

Company Name:	South Coast Skips
Company Address:	Rudford Industrial Estate, Ford, W Sussex, BN18 0BS
Company Telephone Number:	01903 734056
Company Health & Safety Officer:	Murray Hoare

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## 1 Health and Safety Policy Statement

South Coast Skips

### Health and Safety at Work Act 1974

The Board of Directors recognises and wholeheartedly accepts its moral and legal obligations and responsibilities with regard to health and safety.

It is the Company's policy to take all reasonably practicable steps to:

- Provide and maintain safe and healthy working conditions
- Provide safe plant, equipment and systems of work for all its employees
- Provide information, instruction and supervision for employees
- Adequately control health and safety risks arising from its work activities
- Collect and disseminate up-to-date information on health hazards and risks associated with the use of substances encountered in its work activities
- Ensure the competence of all employees to do their tasks, and provide adequate training
- Protect the health and safety of others who may be affected by its work activities including visitors, contractors, and members of the public.

A Director has been appointed as the Safety Director to monitor implementation of the Policy, report to the Board at regular intervals and recommend changes where necessary.

The allocation of duties in relation to safety matters and the particular arrangements to implement this policy are set out in the Responsibilities and Arrangements sections of the full policy document. This Policy is the direct concern of all employees within the company and the senior management are accountable to the Board for its implementation.

Due consideration will be given to consultation with employees affected before any changes are made. Copies of the Policy will be provided to all employees, and so much of the Policy as affects sub-contractors and visitors will be issued to them.

The Company will strive to work for the ongoing integration of health and safety into all of its activities with the objective of attaining high standards of health and safety performance. The Company seeks the full co-operation of all concerned in the carrying through of its commitment.

The Policy will be amended and updated to take account of business changes, methods, size and personnel. To ensure this, the Policy and the way it has operated will be reviewed annually.

Signed:

Name: **Jacob Hoare**

Title: **Managing Director**

Date

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## 2 Organisation for Health and Safety

### 2.1 Organisation Chart

Company Information	South Coast Skips
Managing Director	Jacob Hoare
Safety Adviser	Murray Hoare

### 2.2 Health and Safety Responsibilities and Authority

#### 2.2.1 Introduction

The ultimate responsibility for health and safety is vested in the senior management of the Company. The Managing Director will have the overall responsibility for the implementation of the Company Health and Safety Policy.

The company has appointed a Director to co-ordinate implementation and monitoring of the Health and Safety Policy.

Directors, managers, company offices and depots are responsible for the implementation of the company's declared Safety Policy and are accountable to the board for its implementation.

All employees are expected to set a personal example and take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for supervision are expected to promote and encourage a safety awareness in the employees and sub-contractors under their control.

All employees wherever possible, have knowledge of the legislation governing the activities that they are employed upon. The appointed Safety Adviser has a detailed knowledge of the current legislation and are familiar with changes and new developments and will give guidance and advice to employees on all aspects of health, safety and welfare. Labour only contractors will whenever requested document or supply relevant evidence that they comply with current legislation.

Every person employed has legal responsibilities, which are covered in their health and safety training and/or induction. All requests, suggestions or complaints concerning matters of health and safety must, in the first instance, be referred to the site manager who will decide the appropriate course of action.

The Organisation and Reporting Structure for the management of health and safety is the same as for all other aspects of business. In order to ensure the effective management of health and safety at work, the following specific responsibilities and authorities are allocated.

Constructive suggestions to improve health, safety and welfare in the company will be welcomed from any employee. Any such suggestions should initially be referred to management, which is responsible for submitting revisions to safety procedures to the board for approval.

### 2.3 Managing Director

Overall responsibility for the implementation of the Health and Safety Policy and monitoring its effectiveness.

Liaison with fellow Directors and enforcing authorities, as necessary, to ensure that adequate resources are allocated to health and safety, and/or any training or induction highlighted.

Ultimate authority for approval of policy, organisation and arrangements.

## 2.4 Site/Department/Office

### 2.4.1 Managers/Workers/Agency/Supervisors/Directors

Ensure that the workplaces under their control are suitable and sufficient with respect to health, safety and welfare and report to their Company Director.

Ensure that the requirements of The Construction Design and Management (CDM) Regulations have been fully implemented for the site. Implement the Health and Safety Plan including the risk assessments and method statements.

### 2.4.2 Supervisors

(Or other persons responsible for operational activities)

Organise and implement the provision and maintenance of a working environment, systems of work and plant that are safe and without risk to health, so far as is reasonably practicable.

Ensure that individuals under their control are made aware of the health and safety precautions associated with their type of work and that their place of work is safe

Satisfy themselves that employees and other persons under their control are properly supervised, have the necessary experience and arrange for training or instruction as necessary.

Implement the Health and Safety Plan if necessary under the CDM Regulations.

### 2.4.3 Employees/Labour only contracts

Ensure the production of precise information and instructions to other employees and sub-contractors in order to promote healthy and safe working methods.

Organise the site/works to maintain, so far as is reasonably practicable, a working environment that is safe and without risk to health.

Arrange for site health and safety induction training; give all Supervisors/Employees precise instructions on their responsibilities for correct working methods; see that they do not permit individuals to take unnecessary risks.

Ensure that suitable protective clothing and safety equipment is available where appropriate and that it is correctly used..

Maintain means of access to and egress from their places of work that are safe and without risk to health.

Ensure that any protective clothing and safety equipment is correctly used. Do not permit individuals to take unnecessary risks

Take reasonable care for the health and safety of themselves and others who may be affected by their activities at work.

Use all tools and equipment provided for their work correctly and not use inappropriate or unauthorized equipment to carry out a task.

Use protective clothing and safety equipment supplied.

Refrain from horseplay and the abuse of any safety system or device or welfare facilities supplied to them; co-operate with their supervisor or any other person so far as is necessary to enable them to comply with any duty or requirement imposed on them by any statutory provision; report any hazards or defects to their supervisor.

## 2.5 Control/Administration/Advice

### 2.5.1 Company Director Responsible for Health and Safety

Co-ordinate and oversee the company's appointed competent person, i.e. Safety Adviser; and ensure that regular safety meetings are arranged where necessary.

Make recommendations to appropriate managers and Safety Adviser on all matters relating to health safety and welfare where requested to.

Prepare and circulate information relating to health and safety matters where requested to.

Generate an awareness of safety within the Company as an integral part of good health and safety management.

### 2.5.2 Safety Advisor/Competent Person

Act as an appointed Competent Person under Regulation 6 of the Management of Health and Safety at Work Regulations by providing relevant assistance to managers, as requested by the Managing Director

Co-ordinate and oversee the Company's health and safety efforts. Advise management on the effective implementation of the Health and Safety Policy and develop systems for monitoring performance.

Assist in the Maintenance of Company arrangements, rules, standards and procedures on health and safety.

Carry out regular inspections of workplaces (including plant & transport) give guidance and advise managers and Safety Supervisors on all aspects of health, safety and welfare where requested to.

Preparation and distribution of site safety reports after each inspection where requested to.

Arrange for training in the company on matters relating to the health and safety of employees and or sub-contractors if requested by the Managing Director.

Generate awareness of safety within the company as an integral part of good management.

Keep essential health and safety reference documents, registers etc. and ensure the display of appropriate safety signs and posters if requested to.

Select appropriate personal protective equipment, first aid and other safety equipment if requested to.

Monitor and audit all necessary records, including records of accidents, and other statutory record keeping requirements if requested to.

Collect all relevant Safety Data Sheets for chemicals used in the Company, up-date the master set of Safety Data Sheets and bring any changed information to the notice of the appropriate managers.

Evaluate and validate the Risk Assessments undertaken by site managers and ensure that they are suitable and sufficient if requested to.

### **3. Arrangements for Health and Safety**

#### **3.1 Introduction**

This section of the Health and Safety Policy sets out the systems and procedures that have been established to ensure satisfactory administration of Health and Safety at Work in the Company. In establishing these procedures, due regard has been paid to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

General health and safety procedures are contained in this part of the Health and Safety Policy. Detailed health and safety procedures for risk control, including engineering standards and working practices, are included in the separate Health and Safety files.

#### **3.2 Consultation**

Periodically the Company will ensure that procedures are in place to consult with employees and provide information on health and safety matters. Consultation with recognised trades union appointed Safety Representatives and other Representatives of Employee Safety will be afforded by the Company in recognition of their duties covering safety, health and welfare matters at the workplace, within the Health and Safety at Work etc. Act 1974, Safety Representatives and associated legislation.

#### **3.3 Health and Safety – Good Practice**

No machine, item of plant or equipment is to be operated by any person unless the person has been trained and authorised to do so.

All machine guarding is to be in place and correctly adjusted prior to use of the machinery.

Competent and authorised personnel may only carry out repairs, maintenance or adjustments to machinery, plant or equipment.

All defects, malfunction or damage to machinery, plant or equipment must be reported immediately.

No machine, plant or equipment is to be left unattended whilst in motion, unless it is designed to operate in this manner under normal circumstances.

All working at height is to be planned with rescue plan included.

Regular health surveillance to be carried out for all staff and agency workers.

Substances are to be used, stored and transported in accordance with written instructions on the container and/or set out in the company COSHH information file.

All hazard notices, warning signs and general information notices are to be read and the information displayed complied with.

Safety equipment, clothing and facilities provided are to be used in accordance with instructions and not wilfully misused or damaged.

Site housekeeping is to be of the highest standard at all times.

All spillage of materials or substances, etc. are to be cleared up immediately.

All emergency procedures relevant to the work area are to be obeyed and emergency routes, exits and equipment kept free from obstruction.

Report all used or damaged fire-fighting equipment immediately.

Report all accidents/incidents that cause damage or injury. Seek first aid or medical assistance where necessary.

Workstations provided are to be designed so as not to put at risk the health or safety of employees or others.

Plant, equipment and machinery subject to statutory inspections are to be inspected/examined at the relevant intervals.

### 3.4 Health and Safety Legislation

The Safety Adviser is responsible for ensuring that the Company is kept up to date with changes in Health and Safety at Work legislation with in the companies scheduled arrangements.

When appropriate, the Company will obtain copies of new Health and Safety at Work publications. These publications will be added to the basic library of health and safety publications held by the Safety Adviser.

The reference documents held by the Safety Adviser are available to all Managers for reference. Individual employees may also have access to these reference documents, on request to the appropriate manager.

### 3.5 Risk Assessment

The Company is committed to achieving and maintaining high standards of health and safety for all employees, visitors, the public and contractors. To do this managers have to identify hazards associated with their operations, which threaten health and safety, evaluate the risks which arise from those hazards and put into place sensible, practical precautions which will protect against them. This process is termed **risk assessment**.

Risk assessments will be carried out periodically as a check on our performance against statutory standards and relate to the buildings and sites we occupy, the equipment we use and the methods of work we employ. They will be reviewed annually or if the process changes considerably.

Employees must be involved in the assessment procedure so that account is taken of how a task is performed rather than how the assessor thinks it is done. All hazards where the risk is considered moderate and above will need the implementation of further control measures.

Risk assessments should be carried out by a competent representative of the company and conducted to a plan which will achieve the minimum requirements below:-

<b>Initial Review:</b>	Classify all work activities and determine how much has already been done in risk identification, control and documentation.
<b>Carry out Generic Assessments:</b>	Identify whether all statutory requirements, approved codes of practice, guidance notes and best practice have been accounted for in the present method of work. Record this information as minimum standard Generic Assessments for reference by employees and managers.
<b>Task Specific Assessment:</b>	Carry out a task specific assessment to determine how the work will be conducted and whether any significant hazards with associated risks are apparent.

Implement all control measures identified by existing generic risk assessments, which relate to the tasks to be undertaken.

Introduce measures to control all other hazards evident on a site and relating to the existing conditions and tasks to be undertaken and which are not covered by existing generic assessments.

**All risk assessments are to be recorded and the employees affected informed** of the assessment content and requirements.

### **3.6 Safety Training**

The site manager and the safety adviser are responsible for recommending and arranging, with training organisations, safety training and refresher courses for all employees as necessary. Particular regard is to be given to this requirement where special risks are involved.

Site managers should satisfy themselves that employees or labour only contractors under their supervision have the necessary experience and training to carry out the duties allocated to them. Where necessary, managers should arrange with the safety director for training, induction and instruction of employees, with particular emphasis on new employees. The company must maintain a record of persons who have received safety training.

Adequate instruction will be given to all employees on the safety systems and procedures relevant to their own work activities. Supervision is responsible for ensuring that due regard is paid to the health and safety capabilities of employees when allocating work tasks.

### **3.7 Safety Notices and Communication**

A copy of any Health and Safety Policy Document will be displayed on appropriate notice boards. Also, any minutes of any Safety Meetings will be posted for the information of employees.

### **3.8 Safety Committees and Safety Representatives**

The Company recognises the important part played by Safety Representatives in ensuring that adequate standards of Health and Safety at Work are achieved and maintained. Appropriate facilities will be made available to Safety Representatives and adequate time will be allowed so that they can fulfil their functions successfully if appointed

Routine meetings regarding Safety will be held with the safety advisor. Any findings from such meetings will be posted on the notice board for employees or labour only contractors.

### **3.9 Disciplinary Procedures**

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Safety Adviser is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

### **3.10 Records and Registers**

The manager for any area is responsible for keeping any necessary records for matters under their control. Each manager should ensure that all the records for which they are responsible are kept up to date and all safety posters and safety notices are not defaced and are kept clearly visible.

Records will be kept up to date and distributed to appropriate personnel for completion and/or for information, as applicable.

### **3.11 Fire Safety Standards and Emergency Procedures**

The site manager has overall responsibility for fire safety at work, including fire risk assessments, organising fire drills, organising testing of the fire alarm, checking fire extinguishers, if present, unless working within the control of and the workplace/organisation.

Appropriate fire fighting equipment shall be installed in all workplaces and regularly checked by a competent person if the responsibility of the company.

Procedures to be followed in the event of fire or any other emergency will be specified by the manager or supervisor of the workplace and effective steps shall be taken to ensure all affected persons are familiar with the emergency procedure. Such procedures must be communicated or displayed on each site.

In the event of a fire or fire drill, Supervision will ensure that established fire procedures are followed. This will include ensuring that the site/building has been evacuated in the event of fire or a fire drill. Any difficulties encountered during a fire evacuation or drill should be reported to the appropriate manager, as soon as possible after the event.

Fire fighting equipment shall only be used to escape from a place of danger and where possible by a trained person. Due regard should always be paid to training of equipment and personal safety if needing to tackle a fire.

### **3.12 First Aid at Work**

First aid equipment, facilities and the suitability of persons to administer first aid must be adequate and appropriate in the workplace.

Nominated persons will be trained as qualified First Aiders. Volunteers from amongst the workforce are always invited. In particular managers and supervisors will be encouraged to train as First Aiders.

First Aiders should ensure that all accidents and first aid treatments are recorded in accordance with company procedures.

The Managing Director will also ensure that refresher training of first aid personnel takes place, as appropriate.

Employees must be informed by the site manager of the location and arrangements made for first aid treatment.

### **3.13 Accident and First Aid Procedures**

Employees are obliged to report every injury (no matter how minor) to Supervision for treatment.

Details of first aid treatments will be recorded and will be analysed by the site manager on at least a quarterly basis. They are responsible for ensuring adequate investigation of all accidents.

In the event of a serious injury that results in lost time, the Managing Director should be advised as soon as possible. If the accident results in a major injury, then immediate telephone/fax/internet notification to the HSE/Local Authority is required. This immediate telephone notification will be made by the site manager, after liaison with the Managing Director.

Written notification of accidents which cause more than 7 days absence from work will be prepared by the site manager, on the appropriate record form 2508 (or equivalent). The form will be checked and approved by the Safety Adviser before despatch to the HSE/LA.

Accident investigation will be undertaken in the case of every accident that is reportable to the HSE/LA. The site Manager may, at his discretion, initiate a more detailed investigation of certain accidents. He will invite appropriate persons to assist in the investigation, so that the circumstances of the accident can be established and necessary actions taken to prevent a recurrence.

Certain dangerous occurrences are reportable to the HSE/LA, even if no injury has occurred. In accordance with RIDDOR.

Generally speaking, reportable dangerous occurrences are serious events that would, in any case, be reported to the Managing Director for appropriate action. If a site manager believes that a reportable incident may have occurred, then the Managing Director should be advised, before work resumes – if possible.

### 3.13.1 Accident Reporting

Incident	Inform	Other Action or Documentation
Death & Major Injury	Managing Director Contracts Manager Safety Adviser HSE (By Telephone/fax/internet)	Keep incident scene undisturbed and safe until accident has been investigated. Assist HSE with investigation. Log incident/accident in Accident Book Send completed company Accident Report to Safety Officer (within 5 days) Form 2508 sent by Safety Officer to HSE
Notifiable Dangerous Occurrence	Managing Director Contracts Manager Safety Adviser HSE (By Telephone/fax/internet)	Keep incident scene undisturbed and safe until accident has been investigated. Assist HSE with investigation. Send completed company Accident Report to Safety Officer (within 5 days) Form 2508 sent by Safety Officer to HSE
Injury resulting in over 7 days off work or unable to carry out normal duties	Managing Director Contracts Manager Safety Adviser HSE	Complete Documentation as above Log in Accident Book Form 2508 sent by Safety Officer to HSE
Accident - no time off	Site Manager Safety Adviser	Log in Accident Book Forward completed company Accident Report to Safety Officer
Reportable Disease	Contracts Manager Safety Director Safety Adviser HSE	Report disease to HSE on 2508A, after doctor's written diagnosis/statutory sick form Complete all documents as for major injury etc.

HSE CONTACT TELEPHONE NUMBERS ARE DISPLAYED ON POSTERS AT EACH SITE

### 3.14 Employee Medical Arrangements

Where applicable the company will ensure that all new employees complete a pre-employment medical questionnaire. Where practicable, a pre-employment medical examination/assessment will also be undertaken. The examinations and the completion of the questionnaire will be undertaken under the rules of medical confidentiality and only non-clinical information will be kept on personnel files.

For some employees, routine health surveillance procedures may be necessary. Employees will be required to present themselves for these routine medical surveillance procedures as part of the main Terms and Conditions of Employment/Contract.

If necessary, routine hearing tests will be undertaken on employees who work in noisy areas. Routine skin inspections and, as necessary, lung function tests (for appropriate employees) will be undertaken on the advice of the Managing Director. Also, routine enquiries to detect the early signs of any repetitive strain injury will be undertaken for employees who may be at risk of developing such medical conditions.

### 3.15 Visitors and Contractors on Site

Contractors found to be disobeying Company safety rules, failing to make use of necessary Personal Protective Equipment, using defective or dangerous equipment or working with disregard to their own safety or that of others may be dismissed from the site.

### **3.16 Visitors to Other Locations**

Some employees will be required to visit locations under the control of another employer. In these circumstances, the host employer is responsible for ensuring the safety of Company personnel.

Company employees should ensure that they are given sufficient information by the host to protect their own health and safety at host premises. Safety problems should be reported to the host so that suitable remedial action may be taken.

The Company personnel who are on host premises must obey the safety standards laid down by the host. This will include the items set out under the Visitors and Contractors on Site section of this Health and Safety Policy, when appropriate.

If the standards set down by the host are lower than normal Company standards, then the Company standards and procedures should be followed. If this gives rise to difficulties that cannot be resolved locally, then the matter should be referred to the Safety Director, for action.

### **3.17 Enforcing Authority Visits**

Various Enforcing Officers will visit the Company sites from time to time. HSE Inspectors, Local Authority Inspectors and Fire Officers all have statutory authority to visit the Company to enforce legislation under their control.

The fullest co-operation with all visiting Enforcement Officers will be ensured and the Company will always be responsive to recommendations and advice received. The site Manager will liaise with visiting enforcement officers and offer to accompany them during their visits. The Managing Director should be informed of such visits as soon as possible afterwards.

### **3.18 Monitoring and Auditing of Health and Safety at Work**

Safety standards for all work activities undertaken at the Company have been established. Appropriate Risk Assessments have been undertaken, as required by the Management of Health and Safety at Work Regulations 1999 and other legislation.

In order to ensure that satisfactory standards of Health and Safety at Work continue to be achieved within the Company, routine safety checks and inspections will be undertaken.

These audits will review periodically by the Managing Director.

### **3.19 Safe Systems of Work and Method Statements**

Method statements will be produced for all work activities taking into consideration any findings from the risk assessment process.

Where modifications or changes to plant/transport are made which may affect the safety of the unit, if appropriate, the Managing Director must be notified.

Where complex or potentially hazardous works are to be undertaken written safe systems of work will be established and communicated to the relevant employees/labour only contractors.

### **3.20 Environmental Control**

Waste shall be disposed of safely in accordance with company procedures and the Environmental Protection Act and company environmental statement. Any effects on the local environment, due to building operations and/or works of engineering construction, will be monitored and controlled where reasonably practicable.

## **4. The Construction (Design Management) Regulations**

### **4.1 Application of the Regulation**

Major construction/building projects will be carried out in accordance with the above regulations and in accordance with the CDM company procedures or persons in all duty holder posts.

## **5. Hazard Control**

### **5.1 Safe Place of Work**

Adequate arrangements must be made to keep workplaces in a clean, orderly and safe condition. Walkways, gangways and roads to be clearly marked as appropriate.

At all workplaces safe means of access to and egress from all working areas are to be provided and maintained.

Adequate arrangements are to be made at each workplace for flammable, toxic and corrosive substances to be stored and used safely or disposed of and without risk to health.

The established Permit to Work procedure is to be used wherever necessary.

### **5.2 Machinery/Plant and Transport**

Managers responsible for the supervision of operations involving the use of machinery/plant and transport must ensure that it is used correctly and is safe and without risk to health. Checks must be made to ensure that machinery/plant and transport operators are competent and, where necessary, arrangements for training must be made.

All machinery / plant and transport must be inspected, serviced and maintained as necessary, all of which shall be correctly documented and stored in the main office location.

### **5.3 Noise**

Employees responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and affected employees provided with suitable ear protectors.

The requirements of the Noise at Work Regulations and Code of Practice for reducing the exposure of employed persons to noise must be understood and adhered to wherever practicable.

### **5.4 Radiation**

It is generally the policy of the Company to use specialist sub-contractors in any operation involving radioactive isotopes.

## **5.5 Substances Hazardous to Health**

The company is aware that certain substances/materials may cause bodily harm by inhalation, ingestion, skin contact or absorption through the skin. Suppliers' Material Safety Data sheets are to be acquired for all items purchased. Prior to putting into use a substance/material an assessment shall be carried out to determine any health risks and whether control measures are necessary to guard employees against harm from the substance or material. These assessments are to be recorded on the COSHH Assessment form, stocks of which are available from the Safety Adviser.

Employees responsible for the use, handling, storage or transport of substances which are identified as being either, toxic, corrosive or irritant must make arrangements to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment.

## **5.6 Electricity**

All electrical installations, systems, appliances, power tools etc. must be safe for use and free from mechanical and electrical defect when in use. The safest possible voltages are to be used at all times. The inspection and testing of systems and parts of systems shall take place at regular intervals and shall be carried out by a competent person. The results of the inspections and tests shall be recorded as laid down in the Company Procedures. The Safety Adviser will advise on these procedures and the requirements of the Electricity at Work Regulations.

## **5.7 Manual Handling Operations**

Many work activities include the need for manual handling of materials, etc. The Company will provide training on manual handling and, where requested by managers, carry out where appropriate assessment of risks to employees from specific operations. Employees who suffer from health problems that may affect their capability during manual handling tasks are required to report to their managers how these may limit their capability to lift. Managers shall confirm if employees have problems affecting their lifting capability and take this information into account during the preparation of any assessment involving the employee.

## **5.8 Fire Prevention**

Fire prevention is the responsibility of all staff and precautions taken by staff are as below.

Keep heat sources (such as electric fires) and combustible materials separate.

Do not overload electrical circuits, or use non-approved fitments (multi-socket adapter plugs) or obvious defective electrical appliances.

Report all defects.

Switch off and isolate where possible all electrical appliances at the end of the working day.

Ensure good housekeeping and do not allow accumulation of combustible materials.

Strictly control the use of flammable substances and always follow the manufacturer's instructions for use.

Hot work carried out by contractors must be carried out under Permit to Work conditions.

Use and storage of highly flammable liquids and gases must comply with the relevant regulations.

## **5.9 Display Screen Equipment (VDU and Computers)**

To secure the health and safety of staff so far as is reasonably practicable, the company will, in consultation with staff and their representatives:

If necessary, carry out an assessment of each workstation, taking into account the display screen equipment, the furniture, the working environment and the employee.

Take all necessary measures to remedy any risks found as a result of the assessment.

Take steps to incorporate changes into the employee's work schedule throughout the working day to prevent intensive periods of on-screen activity.

Review software to ensure that it is suitable for the task.

Arrange for the free provision of eye tests where an employee reports a visual problem when using VDU equipment and the employee is a designated "User" under the Display Screen Equipment Regulations.

Arrange for the supply of any corrective appliances where the appropriate optician confirms that they are required specifically for working with display screen equipment.

Advise employees, and agency staff required to use display screen equipment, of the risks to health and how these are avoided.

### **5.9.1 Regular Eyesight Tests**

Employees who are specifically users of display screen equipment will be invited to undergo an eyesight test at regular intervals and appropriate spectacles provided if highlighted.

## **5.10 Personal Protective Equipment (PPE) and Safety Appliances**

The Company will provide personal protective equipment to reduce residual risks to a tolerable level where the risk is from a work activity cannot be adequately controlled by other means such as engineering controls. Training of employees in the correct use of the equipment and its limitations will be carried out as necessary taking into account any statutory requirements.

Site managers/supervisor with assistance from the managing director will, having duly consulted Employee/Labour only contractors Representatives:

- Carry out an appropriate assessment of proposed PPE to be used.
- Where two or more items of PPE are used simultaneously, ensure they are compatible and that no item reduces the protection offered by the other.
- Implement steps for the maintenance, cleaning, repair and suitable storage of the PPE and for ensuring the PPE does not cause the user to be subjected to other risks.
- Provide or replace necessary PPE at no cost to employees.
- Inform all employees of the risks, which exist, and re-assess activities where changes to the works process or substances make this necessary.
- Investigate complaints and take action concerning PPE suitability or defects.

### 5.10.1 Employee Responsibilities with regard PPE

Employees must:

- Use PPE only for its intended purpose and only in accordance with the manufacturer's guidance and / or any training received.
- Not misuse any PPE issued.
- Carry out maintenance and hygiene precautions as required and inspect before use to ensure safety.
- Inform a responsible person immediately of any defects (supervisory staff or manager).
- Keep statutory records updated in any logbook, if provided.
- Any labour only contractors, who supplying their own PPE must comply with the company procedures (including the correct use and wearing of PPE) and any current relevant regulations.

#### **Items of PPE that may be required to carryout works**

- Eye Protection
- Hearing Protection
- Respiratory Protection
- Foot Protection
- Body and Hand Protection
- Head Protection
- Hi-Visibility Clothing
- Safety Harnesses