grabs and baling, a clear distance of at least 6m from the work face will be kept clear as a restricted area.
- When structures are being brought down to ground by deliberate collapse, a distance of not less than one and a half times the height of the structure will be indicated as the restricted zone which will be along the proposed line of fall and include a 20 degree arc either side of the line of fall.
- Structures will be felled into cleared spaces to reduce bounce and travel of falling debris

### 4.33. Temporary Works

- 4.33.1 In accordance with the CDM Regulations 2015 temporary works must be designed and installed by competent persons in a safe and timely manner. The skills, knowledge and experience of the designer will depend upon the extent and complexity of the structure concerned. Temporary supports or structures used to support permanent structures will only be erected or dismantled under the direct supervision of a competent person as required by the CDM Regulations 2015.
- 4.33.2 The role of Temporary Works Co-ordinator is to control, monitor and supervise implementation of commonly encountered temporary works and raise the risk awareness.
- 4.33.3 British Standard 5975 sets out one way of managing temporary works (TW) that has been found to work well on medium and large projects and uses the job title Temporary Works Coordinator (TWC). There is no legal requirement to use this job title or the BS recommended process, but BS5975 provides an industry consensus view on what is considered to be good practice. The legal requirement is that the party in control must ensure that work is allocated and carried out in a manner that does not create unacceptable risk of harm to workers or members of the public. On projects with relatively simple TW needs, we may choose not to appoint a TWC. However, the company will still make sure that TW are properly managed to ensure safety.
- 4.33.4 As and when necessary, within the works carried out, the company will appoint a Temporary Work Co-ordinator and also if necessary, a Temporary Works Supervisor.
- 4.33.5 Training will be provided to enable the person/persons appointed as Temporary Work Co-ordinator or Temporary Works Supervisor before commencement, or these appointments may be made with an external organisation whose competence has been checked.
- 4.33.6 The minimum standard for persons to fulfil these roles will be the Site Safety plus Temporary Works Co-Ordinator 2 day Training Course.
- 4.33.7 The Temporary Works Co-ordinator will :-
- Be aware of specific temporary work situations
  - Be aware of the effect of change in site condition or method of working on Temporary Works and how to react
  - Be familiar with BS 5975 and work within its' recommended processes.
  - Understand: -
    - The process required to implement temporary works in construction
    - The duties and responsibilities of the Temporary Work Co-ordinator
    - The specific role and duties of the temporary works supervisor
    - The relationship of temporary works to the CDM and Health & Safety legislation

