



GRIMSBY FISH MARKET LTD  
HEALTH & SAFETY POLICY  
September 2012

Prepared By



**RISK SERVICES**

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**HEALTH AND SAFETY POLICY AMENDMENT SHEET**

**Record of Amendments**

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Issue No	Date	Index Ref	Brief Description of Amendment
1	September 2012		First Issue

## SECTION 1

### 1.0 HEALTH AND SAFETY POLICY STATEMENT OF INTENT

1.1 The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.

1.2 The Company, so far as is reasonably practicable, proposes to pay particular attention to:

a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment

b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.

c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment.

d) Making regular assessments of risks to employees.

e) Taking appropriate preventative/protective measures.

f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.

1.3 In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.

1.4 All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.

1.5 This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

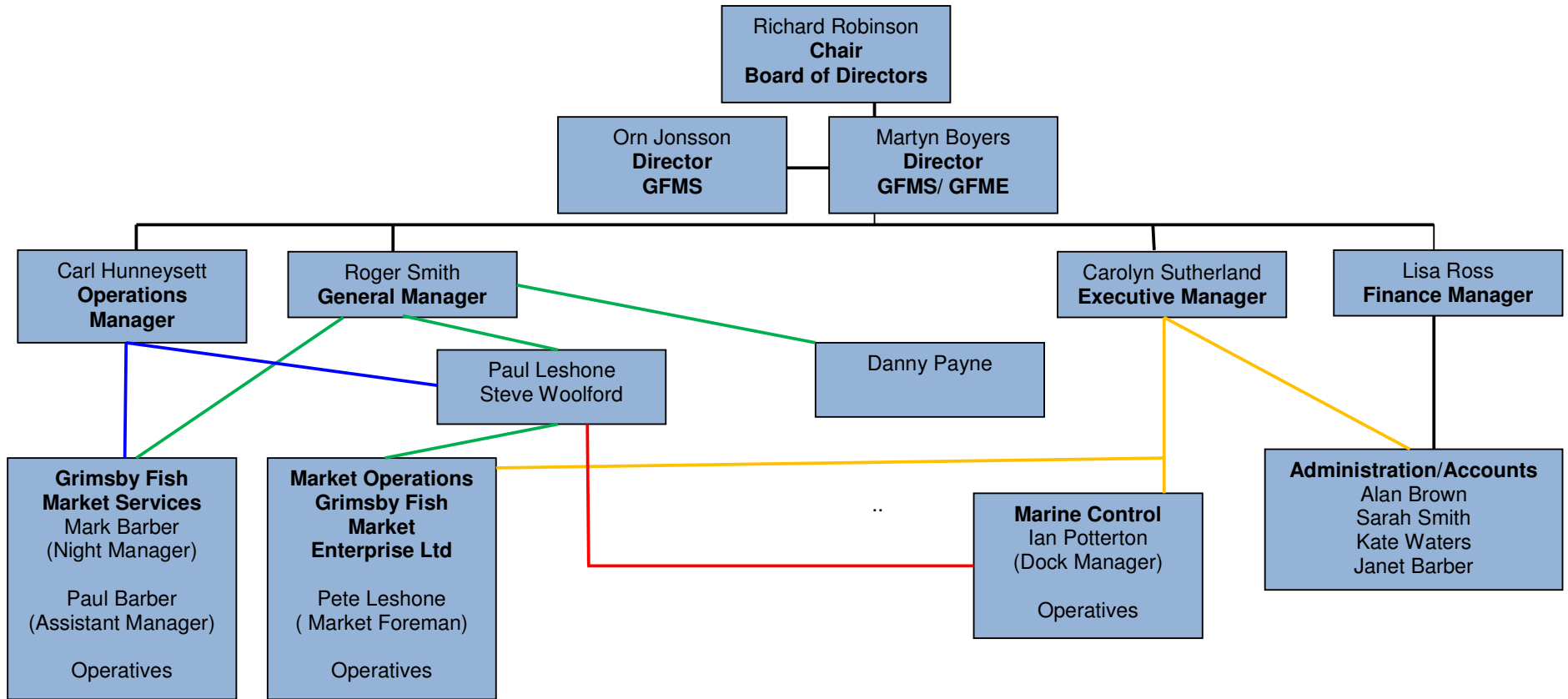
Martyn Boyers

Director

Date: September 2012

SECTION 2

COMPANY ORGANISATION AND RESPONSIBILITIES



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard Kane Associates Ltd T/A The Insurance Partnership located at

Head Office Address:

First Floor Offices  
 11 – 23 Market Street  
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 Lincolnshire  
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## 2.0 HEALTH, SAFETY AND WELFARE RESPONSIBILITIES

2.1 The Company firmly believes that a good record in health, safety and environmental protection is not only an efficient management system but, also makes sound economic sense for our future well being. In recognition of this, the following designated responsibilities have been introduced to ensure we attain and enjoy high standards of health and safety management and awareness.

### 2.2 DIRECTORS

2.2.1 Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.

2.2.2 Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.

2.2.3 Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.

2.2.4 Ensure appropriate training is identified and delivered to staff.

2.2.5 Ensure company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.

2.2.6 Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.

2.2.7 Ensure a close liaison is maintained with sub contractors, employed by us on all matters relating to health and safety.

2.2.8 Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.

2.2.9 Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.

2.2.10 Set a personal example through wearing appropriate personal protective equipment at all times when visiting site.

2.2.11 Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.

2.2.12 Shall ensure adequate financial and technical resources are provided and such proposed costs are identified in the company's projected plan.

### 2.3 MANAGERS

2.3.1 Understand the Company Health and Safety Policy and ensure it is readily available on each site and bring to the attention of the Directors any amendment or new working procedure relevant to our business undertaking.

2.3.2 Ensure those people who they are responsible for are adequately informed of their work and safety requirements and are competent to carry out the tasks set.

2.3.3 Plan work in accordance with legislative requirements ensuring it is regularly reviewed to establish if appropriate improvements or additions should be made.

2.3.4 Shall ensure that adequate resources for health, safety and welfare facilities are included in costing of projects.



- 2.3.5 Assess the risks associated with any unusual situation; outline the potential hazards at each stage, indicate the necessary control procedures to be adopted and, provide written instructions. If appropriate, obtain from sub-contractors, details of risk assessments, substances and work processes that are hazardous to health or safety or, ensure their compliance with agreed company methods of work.
- 2.3.6 At all times, ensure the protection of all operatives on the site, including any members of the public and others who may have a right to be there.
- 2.3.7 Informing sub-contractors, at the earliest possible time, of the appropriate Personal Protective Equipment to be worn on site, at all times.
- 2.3.8 Discipline anyone failing to discharge his or her individual health and safety responsibilities satisfactorily.
- 2.3.9 Review work procedures, methods and associated safety aspects with Site Managers and, if appropriate, the safety adviser before any unusual work activity is undertaken.
- 2.3.10 Ensure appropriate corrective action is taken to rectify any hazardous site issues brought to your attention by the safety adviser.
- 2.3.11 Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
- 2.3.12 Ensure that any incident that occurs on site is investigated and remedial actions instigated. Where reportable, fully liaise with the company Safety Advisers and assist the HSE if require to do so. Identify trends regarding incidents and actions to be taken to remedy problem areas.
- 2.3.13 Ensure all employees, sub-contract operatives and, particularly apprentices and young people, are competent and are given site induction training highlighting site hazards, emergency procedures, safe methods of work (in particular the manual handling of items where mechanical aids cannot be provided) and any other relevant safety precautions necessary. Records of all induction training and copies of training certificates are to be retained.
- 2.3.14 Ensure “Young Persons” (under 18 years) do not drive any plant or operate any hazardous equipment except under direct supervision and, do not allow “horseplay” or dangerous practical jokes reprimanding anyone who fails to consider either his/her own safety or of others.
- 2.3.15 Ensure work activities are carried out to the required company standards, with the minimum of risk to employees, other contractors, the public, equipment or materials.
- 2.3.16 As appropriate, issue written instructions detailing the method of work required and, ensure sub-contractors work in accordance with their agreed method statements and are available.
- 2.3.17 Ensure risk assessments have been carried out on any substance (including hazardous substances), process or work activity hazardous to health and safety, and that the appropriate control measures, training, instruction, protective clothing etc. have been provided.
- 2.3.18 Ensure operatives under your control are aware of their responsibilities for safe working, understand the safe method of work and are fully aware they are not required or permitted to take unnecessary risks.
- 2.3.19 Arrange materials to be delivered and stacked in order to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner.
- 2.3.20 Ensure all available information is obtained, relating to underground services on the site and, that the services are identified, their routes marked and they are protected before groundwork starts. Never allow a mechanical excavator within the limits of an under-ground service.
- 2.3.21 Plan and maintain a tidy site and, check all plant, machinery, power and hand tools and equipment are maintained in good condition and records of inspection are available.

2.3.22 Ensure adequate supplies of protective clothing and equipment are maintained on site and that the protective equipment is suitable. Records are to be maintained of all issues of PPE.

2.3.23 Ensure emergency systems are in place, for alerting any of the emergency services. Provide adequate first aid facilities and make site operatives aware of the location and the procedures for receiving first aid treatment for injuries and the subsequent reporting of such injuries following the accident reporting procedures shown on the company posters.

2.3.24 Co-operate with the Safety Adviser and seek his advice before commencing any new methods of work or potentially hazardous operations.

2.3.25 Ensure adequate fire precautions and welfare facilities are provided for the site office. Also for the storage, dispensing and use of any flammable liquids or liquefied petroleum gases.

## 2.4 TRADESMEN

2.4.1 Be familiar with the Company Health and Safety Policy and carry out your work in accordance with its requirements and methods of work agreed between yourself and your Site Manager.

2.4.2 Ensure that only the correct tools and equipment are used for the job.

2.4.3 Always wear safety footwear and, as appropriate, any other Personal Protective Equipment provided, e.g. goggles, respirators etc. as detailed in specific COSHH or work activity assessments of the task being undertaken.

2.4.4 Ensure tools and equipment are maintained in a good condition.

2.4.5 Report immediately any defects in plant, tools or equipment.

2.4.6 Work in a safe manner at all times and do not take unnecessary risks likely to endanger yourself or others.

2.4.7 Do not use plant, tools or equipment for work for which they are neither intended for or, you have not been specifically trained to operate.

2.4.8 Remain vigilant to other hazards developing during your work and, as appropriate, warn other employees, particularly new employees and young people, of them.

2.4.9 Do not play practical jokes or engage in "horseplay" on site.

2.4.10 Ensure that all provisioned welfare and sanitary facilities are maintained to a high standard and report any person found abusing them.

2.4.11 Report immediately to your Site Manager/team leader any injury sustained from an accident at work, even if the injury does not stop you from working.

2.4.12 Report near misses to your Manager so that safer systems can be introduced prior to damage or injury.

2.4.13 If appropriate, suggest safer methods or procedures of work.

## 2.5 SUB-CONTRACTORS

2.5.1 Any employed sub-contractor will be expected to comply with our Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is available on site whilst work is being carried out.

2.5.1 The Site Manager/ team leader will ensure that all work is carried out in accordance with the relevant statutory provisions, taking account of and considering the safety of others on the site and the general public.

2.5.3 Sub-contractors must provide our Manager, documented risk assessments and methods of work for all work activity to be undertaken on site, which may be hazardous to either health or safety, before any work is commenced. Any such assessments are to be conveyed to all sub-contract employees on site and records maintained of this action. Any materials or substances brought to site which have a health, fire or explosion risk are only to be used and stored in accordance with current Regulation and practice and this information is to be available to both operatives and other who may be affected by them.

2.5.4 Sub-contract employees are not permitted to operate any plant or equipment unless specifically trained to do so. Operatives must be in possession of a valid Certificate of Training Achievement detailing the plant and machinery categories they are competent to operate. Details of sub contract employees and copies of relevant CTA's etc, are to be forwarded to us prior to the commencement of work.

2.5.5 All plant or equipment brought and used by sub-contractors must be safe, free from defect and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection. Information and assessment on the noise levels of plant, equipment and operations are to be carried out by the sub-contractor and this information provided to our Manager before work commences.

2.5.6 Any injury sustained or damage caused by sub-contract employees must be reported immediately to the Site Manager.

2.5.7 Sub-contract employees must comply with all safety instructions given by the Manager.

2.5.8 Grimsby Fish Market Enterprises Ltd have appointed an independent safety adviser to inspect our sites and report on all aspects of health, safety and welfare matters and a written report will be produced for our Site Manager. Any sub-contractor informed of a hazard or defect during these inspections is to rectify the matter immediately and confirm the action taken to our Site Manager.

2.5.9 Sub-contractors will provide, for their employees, suitable fire and first aid emergency procedures and any equipment required by the Regulations, unless a previous agreed arrangement has been made for the use of alternative facilities.

2.5.10 Particular note is to be taken of the need to ensure that all workplaces are kept clean, tidy and free from debris and waste materials and all work areas are continually cleared as work progresses.

## 2.6 ADMINISTRATOR

2.6.1 Ensure office accommodation shall be kept tidy and in a safe condition and office safety policy followed.

2.6.2 Ensure fire and emergency procedures in the office are suitable and comply with the Workplace (Fire Precautions) Regulations.

2.6.3 Ensure welfare provisions are kept in a clean and serviceable condition.

2.6.4 Ensure work equipment including Display Screen Equipment is in good condition with relevant tests undertaken. The assessment of workstations and users shall be kept up to date and records kept on the users' personnel file.

## 2.7 SAFETY ADVISER

2.7.1 As required by Regulation 7 of "The Management of Health and Safety at Work Regulations", Stallard Kane Associates Ltd have been appointed to advise and assist all related health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Directors and will also maintain a close relationship with all other employees. Specifically they will perform the following functions:

2.7.2 Advise on the application and maintenance of our Company Health and Safety Policy arrangements.

2.7.3 Maintain an up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.

2.7.4 Advise the Manager on any related safety matters.

2.7.5 Advise employees at all levels, as appropriate, on matters directly affecting their health and safety.

2.7.6 Monitor the Company's health and safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.

2.7.7 Investigate and report on any accident, dangerous occurrence or near miss and, as appropriate, recommend any means of preventing a recurrence of the incident.

2.7.8 Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.

2.7.9 Encourage a high profile health and safety campaign within all levels of the company and review or recommend any health and safety contributions from company employees.

2.7.10 Advise Company Managers and Site Managers on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.

2.7.11 Carry out regular site visits and advise management on the implementation arrangements of the health and safety policy.

2.7.12 Advise on the training requirements for employees, especially new starters, specifically formal safety awareness training and site induction training.

## 2.8 CONSULTATION WITH EMPLOYEES

2.8.1 A requirement of the Health and Safety (Consultation with Employees) regulations is for us to consult with our employees in all matters relating to health and safety.

2.8.2 As a company, we will convene regular meetings but no later than every 4 months to discuss all relevant issues relating to health and safety.

2.8.3 In particular, we will discuss the following:

- when introducing new measures which may affect health and safety
- the change in appointment of nominated competent persons
- the provision of statutory health and safety information
- any statutory health and safety training
- health and safety of implications of introducing new technology

2.8.4 The meetings will be formal and minutes of the meeting will be documented.

## 3.1 PURPOSE

The purpose of this section is to supplement the Policy Statement by setting out the arrangements within the company for ensuring the effective implementation of that policy throughout the Grimsby Fish Market Enterprises Ltd activities.

Emphasis is given in this document and through everything we do to identify areas of known hazards and potential risks then provide appropriate advice either intended to eliminate or reduce the risk.

## 3.2 ORGANISATION

The company recognises that all of its employees can make a contribution to reduce accidents and ill health and that their involvement and co-operation is an integral part of the successful implementation of safety policy, the construction process and of our business.

Management of health and safety is a function of line management. Management at all levels is responsible for the well being of those under their control and for others to whom the company owes a duty of care. Specific responsibilities are set down in Section 2.

Line management will at all times be accurately defined by specified chains of command from the company directors, through the site supervisory staff and then, as defined by them, to those working on site.

The company's safety management structure is set out

### 3.3 ARRANGEMENTS

#### 3.3.1 Principles

The company's arrangements to pursue the aims of the policy are founded in making adequate assessment and control of risk. Where the CDM Regulations apply the arrangements are implemented through the development of a Health and Safety Plan

#### 3.3.2 Services available within the company

All employees have a duty to help the Company implement the safety policy. Departments of the company not directly involved in the core business activity will provide services to assist the management. Staff of these departments (all have responsibilities towards health and safety in the company's operations.

#### 3.3.3 Reporting Structure

To ensure that health and safety performance is continually monitored and that improvement in this performance remains central to the company's objectives, the company's Safety Manager/Advisor will carry out inspections at Grimsby Fish Market Enterprises Ltd sites and offices. These inspections may be pre-arranged or unannounced. His/her observations on health and safety will be discussed immediately with management and more formally with the Director Responsible for Safety.

#### 3.3.4 Information

A great deal of legislation, official guidance and other safety literature applies to the construction industry. The Safety Manager will keep abreast of regulations and guidance and will bring it to the attention of Grimsby Fish Market Enterprises Ltd management as necessary to fulfil the aims of the Policy Statement.

Site managers and supervisors will ensure that all employees are fully instructed and informed in the safety aspects of their day to day tasks. Communication will be through induction training, toolbox talks, formal training for specialist work and the broadcast of site rules.

#### 3.3.5 Safe System of Work

##### 3.3.5.1 Overview

A safe system of work is a formal procedure which results from a systematic examination of the task in order to identify all the Hazards. It defines safe methods to ensure that hazards are eliminated or the risk minimised. Arrangements for safe systems of work, including work on specific items of equipment will be defined and brought to the notice of all personnel concerned. A safe system of work is needed when hazards cannot be physically eliminated and elements of risk remain. These principles should be applied at all times, but more especially when:

- cleaning and maintenance operations are being carried out
- changes to work layouts material changes or working methods
- employees working away from base or alone
- breakdown or emergencies
- controlling activities of sub-contractors on site and/or premises
- loading, unloading and movement of vehicles in and around sites or premises.

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work.

When Company service departments are involved in any project or activity, those employees involved in the field are responsible for co-ordination with the service department to ensure a safe system of work is established.

Employees who are responsible for organising the provision and maintenance of safe systems of work must ensure that any change in a previously established safe system of work or an unusual use of plant, is reported to the manager of the workplace who is responsible for ensuring that the modified system is safe and without risk to health.

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

Five steps to Safe System of Work are:  
Assess the Task - carry out Risk Assessment  
Identify the Hazards  
Define safe method of working in writing  
Implement the system  
Monitor the system and evaluate

Where complex or potentially hazardous works are to be undertaken written safe systems of work and method statements are essential. The method statement sets out how a job or process will be carried out, including all the control measures which will be applied.

#### 3.3.5.2 Permit's to Work

Works that are identified as being of higher risk must be controlled by the use of "Permit to Work". Standard procedures are available from the Company Safety Manager, covering work recognised as having special risks, e.g. k, entry into confined spaces, some electrical work, hot work etc. These permits will be issued by a member of the Site Management Team to ensure safe systems of work are applied by Contractors. The person receiving the permit must acknowledge receipt of it and must ensure that the specified works is done safely in accordance with any imposed conditions. He/she must also confirm when the works are completed and all areas or plant are safe. The permit must then be cancelled by the Issuer.

#### 3.3.5.3 Health and Safety Plans.

All Projects, Sites will prepare and operate under their own specific Health and Safety Plan. These plans shall comply with the Company Safe System of Work but will use the Health and Safety Plan to reflect the unique nature of the Site, and will be prepared in accordance with the guidance notes.

#### 3.3.5.4 Acting as Client for construction works .

When acting as Client for construction works Grimsby Fish Market Enterprises Ltd.'s develop, implement and maintain Health & Safety plans in accordance with company procedures. Appointment of other contractors is also covered by the company procedures which includes pre-qualification through a Health & Safety questionnaire and taking into account previous performances for the Grimsby Fish Market Enterprises Ltd Group. Included in the H&S plan will be a project specific risk assessment. This will take into account those risks present & measures of control. The Project Manager will appoint suitably qualified persons to obtain and review internal and external method statements. Site boundaries will be established prior to commencement of the works and secured to prevent public access. Site rules will be established and issued around the site as well as being discussed at the Site Induction. The Project Management team will ensure that operators are trained to carry out the tasks for which they are employed. It is the Client for construction works s responsibility to ensure communication, co-operation and co-ordination takes place between contractors to prevent accidents from occurring. It is recognized that good communication is key to this being successful. The Grimsby Fish Market Enterprises Ltd carry out co-ordination meetings to ensure this happens. Accident trend analysis is maintained through the collection of accident statistics on each site. This information is used site and companywide to determine site & company performance, identifying trends which will enable us to put control measures in place. Review forums, such as management and board meetings, use this detail to discuss initiatives to improve performance. Prior to commencement of work it is agreed with the CDM Coordinator what and how relevant information will be handed over for the safety file.

#### 3.3.5.5 Procurement

When purchasing or hiring plant, equipment or substances the company will take into account it's environmental, health and safety affects.

Safety hazard data sheets will be requested from the supplier and these will be passed onto the end user.

Procurement will only purchase goods that have been specified, and not alternatives without knowing the environmental, health and safety impact. Alternatives will be discussed with the purchaser. Procurement will take place in accordance with company procedures.

### 3.3.6 Roles and Responsibilities

#### 3.3.6.1 Roles and Responsibilities

Reference is made to Section 2 of the Safety Policy for the definition of Roles and Responsibilities from a Safety Perspective. Reference should also be made to Safety Plans prepared for Projects,.

#### 3.3.6.2 Subcontractors and Temporary Workers

Sub-Contractors will be subject to assessment and approval to determine their competency to carry out work safely. It will be an absolute condition of contract that all Sub-Contractors comply with all the relevant statutes concerned with health & safety, in particular the Health & Safety at Work Act 1974 and all relevant statutory provisions.

Sub-Contractors need to comply with all reasonable Company requirements as to the measures that they should take to discharge their responsibility and be aware and adhere to the Company policy on health & safety.

Self-employed labour and other temporary workers will be assessed to determine their competency to operate safely prior to commencing work under Company supervision.

#### 3.3.6.3 Safety Discipline

Discipline is to be applied as a last resort to improve safety performance. Training, information and instruction is to be applied first.

It is recognised that it may be necessary to apply discipline and as an aid to monitor individual performance the company operates a Safety Advice Note system. The system is used for issues that are not of a serious nature, but may lead to a serious safety situation if continued. These can lead to formal disciplinary action. Any safety offences of a serious nature will result in employees and it's sub-contractors being exposed to formal disciplinary action in accordance with the company rules.

#### 3.3.6.4 Lone Working

Often in the course of our business, people are sent into a working situation on their own. This would be when it is deemed that the job is of such a nature that a single person could competently and safely complete the tasks required.

Where lone working is required a risk assessment shall be carried out and appropriate controls defined and implemented.

We must ensure that lone workers are not placed at more risk than other employees so each individual assignment must be examined to assess all risks by considering certain points and guidelines:

Can one person handle all the equipment involved in the work safely and correctly?

Is there safe access available for one person; if stairs are to be negotiated is one person still sufficient?

Is there any excessive weight in the equipment to be used? There is a difference between being able to lift a piece of equipment and being able to carry it over a short distance or up a flight of stairs.

Is adequate security in place for the equipment, vehicle etc. if only one person is assigned to a task?

They may be called away temporarily e.g. Bathroom necessities.

Is sufficient time available for the task or would one person be compromising safety by rushing to complete a task within a given time-scale?

Is any risk of violence increased by the assignment of a solo worker?

Are women and young workers especially at risk if they are working alone?

Ensure that you are aware of any laws that may prohibit lone working e.g. working at heights etc.

Where a lone worker is working at another employer's workplace they must be made aware of any risks and control measures that should be taken.

Ensure that lone workers have no medical conditions, which make them unsuitable for working alone.

Ensure that all lone workers are responsible and have sufficient training, as there is limited supervision in situations of uncertainty.

Ensure regular contact between the lone worker and supervision using either a telephone or radio.

### 3.3.7 Hazard Identification, Risk Assessments and Loss Control

#### 3.3.7.1 General Hazards at the Workplace

The hazards associated with the operations/activities of the Grimsby Fish Market Enterprises Ltd are those normally encountered in the fishing industry, which can be summarised as follows:-

Falls from a height due to inadequate access and working platforms or the non-use of appropriate protective clothing/equipment.  
Handling and transporting materials by means of cranes, forklifts, side loaders, transporters, etc.  
Risk of eye injuries from activities involving grinding, welding, etc.  
Risk or injury from manual handling operations.  
Environmental problems.  
Use of plant and machinery.  
Use of energy sources such as electricity, compressed air, propane, oxygen and various bottled gases.  
Work in confined spaces.  
Objects falling from a height.

Although this list is not exhaustive, it does indicate prime areas of concern. It is necessary to control or guard against such hazards by drawing up and implementing safe systems of work and ensuring the correct use of protective clothing and equipment.

This can only be achieved if management at all levels give their commitment to matters affecting Health and Safety and a workforce that is equally committed to following correct procedures and reporting hazards quickly.

#### 3.3.7.2 Hazard Identification

Controlling the risk associated arising from hazards offers the best chance for preventing injury or illness in the workplace (office, workshops or site). Hazards must be actively identified and reported during all phases of our work, either as part of our processes or as part of our monitoring of our activities in a day to day sense.

All areas of operations will have a defined method for gathering hazard information.

Some general methods for gathering of hazard information includes:

Project and Task Planning.

Before we commence any task we need to review and document the hazards associated with the activity. We need to identify each step of the process involved and identify hazards at each step, typically as per the Design or Activity Risk Assessment or during preparation of the Method Statement. Audits.

Workplace Inspections

Accident and Incident Investigations

Consultation and feedback during the various forms of consultation (refer 3.9 AND 3.10)

Complaints or direct feedback in a day to day sense.

Observation by each and everyone of us.

Having identified the hazard (potential or existing) it is then necessary to manage the associated risks (refer 3.4) and that these risk mitigation strategies are documented and communicated.

#### 3.3.7.3 Hazard Reporting

The reporting of Hazards in the workplace can be notified by any number of means and as described above.

All such hazards are formally collated and this provides a system for ensuring that hazards are acted upon and allows for the preparation and management of trends.

### 3.3.8 Risk Control

#### 3.3.8.1 Hierarchy of Hazard Control.

The hierarchy of Hazard Control to be used is as follows:

Elimination (by removing the hazard out of the activity, often through alternative designs/engineering).

Substitution (of a safer substance, item of plant etc)

Mitigation (by using less hazardous materials, equipment, processes)

Isolation (through guards, remote handling equipment and the like)

Administrative Controls (through the introduction or changing of the work method, routine maintenance, additional supervision, training and enforcing correct practices)

Personal Protective Equipment (provision of suitable and properly maintained PPE and training in its use, this is the last resort to hazard management).

#### 3.3.8.2 Risk Assessments

Risk assessments will be carried out to identify hazards in the workplace, including the Company's Office Accommodation and assess the risk to employees who may be exposed to such hazards.

Where hazards are identified, the Company will, where practicable, eliminate or reduce the risk.



Control measures will be introduced to develop and implement protective and preventative procedures to comply with the statutory requirements.

Use is made of the risk Severity Matrix to prioritise the risks and to evaluate the reduction in risk through the strategies adopted

The documents we use to define the Risk Control processes are:

Method Statements

Design Risk Assessments

Activity Risk Assessments

Emergency Plans

These may make reference to Codes of Practice and the like.

The Activity Risk Assessment is particularly important as the tool we use to cover activities that may have been overlooked or not covered in sufficient detail in the Method Statement and to manage the many day to day 'out of the ordinary' circumstances we are confronted with.

Where activities change such that the original assessment becomes invalid or less relevant, a further assessment is to be carried out.

Having defined the hazards and documented the risk mitigation strategies the outcomes must be clearly communicated to those involved.

#### 3.3.8.3 Safety Plans.

It is the policy of the Company to prepare safety plans for all projects and for all sites, offices and work locations. The safety plans for projects are developed at tender or planning stage of a contract and takes into account the relevant information issued by the Client, Estimators and Designers.

It will be revised periodically by the Manager responsible, and will be subject to revision as circumstances change.

The safety plan identifies the specific activities and potential hazards in relation to the work undertaken and in the context of the location in which the work is undertaken, and introduces controls and precautionary measures that may be necessary to ensure that all activities are safe and without risks to health.

The safety plan is not intended to replace the Company Policy. The responsibilities and arrangements may be referred to within the safety plan.

#### 3.3.8.4 Planning & Design.

Full consideration will be given at the planning and design stages to the hazards associated with the work to be carried out to reduce the risks to a minimum.

Due account will be taken of current legislation, Codes of Practice, HSE Guidance Notes and Company Procedures.

#### 3.3.8.5 Method Statements.

Certain work tasks can be complex, or the risk associated with the tasks so significant that detailed instructions are required to manage the risk. Therefore, where complex or potentially hazardous activities are identified, detailed method statements / safe operating procedures that, identifies the various procedures necessary to manage and control the risks are produced and communicate to the relevant operatives.

Method statements are originated at the planning stage and subject to approval by the Contracts Manager, Safety Manager and Site Project Manager.

Any changes in procedure, departure from the method statement safe operating procedures or revisions will be notified to the originator, and any revisions to the method statement will be subject to approvals as above.

The Company's quality management procedure details the controls and should be referred to.

#### 3.3.8.6 Design Risk Assessment.

Review of risks associated with design and detailing activities are critical to our overall safety performance. This must be undertaken on the following:

risk assessment of overall fabrication or construction project

in depth risk assessment of individual construction/erection operations

permanent works design

temporary works design, including access issues

lifting activities that involve anything other than single crane lifts, within the cranes capacity and making use of standard slinging equipment

throughout the engineering detailing phase

The Design Risk Assessment process should be used to identify the main operational activities within the project and for which method statements or other measures will be required to control the risks.

They should also be used to demonstrate the logic for adoption or rejection of given engineering or construction schemes.

#### 3.3.8.7 Activity Risk Assessment.

The Activity Risk Assessment is used wherever a Method Statement has not been prepared for a given activity or where the Method Statement does not cover in sufficient detail a given activity in the process. This is an extremely important tool, which is designed to be used in a day to day sense to allow consideration of any new task that had not been anticipated (and therefore has not been included in a Method Statement) or to mitigate the immediate risk associated with Hazards identified or brought to the attention of supervision.

#### 3.3.8.8 Codes of Practice, British Standards, Construction Manuals.

These are available from the Safety Department and are good references for describing safe methods of work for a range of particular activities. If deemed suitable, these can then be referenced in our safety documentation (Method Statements, Risk Assessments and the like).

Where reference to Codes of Practice and the like are made use of, these need to be clearly explained to those involved with the particular activity (i.e. training).

#### 3.3.8.9 Site Safety Rules.

Site safety rules will be established for all works and offices). The rules will be as a result of identifying site specific hazards by the management team.

They will be discussed at induction stage and posted about the site at appropriate points. All must adhere to site safety rules.

##### 3.3.8.9.1

##### General

The safety of the workplace is the responsibility of everyone, we all have a part to play in helping to provide and maintain an accident free working environment.

In order to achieve this it is very important to follow the proper safety rules and common sense safety practices at all times.

Treatment should be sought for all accidents, and incidents reported.

Report unsafe conditions, tools, equipment and practices.

Drinking of alcoholic beverages, fighting or the use of illegal drugs is prohibited within working hours.

Any person who is unable to perform their duties satisfactorily as a result of consuming alcoholic liquor will be prohibited from working. The misuse of legal drugs is prohibited, as is the possession, distribution or sale of illegal drugs.

Safety equipment for use on the job is not to be tampered with, misused or damaged in any way.

Never run in the working areas or along corridors.

Ensure effective communication between colleagues to ensure an awareness of each other's activities.

You need to be aware of the movement of equipment and people around you.

Fire fighting equipment must not be used for washing down or any other non-emergency purposes.

Use only equipment in good repair, ensure it is the right equipment for the job; never try to make do with damaged or unsuitable equipment.

Ensure any equipment and machinery is switched off when not attended and at the end of the working day.

Ensure that any unfinished jobs are left in a safe state with all tools put away correctly and any structures secured.

Do not walk or stand under loads carried by power operated equipment.

Ensure that all personnel working in your vicinity are aware of any obstructions or openings you create by the use of warning notices.

Ensure that pedestrian walkways, gangways steps, kerbs and fixed obstacles are clearly marked.

Usually with white gaffer tape on dark surfaces or black on light surfaces and kept clean and clear of any materials.

Ensure that all cable runs are tidy and covered anywhere they could potentially be a tripping hazard, paying particular attention to Fire exits and passageways.

Ensure that equipment is stacked correctly or that any rigging is secure and safe.

All clothing should fit properly and be in good condition.

When on location make sure you are aware of any additional site rules and procedures regarding Health & Safety.

Horseplay

Not only is horseplay a dangerous activity, it is also an offence under the Health & Safety at Work Act. Horseplay, skylarking, practical jokes or whatever else you may call it can result in serious disabling injuries.

So the message is quite clear - DON'T DO IT.

#### 3.3.8.10 Personal protective clothing, equipment and facilities

Protective clothing and equipment will be provided in hazardous areas and where there are statutory requirements, or where the accepted maximum permissible limits may be exceeded. An adequate supply of protective clothing and equipment will be readily available on sites or in the Works Stores. Records of all issues will be maintained. Where the use of clothing/equipment is subject to statutory or company requirements, this will also apply to visitors.

Supervisors must ensure employees are adequately informed of such dangers and of the necessity to wear the equipment provided. Such work areas must be clearly marked. Supervisors must ensure the equipment is adequate, used properly, kept in good condition and appropriate training given in its use. Where Personal Protective Equipment (PPE) has been issued, it should be worn in the appropriate manner for the task it has been provided for.

All protective clothing/equipment will conform to British, European or statutory requirements. To ensure it gives the right protection, advice should be sought from the Company Safety Manager.

#### 3.3.8.11 Permit to Work.

A permit to work system is a safety procedure designed to protect personnel working in hazardous areas.

It should form a clear record of all foreseeable hazards which have been considered in advance and list the appropriate precautions which must be taken and show the correct sequence of operations and precautions.

A permit to work does not, in itself make the job safe but is a guide, dependent for its effectiveness upon the observance of the set procedures by those involved in the work activity.

It is to be used to enhance safe operating procedures.

#### 3.3.8.12 Smoking, Alcohol and Drug Abuse

##### 3.3.8.12.1 Alcohol and Drug Abuse

To assist in the safe performance of our duties, this company operates a strict policy of NO ALCOHOL and NO DRUGS in the workplace.

Alcoholic drinks and unauthorised drugs are prohibited on Company premises. Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our company policy that any person who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace. Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be considered. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately.

##### 3.3.8.12.2 Smoking

The Company have adopted a no smoking policy within the Head Office, stores and workshops. Each project and site must comply with such contractual requirements. Designated smoking areas should be used.

##### 3.3.8.13 Emergency Procedures.

Premises occupied by the Company are subject to a planned procedure for giving warning of an emergency for evacuating the premises and for summoning the assistance of local emergency services. Emergency procedures specific to each project will be detailed in the projects health and safety plan and an explanation of them given to all employees during site induction.

##### 3.3.8.14 Young Workers.

Young workers, (those under 18 years of age) are particularly at risk because of their immaturity, inexperience and lack of awareness to existing hazards.  
The company will carry out Risk Assessments on young workers before they start employment. They will be treated as employees for the duration of their employment in that they will be provided with the same health, safety and welfare protection.

### 3.3.9 Inspections, Monitoring & Safety Audits

#### 3.3.9.1 General.

Individual responsibilities are detailed in Section 2 of this Policy for Managers and Supervisors to monitor and observe all activities, and to ensure that, so far as is reasonably practicable, all such operations and activities are safe and without risks to health.

On major construction projects where there is a large number of employees and the complexity of the activity justifies it, the Company will appoint a Site Safety Adviser who will carry out regular safety inspections and produce written reports which will be distributed for necessary action.

On construction sites where there is no appointed Site Safety Adviser a Safety Supervisor will be appointed. Details of his responsibilities are listed in Section 2.

As similar philosophy will apply to the Works and to all of our Offices.

Sub-contractors are also required to monitor their activities and prepare weekly Health and Safety Inspection Reports and such reports are to be submitted to the Project Manager.

#### 3.3.9.2 Inspections.

Workplace Safety Inspections are a mandatory and important tool for monitoring safety performance in the workplace. The above references describe the nature and frequency of these Inspections.

Management are required to actively participate in Workplace Safety Inspections to satisfy themselves as to the effectiveness of the safety processes and importantly, to demonstrate participation in and support for the safety processes.

#### 3.3.9.3 Project and office Reporting.

All projects, and offices are required to provide Monthly Health & Safety Returns to the Company Safety Manager covering Safety performance, issues and initiatives.

#### 3.3.9.4 Audits.

The Company carry out formal safety audits. These audits are carried out by the Company's Safety Advisers who have been specially trained to carry out this task. On major construction sites the Project Manager is required to assist the Company's Safety Advisers in carrying out formal safety audits on a regular basis. Results of these audits are reviewed by the Company Safety Manager.

#### 3.3.9.5 Statistics and Data.

The Safety Department have the ability to prepare a range of statistics and data based on the measures and reporting systems we have in place. All operating areas of the business are encouraged to request the presentation of specific data for their area of involvement to support safety initiatives as required.

### 3.3.10 Information & Training.

#### 3.3.10.1

##### General

The provision of Health and Safety information and training is considered to be most important.

The Company's training programme is subject to on-going review and monitoring, and utilises both in-house and external facilities for specific job training to achieve the required high standard. Induction, tool box talks and other specialist training is carried out in all locations as required.

#### 3.3.10.2

##### Inductions.

All new staff will receive a comprehensive company introductory induction as appropriate to their work location prior to commencement of employment that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the Company Safety Policy. The requirements of any health, safety and environment training will be assessed at this stage and subsequently considered by their line manager. Staff will be issued with a copy of this policy and a company handbook on the 1st day of employment. Further to this, Site Managers will undertake induction of all operatives on the 1st day of working on their site whether our own direct labour, agency or subcontracted. All employees shall be inducted on the dangers that apply to that particular place of work, the site rules will be discussed, and agreed Fire procedure, escape

routes, location of extinguishers and Fire Assembly Point will be established. All employees will sign the register on completion of the induction programme.

It is also a requirement that all staff and employees receive a refresher induction every 12 months if they remain at the one location for longer than this period of time.

#### 3.3.10.3 Information.

The Company's Health, Safety and Welfare Policy is issued to all staff and made available at all locations. The Company also issues to employees a Health and Safety booklet.

Where sub-contractors are introduced to a Grimsby Fish Market Enterprises Ltd workplace, the Health & Safety Information for Contractors, Sub-Contractors booklet is issued. This booklet details relevant statutory requirements and procedures which must be observed when working on Company sites or property.

Information brought to the notice of the Company concerning Health and Safety will be monitored by the Company Safety Manager, and if relevant to the Company's operations, appropriate advice and/or instructions will be circulated to staff and employees.

Relevant statutory notices, placards and safety posters and bulletins, etc. are posted in offices, Workshops, sites etc., to enhance the Company's safety awareness.

#### 3.3.10.4 Other Training

Our training objectives and training procedures will be reviewed on a regular basis and any appropriate training necessary for our employees will be arranged and implemented. Additional training will be assessed and determined by any change in legislation, code of practice or when, any new item of work equipment is introduced, work procedure or technique is changed, or additionally when, either a new safe system of work is introduced or an existing one changed.

As a minimum for Contracts Managers, Project Managers and Site Managers the CITB Construction Skills Site Safety Plus Scheme - Site Management Safety Training Scheme (SMSTS) will be the company standard. In addition CSCS cards will be obtained for various levels of the company including visitors cards where applicable. All training will be mandatory and records kept of courses and qualifications.

First Aider and fire training will be undertaken for both our offices and site based activities.

In house training will be undertaken via staff meetings, team meetings and toolbox talks. Training procedures are identified in our quality management system which is subject to regular internal and external auditing.

The company recognises that investing in an effective health, safety and welfare training programme has major benefits and is a substantial method of reducing and preventing incidents/accidents, injury or ill health. We will therefore, ensure our health safety and welfare training receives as high a priority in our overall strategic business planning as we would to any of our other business functions, accordingly, we will commit an appropriate amount of resource and management effort to this key area.

### 3.3.11 Safety Consultation

#### 3.3.11.1 General

The Grimsby Fish Market Enterprises Ltd is committed to effective employee consultation on H,S & W issues and seeks to create an environment where everyone is valued and all views are listened to. Every opportunity and encouragement is given to employees to discuss safety matters with the managers and the visiting safety staff.

#### 3.3.11.2 Project/Site Meetings.

Project or Site Meetings are an extremely flexible method of consultation. The meetings are to be held internally amongst the project team, and must be held with all Sub contractors on a regular basis.

Regardless of the intent or purpose of such meetings, Safety is to be the first item on the Agenda.

Arrangements shall be put in hand for:

Consultation upon Health and Safety issues with people within Company offices and on site.

Co-ordinating, communicating and implementing the results of such consultation into the Company Safety Management System.

#### 3.3.11.3 Tool Box Talks.

Toolbox talks are an extremely useful means of consultation, particularly as they relate to a particular topic or activity. They are mandatory within Grimsby Fish Market Enterprises Ltd operations. To be considered as a method of consultation toolbox talks must invite employee participation. Subcontractors are required to undertake their own toolbox talks and Grimsby Fish Market Enterprises Ltd must monitor this process to ensure the content is appropriate and to ensure that consultation does take place.

#### 3.3.11.4 Job Start Briefings.

All members of the workforce are to carry out daily workface assessments prior to commencing work. The workplace Supervisor has to ensure that such Job Start Briefings have been undertaken with all employees.

At these briefings, reference is to be made to existing Risk Assessments. If there is a new activity to be commenced an Activity Risk Assessment as a minimum must be prepared before commencing work on the new activity. The briefings should take into account any changes in the operating environment from that in place the day preceding. The provision and use of required PPE and Safety Equipment must be considered at all briefings.

Any changes to a previously agreed working method need to be agreed with Management before the changes are implemented.

Supervisors are required to acknowledge the carrying out of Job Start Briefings in their Daily Diary.

#### 3.3.11.5 Method Statement Reviews.

All Method Statements are to be reviewed with all involved employees before commencement of activities covered by the Method Statement. The Supervisor is required to note the carrying out of the briefing in his diary. This can be part of the Job Start Briefing process described above.

#### 3.3.11.6 Activity Risk Review Meetings.

Before commencing a new task for which an Activity or Design Risk Assessment has been prepared, all involved employees will be briefed as to the requirements of the activity and the required risk mitigation actions before commencing the activity or task. The Supervisor is required to note the carrying out of the briefing in his diary. This can be part of the Job Start Briefing process described above.

#### 3.3.11.7 Meetings and Reviews Generally.

Safety is to be the first Agenda item on all meetings held within the Grimsby Fish Market Enterprises Ltd Group.

In order for any of the review meetings and forums described above to be considered as an effective method of consultation the reviews or briefings must invite and take into account the views of the employees involved. Similarly with Subcontractors.

#### 3.3.11.8 Hours of Work

Grimsby Fish Market Enterprises Ltd acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

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

This will require Grimsby Fish Market Enterprises Ltd to assess the level of risk and to plan work and provide sufficient resources. Where there are statutory requirements for limits on working hours, e.g. driving vehicles, Grimsby Fish Market Enterprises Ltd will ensure that records are kept and regularly inspected.

Similarly, it is the duty of all employees involved in these activities not to exceed the permitted hours of work.

#### Procedures for Dealing with Health and Safety Issues

Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they should report to their immediate supervisor.

Grimsby Fish Market Enterprises Ltd will liaise with employees and any trade union representatives to ensure that adequate discussion takes place.

#### 3.3.12 Accident/Incident/Damage Reporting

### 3.3.12.1

#### General

Personnel are to report all incidents/accidents to their Manager in accordance with the current Company procedure.

Incidents and accidents are to be reported and investigated in line with current legislative requirements and according to the Company's accident reporting procedure. Incident and accident Notification forms are available at appropriate locations.

In particular, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) shall be addressed i.e.:-

In the event of a reportable injury or dangerous occurrence, the Supervisor shall ensure that he reports the incident immediately to the one of the Health and Safety Managers.

Upon receiving a detailed appraisal of the incident, the appropriate members of staff detailed shall be responsible for the following:-

Reporting the details, as required to the appropriate enforcing authority, by telephone where necessary, followed up, by within ten days, a full written report of the incident, using Form F2508 or F2508A, in the case of a disease. Copies of the reports shall be retained by the Health and Safety Department.

Ensuring that the Company Accident Book is addressed and the following details are recorded.

Date.

Time.

Location of Incident.

Personal details of those involved and a brief description of the nature of the incident.

#### **NOTE:**

Every incident shall be thoroughly investigated by Management in order to identify the cause of the incident and to plan and implement measures to prevent recurrence. Form AIF001 is used for this purpose

The RIDDOR record shall contain in each case:-

The date and time of the accident causing injury.

The following particulars about the person affected:-

- (a) Full Name.
- (b) Occupation.
- (c) Nature of injury or condition.

Place where the accident happened.

A brief description of the circumstances.

A photocopy of each completed form F2508 shall be kept in a file.

### 3.3.12.2

#### Accident and Occupational Illness Investigation

A thorough investigation into the causes of all significant accidents, dangerous occurrences and near misses is vital to the elimination of injuries, property damage and losses.

The co-ordination of such investigation is the responsibility of the Safety Manager, but the initial investigation of all accidents must be carried out by the Supervisor in direct control of the area in which the incident occurred.

### 3.3.12.3

#### Accident and Occupational Disease Prevention Analysis

Regular and systematic consideration of ways in which accidents and occupational diseases can be prevented is essential and will be the subject of continuous review. An analysis by causes will be prepared by management for each incident and the information made available to all relevant parties. Each site will comply with the reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

### 3.3.13 Continuous Improvement

It is the company policy to continually improve its Environmental, Health and Safety performance.

Its performance is measured by a target accident incident rate which is set by the Managing Director.

To achieve this, specific objectives are agreed and set at company level by the Managing Director and the Company Health & Safety Manager.

In the company's efforts to improve performance, initiatives will be introduced & monitored for their effectiveness. Reviews will take place, which take into account company initiatives to improve performance.

### 3.3.14 Monitor & Review

Review forums will be set up to discuss EHS performance. At these forums current performance will be compared against objectives and targets. Forums will include all levels of employees throughout the company. These will include Safety, Project, Board & Staff association meetings.

### 3.3.15 General

#### 3.3.15.1 Housekeeping

This is one of the most important items influencing safety. Poor housekeeping is associated with most work place accidents as it disguises potential hazard so it is therefore essential that a high standard is maintained.

Operators have the responsibility of ensuring their workplace is maintained tidy before, during and after work commencement. All waste is to be disposed of in clearly identified waste skips/bins.

Supervisors are to ensure that the workplace they are responsible for is clean and free from obstacles that could result in trips, slips or falls.

#### 3.3.15.2 Weather Conditions

The company will take into account the local weather conditions before work is carried out on site.

Particular consideration will be given to cranes and when working at height

#### 3.3.15.3 Protecting Third Parties

Protection of the public is of the utmost consideration when the company plans its work activities. All visitors, members of the public guests and other third parties attending Head offices, sites or other premises shall be informed of the hazards and risks present and the precautions necessary to avoid accident loss.

They will not be allowed to enter work areas unaccompanied and will not be allowed to enter hazardous areas. They must observe our safety rules.

Protective clothing will be provided and worn where necessary.

#### 3.3.15.4 Security & Control of Visitors on Site

The Company recognises that its sites and premises should not only be safe to persons authorised to be there but should be safe, so far as is reasonably practicable, to unauthorised persons (trespassers) even if their intent is criminal.

Each site controlled by the Grimsby Fish Market Enterprises Ltd shall have adequate security measures. The site boundaries will be established and clearly identified. The site boundaries will be secured, as reasonably practicable, to prevent illegal access to the site.

Before sites are left unattended, they should be made as safe as possible (e.g. access to scaffolds removed or blocked off). Although it is understandable that attitudes towards trespassers are less than sympathetic, it should be noted that children are the group most likely to be trespassers, so where it is likely that children may be present extra precautions should be given full consideration.

Control of visitors on site will be in accordance with the company procedure i.e. Visitors should be asked to report to the office and they should be escorted when on the premises.

#### 3.3.15.5 First Aid (The Health and Safety (First-Aid) regulations 1981)

Certificated First Aid personnel will be provided at offices and contracts sites as required by the Health and Safety (First Aid) Regulations 1981. Numbers of first aiders are dictated by the hazards present on site, geographical location of employees and location of local emergency services.

All places of work shall be equipped with an appropriate level of First Aid Equipment, to be stored in a location made known to all staff. (Each van is equipped with a kit, and adequate supplies of first aid materials are readily available at all locations).

The appointed person will be responsible for the care and supervision of First Aid on site, care and maintenance of the sites first aid kit, entry of accidents/incident details into the sites accident book and register. All accidents/incidents must be reported to a contracts manager or in his absence any senior manager shown in the organisational chart.

#### 3.3.15.6 Welfare Provisions

3.3.15.6.1 Provision is made at all workplaces for the health and welfare of employees.

The company will ensure that: The welfare facilities for company offices, stores, yards etc. meet the requirements of The Workplace (Health and Welfare) Regulations 1992. Facilities on site will meet the requirements of The Construction (Design and Management) Regulations 2007.



It is incumbent upon the Main Contractor to allocate suitable Health and Welfare facilities at sites under their management. Where the Company has this obligation the following requirements will be adhered to:-

The Contracts Manager responsible for the site will allocate all Health and Welfare facilities required.

All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.

Toilets and Washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site. They will be equipped with an adequate supply of hot/cold/warm running water for washing and adequate supply of towels for drying. Drinking water will be supplied and clearly labelled.

When in use, all site facilities will be maintained in a clean and tidy condition.

A person will be appointed to ensure that:

- Canteen floors are swept and mopped.
- Tabletops are washed after each use with Soapy Water.
- Cooking equipment is cleaned after use.
- Canteen waste is properly disposed of on a daily basis.
- The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.

#### 3.3.15.6.2 Special Welfare Arrangements

When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in vehicles is:

- (a) Drinking water container
- (b) Means of boiling water (taking into account requirements for safety and ventilation if LPG used - see section in Policy)
- (c) Hand cleanser in dispenser.
- (d) Paper towels or other suitable means of drying hands.
- (e) Storage facilities for protective clothing.
- (f) Adequate first aid equipment.

#### 3.3.15.6.3 Planning procedures

The Company will establish the welfare and first aid requirements, before work starts, taking into account sub-contractors requirements if applicable.

In workplaces where contamination by rats or other risks to health may prevail e.g. used sharps or ground contamination, the necessary health, hygiene and welfare arrangements will be explained to operatives during site induction.

#### 3.3.15.6.4 Monitoring

The Site Manager will ensure all welfare and first aid facilities are provisioned and maintained to the required standards.

Where the Company has arranged to use the facilities provided by another contractor, the Site Supervisor will report to management any deficiencies in these shared facilities.

#### 3.3.15.7 Visual Display Equipment and Eye Tests

In line with the requirements of the Display Screen Equipment Regulations 1992, the Company shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all work stations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software. Appointed and trained assessors will carry out the assessments and record the results on the Company assessment sheets.

Eye tests shall be carried out for 'users' who so request them, on a regular basis and where necessary corrective appliances to the minimum basic requirement shall be provided. Following assessments of workstations, the company shall provide any equipment found necessary to comply with the Regulations and shall ensure that the required working practices and methods are in place to meet the statutory requirements.

#### 3.3.15.8 Maintenance Work

Maintenance work will only be carried out by those qualified to do so.

Plant and equipment will be maintained in line with manufacturer's instructions.

Power sources must be isolated prior to commencement of maintenance work.

Prior to moving machinery a risk assessment must be carried out to identify potential hazards and put control measures in place. This is to include installation and use.

Maintenance records are to be maintained by those responsible for carrying out maintenance work. Registers are to be maintained of plant & equipment at each site location by those responsible for maintenance.

It is the responsibility of those that carry out maintenance work to ensure that statutory tests and examinations take place in accordance with a written scheme.

Where necessary permits to work / lock out systems are to be installed to enhance safe working procedures.

#### 3.3.15.9 Painting

Painting is carried out within the works. The company has developed comprehensive procedures which must be adhered to when carrying out painting.

Only trained operatives are to carry out this operation. Risk and COSHH assessments will be carried out and communicated to those affected prior to commencement of work.

Risk assessments will identify the need for health surveillance, PPE, welfare requirements, etc.

Emissions into the atmosphere must be monitored and must not exceed Local Authority standards.

#### 3.4.15.10 Manual Handling

Many work activities include the need for manual handling of materials, etc. Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. The Company will provide training on manual handling and, manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations

#### 3.3.15.11 Confined Spaces

The hazards of working in a confined space are well documented. Regulations and guidance exist informing management of the actions necessary to eliminate, reduce or control the risks.

The main consideration is the identification of a confined space, some are obvious, a vessel, tank, pit, sewer etc. Others are not, especially in the fabrication of component parts. Size and configuration, although meaningful do not on their own decide what is or is not a confined space.

Natural ventilation is the key, if natural ventilation is stopped or restricted then the area must be considered a confined space.

Other considerations must be the process being carried out. Each process adding its own hazard.

Once the confined space has been identified then precautions must be taken. These precautions will be set out in a permit to work system, in accordance with company procedures /guidance i.e. suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997, eg, sewers, ducting, silos, etc. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

#### 3.3.15.12 Welding/Burning

3.3.15.12.1 When carrying out any hot works on sites, other than Workshops (Head Office) a hot works permit must be in place.

Welding/Burning is only to be carried out by suitably qualified employees / contractors.

#### 3.3.15.12.2 Welding

The hazards exposed to in welding are (but may not be limited to dependant on environment) electric shock, fumes, burns (inc' radiation) & fire, it is therefore essential that risk assessments are carried out to identify hazards & put control measures in place.

Operators must inspect equipment prior to commencement of work and remove from use that which is damaged/defective. Exposed electric cables must not be used.

The risk assessment will identify the PPE required.

Fume extraction should be considered and particular caution and control measures must be introduced when working in confined space.

Always use oxygen/acetylene cylinders secured in the upright position, using cylinder trolleys where possible.

Storage of cylinders is to be in accordance with company procedures and guidance.

Protect others by using screens.

#### 3.3.15.12.3

#### Burning

The hazards exposed to in burning are fumes, burns and fire (precautions must take place as welding). Hoses must be checked for holes and poor connections. Connections are to be kept to a maximum of 3 in any length of pipe.

At the end of shift equipment is to be disconnected from pipes and pipes recoiled. Check at source that gas is turned off at the mains supply.

#### 3.3.15.13

#### Eye Protection

Where the grinding, chipping, welding and burning of steel takes place, there is the ever-present danger of eye injuries. The Company will, therefore, provide safety spectacles, goggles, visors, shields and screens to those persons whose eyes are at risk.

Where the wearing of eye protection is mandatory, this will be strictly enforced and disciplinary action will be taken against offenders.

#### 3.3.15.14

#### Lifting Equipment

Lifting operations are undertaken both in the main yard/workshops and on construction sites. The lifting appliances may be company owned or hired in from external sources. Whichever the case may be, all lifting operations will be planned and effectively controlled in accordance with statutory requirements and Codes of Practice. A competent person will be appointed to carry out this task.

All lifting equipment shall be checked and tested at the required intervals by the relevant competent persons and suitable, adequate and readily available records shall be maintained. Valid test certificates will be available in all locations where lifting appliances are in use. Where equipment is hired, the required certification shall be obtained from the hiring company to ensure that checks and tests are up to date. Within Part 2 of the Policy responsibility is assigned to individuals to maintain, inspect and keep records of all items whether company owned or hired.

Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load. Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms and ropes used for climbing work.

All those persons who use lifting equipment whilst carrying out work for this company and those who supervise them will at all times have adequate health and safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment.

Cranes must only be operated by trained and competent drivers over 18 years of age.

Methods of handling and transportation of materials other than by cranes may be with forklift trucks, side loaders, transporters etc. Operators of these items of plant will receive the required training and be issued with certificates of appointment.

Tests, thorough examinations and inspections of all lifting equipment, i.e. chains, wire ropes, webbing strops, shackles etc will be carried out in accordance with statutory requirements. Records of all such tests etc. will be maintained by the Company Safety Manager.

When equipment is found to be defective it will be quarantined until it has been repaired and retested or destroyed.

For those employees who have no evidence of being trained but are required to bank cranes or act as slingers, appropriate training will be given in the correct techniques.

#### 3.3.15.15

#### Office Safety

An office is only as safe (or unsafe) as the people who work in it. Office accidents follow a similar pattern to those that happen in the warehouse or on location and generally result from the same basic causes:

Falls & trips

Knocking into objects

Handling & lifting goods

Fire

Electricity

The above areas may have been covered earlier in this Health & Safety manual but here are a few additional pointers that are specifically relevant to the office environment.

#### 3.3.15.15.2

#### Office Tidiness

Untidiness can contribute to accidents and could also be the cause of fires.

Do not obstruct Fire Exits or fire fighting equipment.

Ensure that fire extinguishers are in the correct place before you need them.  
Check your fire drill notice and know your assembly point.  
Keep floors, passages and stairs clear of trip hazards, i.e. goods, cables, litter etc.  
Place litterbins where they are not a tripping hazard.  
Ensure to put all waste paper in the bins provided.  
Spillages should be cleaned up immediately.  
Broken glass or other dangerous waste should be carefully disposed of, not put into wastepaper bins.  
Do not overload filing cabinets, open one drawer at a time and close any drawer before you walk away.  
Cabinets can tip over quite easily.  
Keep your desk tidy.  
Keep articles of clothing and other combustible materials away from heaters.

#### 3.3.15.15.3 Falls & Collisions

Falls are the most common form of office accidents and often result from untidiness.  
If something is spilled have it cleaned up immediately.  
Report any turned up or worn carpets, rugs and stair treads.  
Always use the handrail when ascending or descending stairs.  
If you have to reach high shelves do not use office chairs, desks or boxes. Use a suitable stepladder or step stool.  
Always look where you are going, never read whilst you are walking about the offices or using the stairs.  
Don't run, walk. It's safer for everybody.

#### 3.3.15.15.4 Equipment & Machines

The majority of office equipment is not particularly dangerous, as the working parts are usually well enclosed. Even so machines should always be treated with respect and used in accordance with the manufacturer's instructions.  
Where machines are electrically operated never tinker with the electrics if there is a breakdown. Report the problem immediately and a competent engineer may be called if necessary; this also applies to broken switches, loose connections and damaged cables.  
Take particular care with smaller office equipment such as knives, scissors and stapling machines. All are capable of inflicting painful injuries.  
Do not use razor blades and pins; they are not suitable for office use.  
When using photocopiers try to avoid contact with toners or other chemicals, if you must add toner wash your hands when you are finished.  
Always keep the document cover down when photocopying.  
Telephones and electrical appliances should be safely sited and cables kept as near as possible to prevent them becoming trip hazards.  
Before leaving work switch off all electrical appliances.

#### 3.3.15.15.5 Lifting & Carrying

It does not need to be a very heavy weight to strain your back; it's the way you lift or carry it that does the damage. If the load is too heavy for you to carry alone get help.  
For detailed instruction on good handling technique refer to Section 21 of this policy.  
If you find anything in your office that is likely to be a danger and can't do anything about it yourself, report it so that appropriate action can be taken.

#### 3.3.15.16 Working Near Overhead Lines

Extreme personal danger can result from contact or near contact with live conductors of overhead lines. The main hazards associated with overhead electrical cables are contact with the cables by plant, vehicles or by operatives handling long objects, e.g. scaffold tubes, cladding sheet, ladders etc.  
The local electricity company must be consulted if work is to take place within 15 metres of overhead lines on steel towers or 9 metres of overhead lines on wood, concrete or steel poles.

Where plant or vehicles are required to work adjacent to or pass under, or any work activity takes place in the vicinity of overhead power cables the following should be adhered to:  
Suitable barriers will be erected in order to maintain a safe distance from the cables.  
Care will be exercised when handling long objects such as scaffold tube, ladders etc. which may be outside the barriers provided but may protrude a sufficient distance into the areas to allow the object to touch the power cables. Electricity can "arc" across a gap and this must also be taken into account.  
Where specified work has to take place beneath overhead cables then the cables may need to be isolated and a Permit-to-Work system operated. The Safety Adviser must be consulted for advice in these circumstances.

In certain situations, capacitor or induced AC voltages can be created in fences and pipelines which run parallel to overhead cables which carry a voltage of more than 30 kv.

The Safety Adviser must be consulted for specialist advice before work commences.

The Company will issue suitable notices for use as required.

Any person involved in work in the vicinity of overhead lines should seek guidance from HSE Guidance GS6 Avoidance of danger from overhead electric power lines

#### 3.3.15.17 Work Near/Over Water

The danger of falling into water and being carried away by currents or being drowned is ever present when working over or near water.

It is necessary therefore to take the following precautions:-

Access and egress are provided from which persons will not trip or slip into the water.

Make sure that platforms are secure and level to avoid tripping.

Make sure that toe boards and handrails are fitted and firmly fixed to prevent dislodgement in high winds and swell conditions.

Make sure that ladders are securely lashed to prevent movement.

Safety harnesses must be always available and used.

Safety nets will be used as appropriate in accordance with the Risk Assessment.

Life jackets of an approved type must be available and used as required.

Make sure that Lifebuoys fitted with grab lines of appropriate length are positioned at the work front

Use a buddy-buddy system .

Provide an adequately equipped rescue boat, which is in radio contact at all times.

Carry out rescue drills at regular intervals.

#### 3.3.15.18 Excavations

Excavations will not be carried out on site until the site manager or his nominee has given permission in writing.

Prior to any excavation the area to be excavated must be thoroughly surveyed, relevant service authorities consulted and service plans/drawings examined to check for the presence of any underground services. Where such services are identified, hand excavation must be carried out until the identified services have been located and made safe. Also the stability of any adjacent buildings or structures including scaffold must be taken into account.

Dependant on ground conditions never work in an untimbered trench unless the sides are battered to prevent materials and soil falling into the trench.

Do not enter excavation unless it has been inspected and is considered safe by a supervisor or a competent person.

Erect and maintain suitable edge protection around excavations and openings.

Provide adequate lighting when excavations are near roadways and footpaths.

#### Plant/Equipment/Electrical Appliances & Power Tools.

##### 3.3.15.19.1 General

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturers instructions and the guidance notes.

It is the responsibility of the relevant Manager to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts, must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked.

All electrical equipment which the company uses in all workplaces will be supplied, installed, maintained or used in accordance with current regulations. The Directors will plan any temporary electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained.

The Directors will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity At Work Regulations and British Standards, and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the relevant Company official. Lower voltage tools, lighting, etc. may be required in damp or confined situations.

#### 3.3.15.19.2 Use of Plant and Equipment

All operators of mechanically propelled plant must hold a Certificate of Training Achievement.

No person shall operate any vehicle, dumper, crane, forklift, excavator of any kind, or any other item of mechanically propelled plant on a public road unless they hold a current and appropriate driving licence, have had formal training and can produce the necessary documentation. Drivers using vehicles or plant on public roads will observe road traffic laws.

All drivers and plant operators must drive with care and consideration for other drivers/ operators, site personnel and members of the general public.

Drivers and plant operators are responsible for basic maintenance of their vehicles/ plant and must report any defects to their line manager. The minimum age limit for site driving is 18 years.

In cases where a driver needs to carry out a difficult manoeuvre (such as reversing) a lookout banksman must be used.

No person shall operate any mechanical plant, power tools or other equipment without explicit permission and unless they understand the appropriate precautions for use.

Where appropriate, copies of manuals and instructions for safe use of Company plant and equipment will be held on site for reference.

### 3.3.15.19.3 Purchasing and Hiring of Plant or Equipment

When purchasing or hiring any item of plant or equipment it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the things that may need to be considered are:-

- Hazardous substances
- Adequacy for task
- Skills of employees required to operate it
- Ease of maintenance
- Electrical safety
- Compatibility with existing equipment and environment
- Noise emissions
- Adequate guarding of dangerous parts

This is not an exhaustive list but a brief guide to some of the points to be considered. Most importantly safety should be considered before any purchase is made or any hiring agreement signed. It would not be acceptable for equipment to be obtained before some assessment of the risks involved in its operation had been made.

When making the assessment factors other than the equipment itself need to be considered, including:-

- Where it is to be used
- Who is to use it
- Who will maintain it and how

Suppliers of plant and equipment are required by law to provide adequate information and instruction on the safe use of that equipment. This should pose little problem when the equipment is new, however, it is likely that some equipment may be purchased second hand, and extra care with regard to the safety of this equipment should be exercised.

The process for the selection of any new (to the Company) plant or equipment should involve the manager who will be responsible for its safe operation as he/she will be the most suitable person to consider the safety and health aspects. The selection process should also include consideration of the training necessary for operators and maintenance staff.

#### Duties

##### Hire

Where equipment is hired in there is a duty under The Provision and Use of Work Equipment Regulations 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

##### Supply

Where equipment is supplied there is a duty under The Provision and Use of Work Equipment Regulations 1998 to:

- Ensure that it is supplied in good working order accompanied by a current inspection/test certificate;
- Ensure that it is supplied with all relevant information and instruction;
- Provide any training as required by the hirer;
- Provide maintenance/inspection schedules as required;
- Ensure that any equipment supplied complies with The Provision and Use of Work Equipment Regulations 1998.

### 3.3.15.19.4 Mechanical Digging & Trenching Machines

Prior to using a mechanical digger the area must be checked for underground services and the danger areas marked out.

These can be identified by a Supervisor or competent person by:-

Road markings or pegging.

Referring to underground service drawings.

Carrying out a complete survey of the area to be excavated.

A Banksman is to be used if deemed necessary.

Machine operators and banksman must use/wear all protective clothing and equipment provided.

Machine operators must at all times pay attention to the safety of others including the general public and property.

#### 3.3.15.19.5 Mobile Elevated Working Platforms

All operators must be trained in the use of this equipment.

Refresher training to take place when equipment is brought onto site.

The equipment is to be inspected and be accompanied with a current certificate of thorough examination before acceptance.

It is to be inspected before use and weekly by a competent person and records kept.

#### 3.3.15.19.6 Woodworking Machinery

The use of woodworking equipment can be hazardous to untrained personnel. Therefore the company will ensure that only trained and competent persons will operate these machines.

Guards must be suitable and in place before the machine is used.

Woodworking machinery must be appropriate to the work undertaken and used in accordance with the manufactures instructions.

Instructions will be given in the correct use of the machines.

#### 3.3.15.19.7 Portable Pipe Threading Machines

Only personnel who are trained and competent are authorised to use these machines.

Equipment must be inspected before use.

Adequate working space must be provided

Guards and barriers are in place to prevent unauthorised access to work area.

#### 3.3.15.20 Health Surveillance

If a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such health surveillance and monitoring would be initiated by the management of this Company.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues.

#### 3.3.15.21 Hazardous Substances

The Company is aware that certain substances/materials used in the industry and some used in offices may cause bodily harm as a result of misuse 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. Hazardous substances will not be used without COSHH assessments being completed and communicated to users / handlers.

These assessments are to be recorded on the COSHH Assessment form, stocks of which are available from the Company Safety Manager.

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.

Where airborne sampling is required for specific activities, the Company will use the services of an Occupational Hygienist.

#### C.O.S.H.H. General Assessment

The Control of Substances Hazardous to Health Regulations, please note:-

Site Assessment Record Sheets must be constantly maintained relevant to:-

The Process

Substance



#### Work Method

The Company Safety Manager will provide additional Substance Assessment Sheets for the general assessment, and he must be informed of any substances unaccompanied by an Assessment Sheet. Site Manager/General Foremen and Division/Contract Managers have the responsibility for initiating the assessments and for ensuring the use of the procedures and equipment which are necessary to protect the health of all the persons concerned, including instruction where necessary.

#### 3.3.15.22

#### Noise

The Company shall assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with. Where the noise levels exceed the action levels specified in the Regulations, appropriate arrangements shall be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions.

The Site Manager shall ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities, etc are used.

Supplies of ear defenders or other hearing protection shall be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All Operatives shall ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to the Directors or hire company immediately.

#### 3.3.15.23

#### Vibration

The Control of Vibration at Work Regulations 2005 introduces controls in order to reduce prolonged and regular exposure to high levels of vibration known as Hand/Arm Vibration Syndrome or "HAVS". HAVS is caused in the main by prolonged and regular use of vibrating power tools such as angle grinders, saws and hammer drills.

The Company undertakes assessments of all vibrating tools that it uses and has produced a procedure that indicates the maximum recommended time periods that each tool can be used for.

The Company has a purchasing policy that as far as possible ensures that vibration levels are kept to a minimum and that information is given to users by the way of toolbox talks.

#### 3.3.15.24

#### Leptospirosis (Weil's Disease)

The company recognises the seriousness of the disease and will take all precautions to prevent exposure to its employees.

The symptoms include severe headaches, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.

It is therefore important that personal hygiene is of a high standard.

Hands and arms must be washed before eating, drinking or smoking.

#### Asbestos

It is the policy of this Company that all employees will be protected from exposure to asbestos, where that exposure would be in breach of the various Asbestos Regulations. Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analysed to establish its nature.

Should this material be confirmed as being asbestos then measures will be taken to ensure that the asbestos is dealt with in accordance with the relevant legislation.

Company procedures and safe systems of work to be used when removing asbestos are detailed in the Procedures Section of this policy.

Work is to cease immediately where asbestos may be present.

#### 3.3.15.26

#### Legionnaires Disease

Provision is made for a clean water system, free from bacterial growth. Water systems such as hot and cold water storage, showers etc. will be regularly disinfected and cleaned.

The person responsible for maintenance is responsible for maintaining the water system and recording all tests and cleansing carried out.

#### 3.3.15.27

#### Fire Safety

This section covers Grimsby Fish Market Enterprises Ltd Groups policy on general fire prevention and the arrangements that must be followed in the event of fire occurring. It

also details Grimsby Fish Market Enterprises Ltd Group's policy on the safe management of Highly Flammable Liquids and Liquefied Petroleum Gases.

## LEGISLATION

The Regulatory Reform (Fire Safety) Order 2005  
The Dangerous Substances and Explosive Atmospheres Regulations 2002  
The Management of Health and Safety at Work Regulations 1999

3.3.15.27.1 General Fire Procedures  
Grimsby Fish Market Enterprises Ltd Group's management will ensure that fire appliances are in good working order and that they are inspected regularly. All fire appliances will be thoroughly examined annually by specialist personnel. Employees will know the precautions within their workplace and will be briefed of any special rules that apply. Everyone will know the Fire Emergency Evacuation Plan and the part they must play. This information will be by means of written instructions and notices, which will be clearly displayed. Fire drills will take place at regular intervals. In offices this will be at intervals not exceeding 12 months. On construction projects more frequent intervals may be required.

All fire exits will be unobstructed and clearly signed. All fire doors will be free-swinging at all times and kept closed when not in use.

All Grimsby Fish Market Enterprises Ltd offices and sites are non smoking.

Regular checks will be carried out on the above. Results will be recorded and reviewed.

3.3.15.27.2 Assessment of fire risk  
A risk assessment specific to each workplace will be carried out to determine what fire precautions will be put in place. The four principles are:-  
Identify the hazards and those exposed to them,  
Evaluate the risks,  
Control the risks,  
Monitor the assessment and the resultant controls.

Office Fire Risk Assessment is completed by Grimsby Fish Market Enterprises Ltd Group's Health and Safety Manager on a periodic basis to record the findings of the assessment.

Copies are kept at relevant office.

3.3.15.27.3 Grimsby Fish Market Enterprises Ltd office fire and emergency procedures:-

The Fire Alarms are tested weekly by the office Fire Co-ordinator –  
In the event of an emergency all employees and visitors in the office must leave in an orderly manner and gather at the muster point (small works courtyard). Fire marshals are to escort people to the nearest fire escape routes whilst encouraging them to remain calm and not to panic. During the evacuation of the building the office Fire Marshals will assist the Fire Co-ordinator in checking all areas to ensure that people Leave the building.  
During an evacuation of the building all doors and windows are to be closed. This helps prevent the spread of fire within the building.  
Note:- this should only be done when and where it is safe to do so.  
The Fire Co-ordinator or other appointed person will contact the fire brigade giving clear instructions of the office location.  
A head count will be carried out at the Muster Point by the Fire Co-ordinator with assistance from the fire marshals.  
The fire marshals will discourage people from going back for personal belongings. Access back into the building will not be permitted until the emergency services deem it safe or if a false alarm has been confirmed.

The fire marshals are to notify to the Fire Co-ordinator any unsafe situations that arise within the areas allocated to them. e.g :- blocked fire escape routes, faulty fire doors, missing or discharged fire extinguishers etc.

The fire alarm is tested weekly by the office Fire Coordinator.

In the event of an emergency the muster point is outside the car. A headcount will be carried out by the Fire Coordinator.

The main priority in the event of a fire is to evacuate the building. Extinguishers should only be used when the fire can safely be extinguished due to its size (e.g. Size of a waste paper bin) or when the only escape route is blocked by fire.

#### 3.3.15.27.4 Site fire and emergency procedures:-

The Construction Phase Plan outlines specific procedures that are to be adopted by Grimsby Fish Market Enterprises Ltd and its sub-contractors on each project. It is the responsibility of the most senior Grimsby Fish Market Enterprises Ltd Manager on site to ensure that the procedures are adhered to. This person will be the 'Site Fire Coordinator' for the project and will appoint Fire Marshals (when deemed necessary) to assist in managing the site fire fighting controls and emergency evacuation procedures.

Details of these site specific Fire Procedures are to be written into the Fire and Emergency Plan. This is to be displayed on the Site Safety Notice Board.

The 'Fire Code of Practice for the Prevention of Fires on Construction Sites' applies to new build construction sites and also those where demolition, alterations, fitting out, refurbishment or repair work is being carried out. Regardless of the size or type of project, it is Grimsby Fish Market Enterprises Ltd Group's policy to endeavour to comply with the Code at all times. A copy is available from The Health and Safety Manager.

#### 3.3.15.27.5 Design and Build Contracts

The design of the building shall take into account, wherever possible, the final end use for which the building is to be put. Where practicable permanent fire systems will be installed as early as possible to provide fire protection during the construction phase.

The 'Fire Code of Practice for the Prevention of Fires on Construction Sites' specifically highlights the responsibilities under the CDM Regulations of Designers and Principal Contractors, in ensuring that the risk of fire during the design and construction phases is assessed and managed.

#### 3.3.15.27.6 Management of flammable substances on site.

In order to minimise the risks from fire, suitable steps must be taken to control the safe use, storage and transportation of flammable substances. Significant fire and explosion risks can result from the poor management of any type of flammable substance. The biggest risks are, however, from Highly Flammable liquids such as Petrol and from Liquefied Petroleum Gases such as Acetylene.

The safe management of such substances should be subject to risk assessment under The Dangerous Substances and Explosive Atmospheres Regulations 2002. When HFLS and LPGs are brought to site the following should be considered as part of the risk assessment process:-

Suitable storage – considering ventilation, arson, accessibility, risk of damage etc.

The quantity being brought onto site – can it be reduced, or replaced with safe alternatives. -If not are the legal limits being adhered to?

Location of use – considering fire risks, other trades working nearby etc.

Who is using the substance – considering level of competency and experience?

In the event of an emergency – can the fire service be warned as to the whereabouts of any fuel stores or any other high risk areas?

Before such issues are considered, Grimsby Fish Market Enterprises Ltd site management and the subcontractor should consider whether the substance needs to be brought onto site at all. Can the risk be reduced by doing work in a different way or can the need for highly flammable liquids be overcome by a different fuel source? i.e. electrically or diesel powered equipment instead of petrol.

#### 3.3.15.27.7 Site Storage of Highly Flammable Liquids and Liquefied Petroleum Gases.

Containers of highly flammable liquids and LPG cylinders should preferably be stored in open compounds which are securely fenced and shaded from the sun. Stores containing highly flammable liquids must be surrounded by a bund sufficient to contain the maximum contents of the largest drum

stored, plus 10%, and must not be allowed to fill with water or waste material. Highly flammable liquids and LPGS must not be stored together.

Ideally, storage areas should be sited at least 10 metres from permanent and temporary buildings but containers and drums must not be stored within 4 metres of any building or boundary fence unless the boundary is a wall with a t least 30 minutes Fire Resistance.

Products which could add to the intensity of a fire, such as oxygen, or to the toxic hazard in the vent of a fire, e.g. chlorine, must not be stored in the same compound as flammable liquids and LPG's.

Appropriately worded warning signs, e.g. 'HIGHLY FLAMMABLE LIQUIDS', 'NO SMOKING AND NO NAKED FLAMES' must be boldly displayed at the entrances to the stores.

The floors of the storage area should be paved or compacted level with a suitable hard standing provided for the delivery and dispatch of cylinders. The area should be kept clear of weeds, rubbish leaves and other flammable object.

If small quantities of HFL's are required to be brought onto site e.g. spirits, thinners, oil based paints, flammable adhesives, solvents etc. then the quantity should be restricted to 50 litres wherever possible. Up to 50 litres of HFL's to be stored indoors providing they are stored in metal lockable containers. Locked rooms for storing oil based paints, adhesives etc. are not permitted.

Note:- when oil based paint tins, adhesive tins etc. are empty they should be removed from site at the end of that shift by the contractor who has used them.

Under no circumstances should empty tins be allowed to accumulate. Paint and adhesive tins etc. should not be placed in normal waste skips as they usually still contain flammable residues. The sub-contractor is responsible for removing such waste from site. Empty tins that once contained HFL's are generally classified as 'Special Waste' due to ever present risk of fire from even small quantities of the substance.

### 3.3.15.28 Ionising Radiation

Where the companies operations either directly or indirectly involve radioactivity/radiography equipment special measures will be taken to restrict access/exposure to harmful rays.

### 3.3.15.29 Environmental controls

#### 3.3.15.29.1 General

Employees, who are responsible for establishing a working environment, which is safe and without risk to health, shall consult the Company safety manager who is available to give advice as necessary. In some cases outside specialist assistance maybe required.

Instrumentation is available from the safety manager to monitor the workplace and to establish a satisfactory environment e.g. satisfactory levels of lighting, humidity, temperature dust and noise etc.

#### 3.3.15.29.2 Disposal of Waste

The waste produced by The Company shall be disposed of safely in accordance with Company procedures and the Environmental Protection Act.

Any effects on the local environment, due to building operations and/or works of engineering construction, will be monitored and controlled where reasonably practicable.

## PUBLIC SAFETY

3.3.15.30.1 All necessary measures required for the protection of the public will be allowed for and planned, taking into account Section 3 of The Health and Safety at Work Act 1974 and particularly, the recommendations contained in the Health and Safety Executive (HSE) Guidance Note; HSG151 Protecting the Public - Your next move. Consideration will be given at the planning stage of any operation for the protection of the public. All necessary signage and protective measures will be made available to ensure no harm comes to members of the public where at all possible.

All resources will be made available at all times to prevent incidence/accidents when working adjacent to areas occupied or used by the public.

All employees working in these areas will be given adequate information and resources to carry out these works in a safe and effective manner.

If a member of the public is injured as a result of the Company's activities this should be reported to the local enforcing authority.

### 3.3.15.31 FURTHER INFORMATION

Each Site Manager/General Foreman will maintain the provision of the following information for each site for which he is responsible.

#### 3.3.15.31.1 Procedures Manual

The procedures manual provides further amplified information on the arrangements for safe systems of work.

#### 3.3.15.31.2 Site Compendium

Each site will maintain the provision of a Compendium consisting of relevant Regulations and Statutory Notices, also Statutory Instruments that are relevant to the site and prescribed forms and posters.

## 4.1 RISK ASSESSMENT

### 4.1.1 Definitions

A hazard is an article, substance, machine, installation or situation with the potential to cause injury, illness or property damage.

Risk is the probability and consequences of occurrence of injury, illness or property damage.

### 4.1.2 Authority

The Management of Health and Safety at Work Regulations 1999 creates the obligation for employers to undertake risk assessments of all activities which may affect employees, subcontractors, customers or the public. Other regulations covering specific activities also require risk assessments to be undertaken. The principal regulations, other than the MHSW, requiring risk assessments are:

Control of Substances Hazardous to Health Regulations 2002.

Manual Handling Operations Regulations 1992 as amended in 2002;

Under the MHSW Regulations employees have a duty to comply with any system of work devised by the Company in order to minimise health and safety risks.

The Health and Safety Manager will take responsibility for establishing, monitoring and reviewing risk assessment procedures. Where necessary the Health and Safety Manager will appoint outside experts to deal with particular risk issues.

The Health and Safety Manager is the competent person defined under the MHSW Regulations to control risk assessment.

Activities to be assessed comprise all those risk areas covered by the MHSW, COSHH and MHO regulations. These include machinery, tools, processes, handling operations, use of computer workstations and hazardous substances. Because of the special regulations applying to hazardous substances and manual handling operations, additional management procedures apply to risk assessments of those types of hazards. Those procedures are supplementary to the general risk assessment procedures and do not replace the general risk procedures. The following management procedures apply:

Control of Hazardous Substances;

Manual Handling Operations.

The Company identifies risk by two different workplaces: the Company's offices and construction sites.

The Company also categorises risks in two ways:

General risks (comprising those risks identified in standard processes in the offices and those risks commonly found on construction sites);

Special risks (comprising temporary risks from special processes in the offices and, more importantly, contract-specific risks relating to work on particular construction sites).

Risk assessments will be undertaken by the Health and Safety Manager and by Project Managers.

These staff will receive training to enable them to undertake this duty competently and effectively. The Health and Safety Manager will be required to be qualified to NEBOSH Certificate level and will assume the role of senior risk assessor. In such capacity the Health and Safety Manager will supervise and monitor the risk assessment work of the Project Managers – Site Managers.

Risks will be assessed as follows:

Type of risk	..
Assessed by:	..
1. General risks:	..
Health and Safety Manager	
2. Special risks which are temporary or special processes in the offices, stores/workshop and Construction Sites:	Health
and Safety Manager	
3. Contract-specific special risks:	..
Project Managers – Site Managers	

General and non-contract risk assessments will be recorded using form General Risk Assessment. Special contract risk assessments will be recorded using form Site Risk Assessment. Summaries of the results of general risk assessments, including relevant control measures, will be set out on Assessment of General Workplace Risks. This document, together with any supplementary information required to be issued as part of the control measures for any particular risk, will be issued to all staff and subcontractors.

Special risk assessments, together with any supplementary information required to be issued as part of the control measures, will be issued only to relevant staff, subcontractors and any third parties who become involved in or are affected by the activity to which the assessment relates.

All risk assessments will be dated. The relevant assessor is responsible for reviewing, and where necessary updating, risk assessments whenever there is a material change in the activity to which they relate. General risk assessments must be reviewed, and where necessary updated, by the Health and Safety Manager every 24 months.

#### 4.1.3 Approach to Risk Assessment

Risk assessments should be undertaken as part of the planning process for new contracts and before the introduction of new (or amendment to existing) activities in the offices. The first step in risk assessment is to identify hazards. A hazard is defined as something with the ability to cause harm.

Types of hazards are set out in Classification of Hazards. Sources of hazards are as follows:

1. Plant and machinery (e.g. machines, tools, vehicles etc.);
2. Processes (e.g. way in which equipment is used, manual handling operations etc.);
3. Substances (e.g. cleaning fluid, glues, special materials etc.);
4. Locations of work (e.g. working at height, proximity to vehicles, area of noise etc.).

For each new contract or new activity sources of hazards should be identified by the following procedure:

1. Review of health and safety information supplied under the Construction (Design and Management) Regulations 2007 by the CDM Coordinator, other designers and the principal contractor (where applicable);
2. Review of information from suppliers/hirers relating to any plant or equipment to be used;
3. Review of product data sheets relating to any new substances to be used;
4. Discussion with any prospective subcontractors to determine their proposed method of work;
5. Determination and review of any new processes likely to be adopted.

The assessor should complete a risk assessment for each source of hazard identified. Individual sources of hazard may present more than one risk. For example, use of a scaffold may present the risk of falling to any user of the scaffold and may also present the risk of being hit by falling objects to any person working beneath the scaffold. The process of assessment has three steps:

1. Identification of risks associated with each hazard;
2. Quantification of a risks;
3. Determination of means of managing those risks.

As part of the assessment, consideration must be given to the type of person who may be required to undertake the relevant activity and the extent to which hazards and risks might increase for certain types of individuals. Where appropriate the assessor should consider the vulnerability of pregnant women, old people and those with medical conditions to certain sorts of hazard. The assessor should also consider the increased risk to which young people can be exposed as a result of their inexperience and lack of maturity.

For certain sorts of activities it may be appropriate for control measures to include a prohibition on certain vulnerable groups undertaking that activity. The assessor might also consider the establishment

of additional control measures (more supervision, greater training etc.) for certain groups. In any event, it is important that risk assessments indicate to what extent consideration has been given to special groups.

#### 4.1.4 Quantification of Risks

For each risk identified, the assessor should determine the likelihood of that event occurring and also the severity of the potential outcome. The likelihood of occurrence factored by the severity of the outcome represents the quantified risk. Unless statistics are available regarding the probability of certain events occurring, the assessor should make subjective decisions regarding likelihood and severities. Decisions should always be cautious. Assistance in difficult areas should be sought from specialists.

4.1.4.5 Risk Assessments have provision for identifying other control measures under this heading which are the following:

Permits to Work

Method Statements

Safe working methods have to be defined before they can be followed and a risk assessment can help to make the manager aware of:

Risk assessment techniques to develop and define safe job procedures

Health and safety hazards associated with the machinery, plant, substances (including by-products and waste materials) and processes which are operated within the business, and the precautions required.

Health and safety hazards associated with the introduction of new processes or production methods

The requirement for, and types of, protective and preventive measures required.

4.1.4.6 The steps to be taken during the risk assessment process are summarised below:

Review the task and activities which are to be carried out

Identify the hazards associated with each task

Where possible modify or redefine the tasks so as to eliminate the identified hazards

Where the hazards cannot be eliminated, assess the likelihood and severity of the hazards to give a risk score or risk rating

Give further consideration to the management and control of the High and Very High Risks

Identify the persons affected by the hazards and wherever possible restrict access to those persons carrying out the task, so that others are not affected

Develop a safe system of work and ensure the appropriate control measures are identified

Personal Protective Equipment (PPE) should always be provided as the last line of defence

Ensure information about the hazards, risks and control measures are communicated to those undertaking the work (keep a record of all briefing sessions held with staff – see attached briefing record)

Ensure a safe system of work is implemented in accordance with the risk assessment and any method statements and permits to work etc

Ensure adequate supervision is provided to enforce and monitor the effectiveness of the control measures

#### 4.1.5 Management of Risks

4.1.5.1 The quantification of risks provides the basis for determination of the means of managing those risks. Risks should be managed so far as is reasonably practicable. The term 'reasonably practicable' means that the cost and effort of management must be justified when set against the quantification of the risk. The hierarchy of risk management is as follows:

Minimisation:

Control.

4.1.5.2 In determining how risks might be minimised, the following issues should be addressed in the light of what is 'reasonably practicable':

Can the risk be eliminated? (i.e. Can a manual handling process be avoided by using mechanical equipment? Can the use of a tool on site be avoided by procuring ready made components? etc.);

Can a less risky alternative be substituted? (i.e. Can roof access by ladder be replaced with access hoist? Can a toxic glue be replaced with a non-toxic glue? etc.);

Can the risk be reduced? (i.e. Can a dangerous machine be guarded? Can local exhaust ventilation remove harmful fumes? Can a noisy tool be muffled? etc).

Risk (if any) which remains after all reasonable minimisation has been undertaken is known as residual risk. Residual risk should be controlled (so far as is reasonably practicable). Risk should be controlled by the following hierarchy of measures:

Safe System of Work  
Warning Systems;  
Personal Protective Equipment (PPE);  
Information and Training

How long do risk assessment records need to be held?

Examples:

Risk assessment reports of plant must be kept for the currency of the assessment – if changes are made to the plant or work process a new risk assessment must be conducted

Risk assessment reports of confined spaces must be kept for specific terms:

Initial assessments must be kept until the situation changes

Assessments linked to entry permits must be kept for 12 months

In some cases it will be necessary to keep records for longer e.g. hazardous substance assessments

## 4.2 WORKING AT HEIGHT

### 4.2.1 Standards Required

Work at height represents one of Grimsby Fish Market Enterprises Ltd Group's more significant risk areas, if only in terms of the potential for serious injuries or death to occur because of a fall from height. Therefore, all work at heights must be carried out in accordance with the requirements contained in The Work at Height Regulations 2005 (as amended) & associated legislation. The Work at Height Regulations state a place is at height if a person could be injured falling from it, even if it is at or below ground level.

The Regulations require the selection and use of the safest means of access for work to be carried out. The use of ladders or step ladders should only be considered when other safer equipment cannot be used i.e. Aluminium Tower Scaffold, Mobile Elevated Work Platforms (M.E.W.P.) Boom Lifts (Cherry Picker) and special step ladders that have a work platform and handrails to the front and sides of the platform.

Ladders, step ladders and tower scaffolds:

Tower scaffolds are to be used in preference to ladders where it is reasonably practicable to do so.

Non-conductive (e.g. wooden) ladders are to be used where there is a risk of contacting live electrical conductors.

All ladders and step ladders are to be inspected by a competent person at least annually and clearly marked with date of last inspection. Contractors will be required to remove from site any ladders not so marked.

Tower scaffolds may be erected only by operatives who are trained in their safe erection and who hold PASMA training certificates.

Scaffolding:

Scaffolding may only be designed, erected and dismantled by competent people under the direction of a competent supervisor.

Personnel involved in the supervision and erection of scaffolding must hold "Construction Industry Scaffolding Record Scheme" card of the appropriate level.

Operatives erecting, altering or dismantling scaffold are to wear and use fall arrest equipment when working above 4 metres.

Records of inspections and tests of fall arrest equipment shall be available on site for inspection by Company staff on request.

Operatives erecting, altering or dismantling scaffold shall wear other appropriate Personal Protective Equipment as required, e.g. Hard Hats, High Visibility Clothing, etc.

Scaffolding is to be inspected by a competent person: before it is used and, after substantial alteration after any event likely to have affected its stability, for example, following strong wind conditions. The result of these inspections is to be entered on the site scaffolding inspection report at least once every seven days.



Where Grimsby Fish Market Enterprises Ltd have arranged for the scaffold to be erected for use by other contractors the scaffolding contractor is to provide a hand-over certificate to the Contract Manager responsible for arranging for inspections to be carried out.

Copies of inspection certificates are to be provided to the contractors using the scaffold.

Where contractors provide their own scaffold they are responsible for ensuring that inspections are carried out and recorded: Copies of inspection certificates and records must be provided to the Company upon request.

Scaffold inspection tags are to be fixed to all scaffolds

Warning signs are to be fixed in appropriate positions on all incomplete scaffolds.

Scaffolding contractors are to ensure that when they are loading and unloading scaffolding, and when erecting scaffolds they do so in a manner that does not present a hazard to others.

Where there is a risk of materials falling from a scaffold passers-by are to be protected by means such as brick guards, netting, plastic sheeting, fans and covered walkways. Where scaffolds span pedestrian walkways measures must be taken to protect passers by. This can be achieved in a number of ways, for example by fitting a proprietary pedestrian protection system.

Suitable measures are to be taken to prevent unauthorised people gaining access to scaffolds. The scaffold is to be fenced to prevent persons from climbing onto it and ladders to the ground level must be removed and secured at the end of each working day, or made inaccessible in some other appropriate way.

Scaffolds should be illuminated and appropriately marked where they are adjacent to vehicular routes, where there is a risk that pedestrians walking close by may not see the scaffold and where covered walkways over pavements have been formed.

Mobile elevated work platforms may only be used by prior approval with the Contracts Manager.

Mobile elevated work platforms (MEWPs) are only to be operated by competent personnel.

#### 4.2.2 Planning Procedures

All work will be tendered for or negotiated taking into account the approved standards.

The Contracts Manager will ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.

The Contracts Manager will ensure that training is provided for any operatives required to work at height. Where necessary, for example when working on sloping roofs, this will include training on the use of safety belts or harnesses and other specialist equipment before work commences.

The Contracts Manager will ensure that suitable and sufficient material and equipment is provided to site for work to be carried out safely in accordance with the above standards.

#### 4.2.3 Supervision

The Site Supervisor will ensure that work is carried out as planned and in accordance with the above standards and that all operatives have received instructions in safe working procedures and use of any safety equipment provided.

The Site Supervisor will ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work a high level.

#### 4.2.4 Safe Systems of Work

The main hazards associated with work at heights are:

Falls of persons from working place or accesses

Falls of materials or articles

The Company will provide any necessary notices warning of men working above

All personnel on sites where work at heights is being carried out must wear safety helmets.

The safety of the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours.

Risk assessments will be required.

### 4.3 ASBESTOS

Asbestos is a generic term for a number of silicates of iron, magnesium, calcium, sodium and aluminium that appear naturally in fibrous form. In the 2006 Regulations, asbestos is defined as any of the following minerals, "crocidolite, amosite, chrysotile, anthophyllite, actinolite, tremolite or any mixture containing any of the said materials".

#### 4.3.1 Standards Required

There are many regulations that place a duty on an employer with regard to asbestos, the key factors of these regulations are set out below;

General obligations are covered by :-

The Health and Safety at Work etc. Act 1974 (HSW) - requires an employer to conduct their work in such a way that their employees will not be exposed to health and safety risks, and to provide information to other people about their workplace which might affect their health and safety.

The Management of Health and Safety at Work Regulations 1999 (Amendment 2003. Amendment 2006) - requires employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with the conduct of their business - and to make appropriate arrangements for protecting these people's health and safety.

The Workplace (Health, Safety and Welfare) Regulations 1992 (Amendment 2002) sets out duties to maintain workplace buildings/premises to protect occupants and workers.

The Construction (Design and Management) Regulations 2007 requires the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) to the Principal Contractor before any work begins and to ensure that the health and safety file is available for inspection by any person who needs the information.

Specific legislation regarding asbestos is defined in the:-

The Control of Asbestos at Work Regulations 2006 SI 2739 - require employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder. There is also a duty of cooperation on other parties.

Reference should also be made to the following Health and Safety Executive (HSE) publications;

L127 The Management of Asbestos in Non-domestic Premises

L143 Work with materials containing Asbestos

HSG189/2 Working with Asbestos Cement

HSG210 Asbestos Essentials Task Manual

HSG213 Introduction to Asbestos Essentials

HSG 227 Managing Asbestos in premises

HSG 247 Asbestos: The licensed contractors' guide

HSG248 Asbestos: The analyst's guide for sampling, analysis and clearance procedures

INDG188 Asbestos Alert for Building Maintenance, Repair and Refurbishment Workers

INDG223 Managing Asbestos in workplace buildings

INDG255 Asbestos Dust Kills – keep your mask on

INDG289 Working with Asbestos in Buildings

#### 4.3.2 Planning Procedures

All work will be planned to take the above standards into account.

Under the 2006 Regulations duty holders have to undertake an assessment of their premises to establish the likely presence of Asbestos. Reference should be made to asbestos registers when planning work on existing premises.

The Contracts Manager will seek confirmation of the existence or otherwise of asbestos on site. Should asbestos be known to exist, the Contracts Manager will consult with and where appropriate employ, specialised asbestos contractors to arrange its safe removal. Specialist licensed asbestos removal contractors should be appointed to remove asbestos. Only textured coatings, asbestos vinyl flooring and asbestos cement sheets are exempt from this requirement, (however the scope of the regulations still apply).

Qualitative tests will be carried out to determine the type of asbestos and to set the 'control limits' (equivalent to maximum exposure limits under COSHH).

A method statement and risk assessment must be prepared before removal starts.

The Contracts Manager will ensure that any requirement to give notice of the work to the Health and Safety Executive is complied with. The enforcing authority must be notified of any work involving asbestos at least 14 days prior to the commencement of work, (a lesser time may be agreed by mutual consent).

The Contracts Manager will instigate a monitoring programme throughout the removal process, closely liaising with the specialist sub contractor.

All operatives will be informed that asbestos exists on site and will be given specific instructions by the Site Manager as to how it affects them in their working practices. Recognised control procedures will be employed and operatives will report defects or non-compliance in the procedures to the Site Manager immediately.

All operatives will be given advice and guidance on the likely form that asbestos containing materials may take on the project, and how to recognise suspect material.

Where any work involving asbestos materials not subject to the licensing requirements is to be carried out by employees, the working methods, precautions, safety equipment, protective clothing, special tools, etc. will be arranged by the Contracts Manager.

#### 4.3.3 Supervision

All information on working methods and precautions agreed will be issued to site supervision before work starts by the Contracts Manager in conjunction with the Safety Manager.

The Site Manager in conjunction with Safety Manager will ensure that the licensed contractor contracted to carry out the removal work has set up operations in accordance with the agreed Method Statement and that the precautions required are fully maintained throughout the operation so that others not involved are not exposed to risk.

The employed specialist contractor will strictly carry out the supervision of the removal of "licensed" asbestos only.

The contractor will keep the Site Manager informed at all times about the work and how it is progressing.

The Site Manager will supervise all other operatives as a consequence of the actions and advice of the specialist contractor.

Where necessary testing of the enclosure and monitoring of airborne asbestos fibre concentrations outside the removal enclosure will be carried out by specialist contractors.

The Site Manager will ensure that when removal operations have been completed no unauthorised person enters the asbestos removal area until clearance samples have been taken by the specialist contractors and confirmation received that the results are satisfactory.

Where employees are required to use or handle materials where exposure is sporadic and of low intensity the Site Manager will ensure that the appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with.

Where operatives are likely to be exposed to asbestos at or above the control limits, and exposures cannot reliably be estimated, the company is obliged to keep monitoring records for a period of at least five years, and for at least 40 years if the Action Level is also likely to be exceeded.

Operative exposed to asbestos at or above the Action Level must undergo medical surveillance.

#### 4.3.4 Safe Systems of Work

No operative will be allowed to work in areas identified by the specialist contractors as being affected by asbestos. The Site Manager will designate "No Go Areas". Only employees of the specialist contractor, or persons authorised by that contractor will be allowed access to the designated areas.

If the presence of asbestos or any substance that is suspected of being asbestos is unexpectedly "discovered" during normal working activity, all operations that may cause disturbance to the suspected material must be stopped immediately. The area must be cordoned off, with appropriate signage displayed as required and access to the area denied to all persons. The Site Manager must be informed immediately and the procedures outlined in 'Planning' above will be put into effect.

The Site Manager will stop work in all areas he feels may be affected until specialist help arrives. The Contracts Manager will also be immediately informed.

The spread of asbestos from one place to another must be prevented or reduced to the lowest levels possible.

Suitable and adequate washing and changing facilities will be provided on site for all persons exposed to asbestos. These facilities will include somewhere to store protective clothing and equipment. Disposal of contaminated clothing and equipment that cannot be decontaminated must also be arranged.

All plant, machinery and protective equipment exposed to asbestos dust will be taken out of service (if not removed as asbestos waste) until it has been thoroughly cleaned before it will be used again.

Raw asbestos and asbestos waste must always be stored and transported in sealed properly labeled containers.

No employee/contractor will resume work in the contaminated area until a clean air certificate / certificate of reoccupation has been issued by the specialist licensed removal company.

#### Appraising Asbestos Contractors Method Statements

In addition to normal method statement requirements such as name of supervisor, PPE to be used etc. the following should be included within or supplement the risk assessment and method statement.

Copies of Asbestos Licence issued by HSE (current and valid for the type of asbestos to be removed).

Scaffolding contractors erecting scaffold close to asbestos materials (e.g. for asbestos removal contractors to gain access to high areas) should also hold a valid Asbestos License.

Copy of HSE Notification Form (FOD ASB5). Minimum of 14 days notice required.

Copy of valid insurance certificate.

Copy of Waste Carrier's Licence issued by the Environment Agency.

Copy of Hazardous Waste Consignment Note to ensure that the asbestos is being disposed of in the correct manner, (with the site specific Hazardous Waste Registration No. on it).

Details of location and type of decontamination unit to be used. Consider power to unit and ensure that the unit is located as close to the works as possible to prevent contamination from overalls into other areas.

Copies of test certificates for work equipment such as negative pressure units.

Proof of asbestos removal competence e.g. individuals in possession of an ACAD card.

Method of removal to be confirmed, e.g. double bagging, enclosed skips, location of skip etc.

#### Allowed Activities

Almost all work with asbestos containing materials will require work to be done by licensed contractors / specialists; there are some circumstances where this does not apply, this includes:

Work where exposure is sporadic and of low intensity

The risk assessment shows that the exposure of any employee to asbestos will not exceed the control limit(0.6 f/ml [10 mins] or 0.1 f/ml [4 hrs])

The work involves:

Short, non-continuous maintenance activities

Removal of materials where the fibres are firmly held in a matrix

Encapsulation or sealing of asbestos-containing materials which are in good condition

Air monitoring and control, and collection and analysis of samples to ascertain whether a specific material contains asbestos.

A safe system of work must be planned and clearly explained to the employees involved.

What site management must do;

The site manager must contact the Health and Safety Manager for advice.

Prior to allowing asbestos removal to take place on site, ensure that adequate controls and procedures have been identified within the company's method statement.

Ensure that during and after asbestos removal that all other trades on site are made aware of the possibility of some asbestos going undetected. All site persons must be reminded in induction of the correct procedures.

#### 4.3.4.1 Drilling Holes in Asbestos Insulating Board

Description

This task guidance sheet can be used where asbestos-insulating board (AIB) needs to be drilled to allow fittings to be attached, cables and pipework to be passed through walls etc. Two methods are given:

Method 1 One to five holes up to 20 mm in diameter in board less than 6 mm thick

Method 2 Six to twenty holes, or any hole greater than 20 mm in diameter, or if drilling through board greater than 6 mm thick.

Only carry out this work if you are properly trained.

Personal Protective Equipment (PPE)

Disposable overalls fitted with a hood

Boots without laces (laced boots can be difficult to clean)

Disposable particulate respirator (FF P3).

Equipment

500 gauge polythene sheeting and duct tape

Warning tape and notices

A thick paste, e.g. wallpaper paste

Type H vacuum cleaner to BS5415

Drill manual or power set at the lowest speed

Drill bit use a hole cutter for holes greater than 20 mm

Plastic 'enclosure' to allow vacuum cleaner nozzle to provide extraction around drill bit

Sealant, select one low in hazardous constituents e.g. solvents

Plastic or metal sleeve

Bucket of water and rags

Suitable asbestos waste container, e.g. a labelled polythene sack

Appropriate lighting

Preparing the Work Area

This work may be carried out at height, if so; the appropriate precautions to prevent a risk of falls MUST be taken.

Carry out the work with the minimum number of people present

Restrict access, e.g. close the door and or use warning tape and notices

If access is available to the rear of the AIB, segregate as above

If access cannot be gained to the rear, tell your supervisor/building manager this can then be noted

Use polythene sheeting, secured with duct tape, to cover any surface within the segregated area, which could become contaminated

Ensure adequate lighting

Drilling – General Preparation

Cover the point to be drilled and rear, if accessible, with duct tape to prevent the edges crumbling

If cable or pipework is to be passed through, make sure the hole is slightly bigger to prevent abrasion.

Method 1

Cover the entry and exit points (if accessible) with a generous amount of paste

Drill through the paste

Use wet rags to clean off the paste and debris. Clean back of board if accessible

Dispose of as asbestos waste as this will contain dust and fibres

Seal drilled edge with sealant and insert sleeve, as this will protect the inner edge of the hole.

Method 2

Place the plastic 'enclosure' over the drill hole and place drill bit or hole cutter in opening

Attach Type H vacuum cleaner to plastic enclosure and switch on

Drill the hole

Vacuum the drill hole, including the rear if accessible

Seal drilled edge with sealant and insert sleeve, as this will protect the inner edge of the hole.

Cleaning

Use wet rags and or the Type H vacuum to clean the equipment

Use wet rags and or the Type H vacuum to clean the segregated area

Place used rags, polythene sheeting and other waste in the waste container.

Personal Decontamination

Use a suitable Personal decontamination system.

## Clearance Procedure

Visually inspect the area to make sure that it has been properly cleaned

Clearance air sampling is not normally required.

### 4.3.4.2 Painting Undamaged Asbestos Board Description

This task guidance sheet can be used where undamaged asbestos insulating board needs to be painted. This may be to protect them, or for aesthetic reasons.

It is not appropriate where the material is damaged. Use a specialist contractor licensed by HSE.

Only carry out this work if you are properly trained.

Personal Protective Equipment (PPE)

Disposable overalls fitted with a hood

Boots without laces (laced boots can be difficult to decontaminate)

Disposable particulate respirator (FF P3).

Equipment

500 gauge polythene sheeting and duct tape

Warning tape and notices

Type H vacuum cleaner to BS5415 (if dust needs to be removed from the asbestos insulating board)

Paint conforming to the original specification, e.g. fire resistant. Select one low in hazardous constituents, e.g. solvents

Low pressure spray or roller/brush

Bucket of water and rags

Suitable asbestos waste container e.g. a labelled polythene sack

Appropriate lighting.

Preparing the Work Area

This work may be carried out at height, if so; the appropriate precautions MUST be taken

Carry out the work with the minimum number of people present

Restrict access, e.g. close the door and or use warning tape and notices

Use polythene sheeting, secured with duct tape, to cover surfaces within the segregated area, which could become contaminated

Ensure adequate lighting.

Painting

Never prepare surfaces by sanding

Before starting, check there is no damage

Repair any minor damage

If dust needs to be removed, use a Type H vacuum cleaner or rags

Preferably use the spray to apply the paint

Spray using a sweeping motion

Do not concentrate on one area as this could cause damage

Alternatively, apply the brush/roller lightly to avoid abrasion/damage

#### Cleaning

Use wet rags to clean the equipment

Use wet rags to clean the segregated area

Place debris, used rags, polythene sheeting and other waste in the waste container.

#### Personal Decontamination

Use suitable Personal decontamination procedure.

#### Clearance Procedure

Visually inspect the area to make sure that it has been properly cleaned

Clearance air sampling is not normally required.

#### Removal of Asbestos Cement Sheets, Gutters etc.

##### Description

This task guidance sheet can be used where asbestos cement sheets, gutters, drains and ridge caps etc. need to be removed.

For the large scale removal of asbestos cement e.g. demolition, read Working with asbestos cement HSG 18912 HSE Books 1999 ISBN 07176 1667 3.

It is not appropriate for the removal of asbestos insulating board.

Only carry out this work if you are properly trained.

#### Personal Protective Equipment (PPE)

Disposable overalls fitted with a hood

Waterproof clothing may be required outside

Boots without faces (laced boots can be difficult to decontaminate)

Disposable particulate respirator (FIF P3).

#### Equipment

500 and 1000 gauge polythene sheeting and duct tape



Warning tape and notices

Bolt cutters. 0 Bucket of water, garden type spray and rags

Suitable asbestos waste container, e.g. a labelled polythene sack

Lockable skip for larger quantities of asbestos cement

Asbestos warning stickers.

Appropriate lighting.

Preparing the Work Area

This work may be carried out at height, if so; the appropriate precautions to prevent the risk of falls MUST be taken.

Carry out the work with the minimum number of people present

Restrict access, e.g. Close the door and/or use warning tape and notices

Use 500-gauge polythene sheeting, secured with duct tape, to cover any surface within the segregated area, which could become contaminated

It is dangerous to seal over exhaust vents from heating units in use

Ensure adequate lighting.

Overlaying

Instead of removing asbestos cement roofs, consider overlaying with a non-asbestos material

Attach sheets to existing purlings but avoid drilling through the asbestos cement

Note the presence of the asbestos cement so that it can be managed.

Removal

Avoid breaking the asbestos cement products

If the sheets are held in place with fasteners, dampen and remove take care not to create a risk of slips

If the sheets are bolted in place, use bolt cutters avoiding contact with the asbestos cement. Remove bolts carefully

Unbolt or use bolt cutters to release gutters, drain pipes and ridge caps, avoiding contact with the asbestos cement

Lower the asbestos cement to the ground. Do not use rubble chutes

Cheek for debris in fasteners or bolt holes. Clean with wet rags

Single asbestos cement products can be double wrapped in 1000 gauge polythene sheeting (or placed in waste containers if small enough), Attach asbestos warning stickers

Where there are several asbestos cement sheets and other large items, place in a lockable skip.

Cleaning

Use wet rags to clean the equipment

Use wet rags to clean segregated area

Place debris, used rags, polythene sheeting and other waste in the waste container.

#### Personal Decontamination

Use a suitable Personal decontamination system.

#### Clearance procedure

Visually inspect the area to make sure that it has been properly cleaned

Clearance air sampling is not normally required.

#### Personal Decontamination System

##### Description

This guidance sheet explains how you should decontaminate yourself after working with asbestos materials.

If you do not decontaminate yourself properly you may take asbestos fibres home on your clothing. You or your family and friends could be exposed to them if they were disturbed and became airborne. It is important that you follow the procedures given in the task guidance sheets and wear personal protective equipment (PPE) such as overalls correctly, this will make cleaning easier.

#### Removing and Decontaminating PPE

Remove your respirator last

Clean your boots with wet rags

Where available, use a Type H vacuum cleaner to clean your overalls

Otherwise use a wet rag use a 'patting' action rubbing can disturb fibres

Where two or more workers are involved they can help each other by 'buddy' cleaning

Remove overalls by turning inside out place in suitable asbestos waste container

Use wet rags to clean waterproof clothing

Disposable respirators can then be removed and placed in a suitable asbestos

Waste container.

#### Personal Decontamination

Site washing facilities can be used but restrict access during asbestos work

Wash each time you leave the work area

Use wet rags to clean washing facilities at the end of the job

Clean facilities daily if the job lasts more than one day

Visually inspect the facilities once the job is finished

Clearance air sampling is not normally required

#### 4.3.5 USES OF ASBESTOS IN BUILDINGS & WHERE IT IS LIKELY TO BE FOUND

## SPRAYED COATINGS

On steel works  
Concrete walls and ceilings  
Fire protection and insulation

## THERMAL INSULATION/LAGGING

Insulation on pipework  
Boilers, Calorifiers  
Ducts, pressure vessels

## ASBESTOS CEMENT PRODUCTS

Sheeting on walls and roofs  
Tiles  
Cold water tanks  
Gutters  
Pipes  
Decorative plaster finishes (artex)

## SPRAYED COATINGS (Flock)

Probably the most lethal way in which asbestos was used  
A mixture of hydrated asbestos and portland cement, containing up to 85% asbestos  
Used extensively between 1935 and 1974 in public buildings (eg schools, swimming pools) for thermal and acoustic insulation and fire and condensation protection (eg steel framed buildings)  
Common to balconies and walkways  
Chrysotile, mixed with mineral wool and binder, was used until 1974 Also used as a coating on top of other asbestos materials  
Soft and friable, therefore potential for fibre release unless sealed  
Once sprayed asbestos has been applied it is very difficult to completely remove due to adhesives used on the surface (eg bitumen)  
As it ages the binding medium degrades and the material disintegrates. Dust release may then accumulate

## INSULATION (thermal and acoustic)

Asbestos was used for thermal insulation of pipes (hard set as well as sectional) boilers, pressure vessels, pre-formed pipe sections  
Additional usage, as slab, tape, rope, corrugated paper (foil faced), quilts, felts and blankets  
Also used as surface coating on felt and cork insulation  
Some forms of pipe lagging may have a protective covering of cloth (scrim), tape, paper or metal, or a surface coating of cement and wire netting (chicken wire)  
Crocidolite yarn and rope insulation was used from 1880's until mid 1960's particularly where acid resistance was required, (plant rooms and equipment)  
Between late 1950's and mid 1970's Amosite was used to make reinforced calcium silicate high temperature lagging  
Content depends on the type of material - quilts, mattresses and blankets can contain up to 100% asbestos  
Common pipe and boiler lagging contains 85% magnesium carbonate and 15% asbestos  
Used widely in public buildings, factories and hospitals  
Small number of houses had 'loose fill' asbestos loft insulation (waste from other work?)  
Also used for insulation between floors  
Friability depends on maturity of insulation  
Asbestos insulation has a strong potential for fibre release unless sealed, this risk will increase with age  
Dust release may then accumulate

## ASBESTOS INSULATING BOARD (AIB)

Asbestos Insulating Board (trade name 'asbestolux') was mainly used to provide structural fire protection, heat resistance, acoustic insulation, partitioning and as a non combustible core or lining for other products (doors, meters cupboards, ovens, domestic boiler casings)  
Used as general building board (in-fill panels, bath panels, wall lining, canopies and porch linings) because of its versatility and resistance to moisture in humid situations  
Asbestos ceiling tiles introduced in early 1950's and used in large numbers until 1960's  
Asbestos ceiling tiles were usually squared with a bevelled edge

Some were made with perforated surface for acoustic insulation (screwed and heads filled over with plaster)

Likely to release fibres if broken, abraded, sawn or drilled and even during gentle handling

#### ROPES, YARNS AND CLOTH

Woven and spun materials - can contain up to 100% asbestos

All three types of asbestos used until 1970, since then only Chrysotile

Yarns used in jointing and packing materials; heating/fire resisting gaskets and seals; caulking for brickwork; boiler and flue sealing

#### Ropes

Ropes Widely used for lagging of pipes and as rot-proof firestops where pipes pass through walls.

Plaited tubing as insulation for electric wire and cable

#### Cloth

Used in fire protective clothing - overalls, gloves, aprons. Also in fire blankets and curtains - sometimes aluminised to reflect radiant heat

Used in foundries, laboratories and kitchens

Risk of fibre released depends on bonding of material. Bonded resinous of gasket material unlikely to release fibres

#### ASBESTOS CEMENT

Generally contains 10-15% white asbestos bound in portland cement

Some boards contain a small proportion of cellulose

All three types of asbestos used but Chrysotile most commonly used because of its alkali resistance property

Used as compressed flat or corrugated sheets or moulded into products such as rain water down pipes and gutters

Use - partitioning in farm buildings housing and garages, shuttering, decorative, portable buildings (prefabs), fire surrounds

Fully compressed flat sheet

Use - as tiles and slates, cladding, decking and promenade tiles, roofing

Pre-formed moulded products

Use - Cisterns, water tanks, drains, soil pipes, rainwater goods, flue pipes, fencing fascias, soffits, cable troughs and conduits, window flower boxes

Profiled (corrugated) sheets

Use - roofing, wall cladding and weatherboarding

Fibres firmly bound in the material

Fibres will only be released if subject to mechanical damage or ageing

Poor work practices will result in much lighter dust concentrations

#### ASBESTOS BITUMEN PRODUCTS

Chrysotile fibre or asbestos paper (approx. 100% in bitumen)

Use - bitumen roofing felt, damp-proof course, gutter linings and flashings

Asbestos - bitumen coatings on metals, adhesives

#### MILLBOARD AND PAPER

Used for general heat insulation and fire protection

Millboard used as electrical/heat insulation of electrical equipment and plant, and in laboratories for thermal insulation

Asbestos paper used as fireproofing facing on wood fibreboard, pipe insulation and manufacture of roofing felt and damp proof courses, vinyl flooring, cladding, etc

Crocidolite was used in millboards between 1896 - 1965

Millboard and asbestos paper are not highly bonded and therefore potential for fibre release if unsealed

#### FLOORING MATERIALS

Thermoplastic floor tiles - up to 25% asbestos

PVC vinyl floor tiles and unbacked PVC flooring - less than 10% Chrysotile

First used as 'Marley' tiles?

Fibre release unlikely under normal service conditions - more likely when paper backing removed or disturbed, or from the adhesive used

#### TEXTURED COATINGS AND PAINT

Common known by a trade name, artex (applied mainly on ceilings)

3-5% Chrysotile

Fibre released when coating rubbed down - must not be power sanded

No released of fibre if not disturbed

#### MASTICS, PUTTIES AND ADHESIVES

Used for 'anti-slump' characteristics, mainly around windows

#### REINFORCED PVC AND PLASTICS

Reinforced for domestic goods, WC cisterns and seats, battery cases, plastic handles "eternite" windowsills

#### FIBRE RELEASE

High risk of fibre release

Sprayed coatings

Lagging

Insulating boards, insulating blocks and composite products

Millboard, paper and paper products

Medium risk of fibre release

Asbestos cement (medium risk if worked with properly)

Low risk of fibre release

Bitumen roofing felts, damp proof courses, semi-rigid asbestos/bitumen products and asbestos/bitumen coated metals

Asbestos paper backed vinyl flooring

Un-backed (homogenous) vinyl flooring and floor tiles

Textured coating and paints containing asbestos

Mastics, sealants, putties and adhesives

#### 4.4 UNDERGROUND SERVICES

##### 4.4.1 Standards Required

Under the Management of Health and Safety at Work Regulations, it is a requirement to identify the hazards in any undertaking and then evaluate the extent of the risks involved. After eliminating or reducing these risks so far as is reasonably practicable, it may still be necessary to protect the worker from further harm

All plant and equipment should be supplied, used and maintained in accordance with legislation and in particular the Provision and Use of Work Equipment Regulations, and The CDM Regulations.

Suitable equipment for detecting underground services should be provided in proper working order.

Other regulations such as The Construction (Head Protection) Regulations also apply and may be referred to in other sections of these documents.

##### 4.4.2 Planning Procedures

All work will be tendered or negotiated for in accordance with the above standards.

Before work starts, the Contracts/Workplace Manager will establish what plans drawings plant and, equipment, will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the work etc. are ordered and available for use on site and that sub-contractors are made aware of the site requirements for the working in or near underground services.

##### 4.4.3 Supervision

The Site/Workplace Supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Supervisors should be competent to use the equipment and supervise work near underground services.

##### Safe Systems Of Work

All operatives are required to wear suitable safety helmets, footwear whilst at work on Company sites on in Company workplaces.

##### 4.4.4.1 Underground Services

It is all too easy to damage underground services during excavation work. If the proper precautions are not taken, workers may hit these services, resulting in risk:

To themselves and anyone nearby from the heat, flame and molten metal given off when an electricity cable is struck; from escaping gas when a gas pipe is hit; or from flooding of the excavation when a water pipe is damaged; and

From the interruption of services to hospitals, emergency services etc.

Look out for signs of services such as manholes, valve covers, streetlights etc. Check for pipes and cables before starting to dig. Use the service plans to see whether the place intended for digging will involve working near buried underground services.

Proper planning and execution can avoid contact with services. A safe system of work depends upon the use of:

Cable or other service plans

Cable and service locators; and

Safe digging practices. Whenever possible, keep excavations well away from existing services.

Before digging, make sure that:

The person who is going to supervise the digging on site has service plans and is trained in how to use them

All workers involved in the digging know about safe digging practice and emergency procedures and that they are properly supervised

The locator is used to trace as accurately as possible the actual line of any pipe or cable or to confirm that there are no pipes or cables in the way and the ground has been marked accordingly

There is an emergency plan to deal with damage to cables or pipes. Have a system for notifying the service owner in all circumstances. In the case of gas pipe damage, ban smoking and naked flames. Carry out evacuation whenever necessary (this may include people in nearby properties likely to be affected by leaks). Erect suitable signs to warn everyone of the danger. See also emergency procedures section.

#### 4.4.4.2 Excavate using Safe Digging Practice

Watch out for evidence of pipes or cables during digging and check repeatedly with the locator. If unidentified services are found, stop work until further checks can be made to confirm it is safe to carry on

Trial holes should be dug by hand to confirm the position of the pipes or cables. This is particularly important in the case of plastic pipes which cannot be detected by normal locating equipment

Always hand dig near buried pipes or cables. Use spades and shovels rather than picks and forks which are more likely to pierce cables

Treat all pipes or cables as 'live' unless it is known otherwise. A live cable may be contained in a rusty pipe or conduit. Do not break or cut into any service until its identity is certain and it is known that it has been made safe

Hand-held power tools should not be used within 0.5 m of the marked position of an electricity cable. Fit check collars onto the tools so that initial penetration of the surface is restricted

A machine should not be used to excavate within 0.5 m of a gas pipe

Support services when they are exposed, to prevent them from being damaged

Report any suspected damage to services

Backfill around pipes or cables with fine material such as dry sand or small gravel. Backfill which is properly compacted, particularly under cast or rigid pipes, prevents settlement which could cause damage at a later date

Update the plans when the new services have been laid.

#### 4.5 Personal Protective Equipment

4.5.1 Proper selection and use of PPE provides effective means to prevent or reduce bodily injury to employees. This company will reduce possible exposure to employees' health risks and bodily injury by maintaining an effective PPE program.

Employees should realise that PPE cannot provide protection against all hazards. Therefore, PPE should be used in conjunction with administrative and engineering controls that provide the safest workplace possible. In the painting trade, these controls include ventilation and proper coordination of painting work when other trades are present. Substitution of safe painting materials, or changing traditional painting practices, may also help eliminate or reduce employee exposure to health risks or bodily injury.

##### 4.5.2 Assessment

This company will assess the specific hazards of the construction trade and determine what hazards are present, or likely to be present, which necessitate the use of PPE in site operations. This workplace assessment will identify sources of particular hazards to employees, including typical exposures created by other construction trades. This survey will evaluate hazards in the following basic categories: impact, penetration, compression (rollover), chemical, heat, harmful dust, and light radiation.

##### 4.5.3 Program administration and surveillance

When hazards are present, or likely to be present, the company will select and require the use of PPE that will help protect against the identified hazards. The company has developed written detailed instructions covering each of the basic elements of this program. The company will amend this company PPE program whenever necessary. Periodic evaluations will include a survey of employee suggestions and complaints.

Any job or site supervisor will halt any operation of this company when an unsafe job condition exists. Work will not resume until the unsafe condition is remedied. Company management will support this policy of shutting down unsafe site operations.

Employees who report to work without assigned PPE, or who refuse to wear PPE, will be subject to reasonable and appropriate disciplinary action. Likewise, if assigned PPE cannot protect the employee against a specific hazard of a task, the employee may refuse to perform that task until proper PPE is provided. This refusal is an employee right and such refusal will not result in any reprimand or discipline.

##### 4.5.4 PPE selection

PPE is specifically designed and tested to protect the employee against specific bodily injuries. All PPE has limitations and does not provide unlimited protection. Different types of PPE protect against different exposures to bodily injury. Use of improper or damaged PPE may reduce or eliminate the intended protection. Injury or illness may result from the use of improper PPE.

This company has selected PPE which is comfortable, yet provides adequate protection based upon intended use. Only PPE conforming to recognised standards will be selected and used by this company. Employees may not substitute other PPE, or supply their own PPE, without written authorisation. Site supervisors may purchase special PPE for a particular hazard at their own discretion or at the request of any employee. When working out of town, supervisors may purchase basic PPE as long as it meets applicable standards. The company safety manager will oversee PPE selection.

Fitting: Poor-fitting PPE will not provide the necessary protection. Careful consideration must be given to comfort and fit. Therefore, various sizes of PPE will be provided so that selected PPE will properly fit each employee. Wearing PPE is also more likely if the device fits comfortably. Therefore, PPE will be provided in a variety of sizes, or have adjustments for proper fitting. Care will be taken to ensure that each employee has the right size of PPE provided for use.

All employees shall be required to demonstrate donning and removal of PPE.

##### 4.5.5 Training

4.5.5.1 General: Employees will be effectively trained to know  
when PPE is necessary  
what PPE is necessary  
how to properly don, duff, adjust, and wear PPE  
the limitations of PPE  
the proper care, maintenance, useful life, and disposal of PPE.

##### 4.5.5.2 Initial Training

All employees will be given basic PPE that includes manufacturers' instructions for use. In addition, employees will be given copies of this company's PPE policy and the Grimsby Fish Market Enterprises Ltd Employee Safety Booklet. All new employees will be required to watch the Grimsby Fish Market Enterprises Ltd Safety Orientation Presentation. This resource identifies hazards particular to construction work and provide instructions for PPE use in the construction trade.

#### 4.5.5.3 Ongoing Training

All company employees will be provided effective, ongoing training by using Grimsby Fish Market Enterprises Ltd Toolbox Topics as well as other handouts.

#### 4.5.5.4 Supervisory Training:

As a condition of advancement, a 10-Hour Training Course in Construction Safety and Health will be required to become a job or site supervisor for this company.

#### 4.5.5.5 Retraining:

The company will require retraining of employees when any affected employee does not demonstrate understanding and skill required for effective use of PPE when changes in the workplace render previous training obsolete; the type of PPE is changed; inadequacies in an affected employee's knowledge or use of assigned PPE indicate that the employee has not retained the requisite understanding or skill.

#### 4.5.5.6 Certification

The company shall verify that each affected employee has received and understood the required training through a written certification that contains the name of each employee trained, the date of training, and the subject of the certification.

#### 4.5.6 Reassessment

The company will reassess workplace hazards as necessary by reviewing accident records, by reviewing protection information of material safety data sheets, and evaluating new equipment and processes.

#### 4.5.7 PPE assignment

New and current employees will be assigned PPE for their own use. Employees not wearing PPE required for a task, for whatever reason, are strictly prohibited from entering any work area where PPE is required for adequate protection from bodily injury.

#### 4.5.8 Cleaning and storage

For reasons of both personal responsibility and hygiene, employees may not borrow PPE assigned to another employee or lend their PPE to another employee.

Employees shall care for personal PPE. Each employee is responsible for marking all personal PPE issued. All PPE must be kept clean. All employees have standing permission to leave the work area to clean their PPE when necessary.

When not in use, PPE should be kept in a convenient, clean, and hygienic location and protected from physical damage, sunlight, extreme cold, heat, and chemical conditions.

#### 4.5.9 Damaged or defective PPE

Damaged or defective PPE shall not be used. Employees must immediately notify the stores of any damaged or defective PPE. Replacement PPE will be issued.

#### 4.5.10 Inspection and maintenance

Inspection of assigned PPE is the responsibility of the employee. All defects need to be reported to the site office for repair. PPE in need of repair will not be used until that repair is completed. Grimsby Fish Market Enterprises Ltd will be responsible for all normal repairs. Only parts of the original manufacturer will be used in the repair and maintenance of PPE.

#### 4.5.11 Reporting to work

All employees reporting to work must have all their assigned PPE. No exceptions.

#### 4.5.12 Replacement costs

The company will replace PPE free of charge that is no longer usable due to normal wear and tear. As long as an employee turns in PPE no longer usable due to normal wear and tear, there will be no charge for obtaining new PPE. Failure to surrender worn PPE will result in the employee assuming the cost of replacement.

In any circumstance, if an employee forgets, loses, or neglects his assigned PPE, the costs of replacing the PPE will be the responsibility of the employee.

#### 4.5.13 Company employee PPE kit

The following items compose the company's PPE kit for all employees:

Hardhat

Safety boots (with steel midsole)

Safety goggles/glasses

Work Overalls

Work gloves



Ear Muffs  
High Visibility Jacket (if applicable)  
Employee Safety Booklet

#### 4.5.14 Other PPE

The company provide employees with a dual-cartridge half-mask respirator as defined under the company written respiratory policy. Self-contained breathing apparatus (SCBA) is available for specific respiratory hazards.

Specialised PPE, for specific hazards are available from the Stores.

### 4.6 PAINTING AND DECORATING

#### 4.6.1 Standards Required

All work must be carried out in accordance with the requirements contained in:

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Provision and Use of Work Equipment regulations 1998 (PUWER)

Personal Protective Equipment at Work Regulations 1992 as amended 2002 (PPE)

#### 4.6.2 Planning Procedures

Check all paints, solvents and other substances to be used on the job for any significant hazards, PPE required and any potential hazard to members of the public and other workers on the site. General risk and COSHH assessments will be carried out.

If possible, substitute for any substances, which have a high health risk.

The Contracts Manager will arrange for the required plant and equipment to be provided taking into account the approved standards and the work to be carried out.

The means of gaining access will be planned as far as possible and sufficient materials made available.

Training provided to supervisors and operatives will include the hazards and precautions relating to access and other equipment and their use.

#### 4.6.3 Supervision

Ensure that hazardous substances are used and stored in accordance with the manufacturers instructions and the COSHH assessment.

Brief employees and any sub-contractors on the nature and details of the contract and health and safety issues, including accident reporting and emergency procedures.

Access equipment will be checked by the Foreman before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted, it will be taken out of use immediately.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Supervisors will ensure that proper storage is provided for equipment, under cover, where possible.

Where ever possible hazardous materials will not be stored at site when it is not occupied

#### 4.6.4 Safe Systems of Work

Ensure that all scaffolding has been thoroughly checked by a competent person

Only pressure wash walls at times when a minimum number of members of the public or other workers are in the vicinity

Ensure that adequate protective netting is in place where needed

Only craftsmen trained to nationally recognised standards will be employed on site

Employees will use the access equipment provided as instructed and in a safe manner

No paints or other hazardous substances will be stored on site

First aid and emergency equipment and procedures will be available on site

One fully charged CO2 or other suitable extinguisher will be available on site.

#### 4.7 MANUAL HANDLING

##### 4.7.1 Standards Required

The Manual Handling Operations Regulations require employers to take steps to avoid the need for employees to carry out manual handling including lifting, lowering, pushing and pulling, which involves a risk of them being injured.

Copies of the Manual Handling Operations Regulations, guidance and leaflets will be kept on site and management will provide information and recommendations to implement the regulations.

Manual handling Risk assessments will be carried out where there is a risk of injury.

##### 4.7.2 Planning Procedures

All work will be tendered for or negotiated taking into account the approved standards.

The Contracts Manager will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

##### 4.7.3 Supervision

Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Supervisory staff will ensure that supplies of suitable gloves are available from issue as required for the handling of materials that could cause injuries to the hands.

The Company will enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contract wearing unsuitable footwear.

The supervision will not require any operative, particularly a young person, to lift a load that is likely to cause injury without proper assistance.

##### 4.7.4 Safe Systems of Work

The main injuries associated with manual handling and lifting are:

Back strain, slipped disc

Hernias

Lacerations, crushing of hands or fingers

Tenosynovitis beat conditions

Bruised or broken toes or feet

Various sprains, strains, etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build, etc. Where loads have to be manually handled, the need to ensure that accesses are safe is especially important.

The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions; Management will provide suitable training as required.

#### 4.8 SCAFFOLD STRUCTURES

4.8.1 The main hazards associated with the use of scaffolding are falls from height, falling materials, collapse of structure, unsuitable base, overloading, unsound materials, unsafe access, untrained erectors, adverse weather conditions, overhead cables and other obstructions.

##### 4.8.1.1 Standards Required

All scaffolds erected on Company sites or used by employees will be erected in accordance with BS5973 and NASC guidance, & associated legislation.

Copies of the Regulations will be kept on each site.

The scaffolding itself should be inspected by a competent person:

Before it is used for the first time once constructed or substantially modified

After severe weather conditions or any other event which might have jeopardised its strength or stability

In any case, at least once a week

These inspections must be recorded. (See section on Forms)

##### 4.8.1.2 Planning Procedures

At tender or negotiation stage as far as possible the scaffolding requirements for a contract will be determined and allowed for in accordance with the above standards.

The Contracts Manager will arrange for full details to be provided to the scaffolding sub-contractor re. the use and loading of scaffold to be erected.

##### 4.8.1.3 Supervision

Before accepting a scaffold erected by a specialist-scaffolding subcontractor for use by the Company's employees the Site Supervisor will check the scaffold and a handing-over certificate will be obtained. (See section on Forms for suitable template).

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week the Site Supervisor will inspect the scaffold and ensure that any defect is rectified. A report of the inspection and action taken will be entered in the site inspection register [or other acceptable format]. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for scaffolding will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder.

All materials will be properly stored and maintained on sites.

No person other than a competent scaffolder will be permitted to alter erect dismantle or otherwise interfere with any scaffold erected on Company sites or for use by Company employees.

The Site Supervisor will ensure that all scaffolds are erected on ground or surfaces that have been prepared levelled and consolidated.

##### 4.8.1.4 Safe Systems of Work

All scaffolds must be tied in accordance with the Code of Practice requirements. Where the provision of ties is impracticable then the method of ensuring that the scaffold is adequately supported must be clearly specified and recorded.

Any scaffold being erected altered or dismantled or otherwise not suitable for use by employees must have a notice erected warning that it is not to be used. Notices are available from the scaffolding contractors.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

#### 4.8.1.4.1 Checklist for Scaffold Safety

Is the scaffold on a firm foundation?

Are standards (uprights) resting on suitable base plates and (where the scaffolding is not on hard standing) timber sole boards? Bricks, blocks and other building materials should not be used as packing

The scaffold should not be undermined by excavations close to its supports

Are the uprights vertical and the horizontals horizontal?

Are the uprights close enough together and is the spacing consistent (Note: the permissible width of bays will vary with the operations for which the scaffolding is intended. The greater the loading, the closer the uprights will need to be)

Are load-bearing couplers used where appropriate?

Are working platforms properly supported (each board resting on at least three supports - no board should overhang the last support by a distance greater than three times its thickness), fully boarded out (no gaps for people or materials to fall through) and wide enough to allow safe access and the safe movement of materials?

Has the scaffold been erected by a competent person? Are inspection records in order?

Are all components in good condition?

Are guardrails and toeboards fitted to all working platforms to prevent people and materials falling?

Is additional protection such as wire mesh brick guards used where appropriate?

Is the scaffold loaded with excessive quantities of materials?

Are materials safely stacked? (Loads such as piles of bricks should be in line with the standards)

Is the scaffold structure adequately stiffened by the use of diagonal bracing?

Is the scaffold adequately tied to a structure, or suitably buttressed, to prevent collapse?

Are incomplete sections of the scaffold marked with suitable warning notices?

Where there is sheeting or some other feature, which will increase the windage of the scaffold, has this, been allowed for in the design?

Is there safe access to all the scaffold's working platforms?

Are there safe arrangement for the raising and lowering of materials?

Are there adequate barriers etc. to keep people who are not involved in the work clear of danger?

#### 4.8.2 Mobile Tower Scaffolds

4.8.2.1 The Contracts Manager/Site Supervisor will ensure that mobile towers can be used safely and efficiently on site taking into account floors ceiling heights roof members type of work etc.

Training will be provided to Supervisors required to carry out inspections and operatives required to erect alter or dismantle mobile towers.

#### 4.8.2.2 Supervision

All mobile towers will be erected by trained operatives or by operatives under direct supervision of competent person.

No person is permitted to erect alter or dismantle any mobile tower scaffold unless authorised by Site Supervisor.

All mobile towers provided for Company employees will be checked before use by Site Supervisor/Foreman to ensure they are in accordance with the approved standards.

All operatives required to use mobile tower scaffolds would be instructed in safe use and movement of scaffolds.

#### 4.8.5.2 Safe System of Work

The following precautions must be complied with:

Outriggers or stabilisers must be extended where applicable

Tower must not be used or moved on sloping uneven or obstructed surfaces

Tower must be vertical

Tower must be tied to building where required. Tower must be tied from ground level

Floor must be free from openings, ducts, steps etc.

No person to remain on platform whilst being moved

Materials and tools to be removed or secured on platform

Overhead obstructions must be noted (in particular, overhead electricity cables)

Bracing members must be fitted

Double Guard rails and toe boards must be fitted

Wheels must be locked when platform in use

Tower must not be used in adverse weather

### 4.9 LADDERS

#### 4.9.1 Standards Required

All ladders must be provided and used in accordance with the Work at Height Regulations 2005. Only ladders constructed in accordance with BS 1129:1990 (Timber) Industrial Grade and BS 2037:1994 (Aluminium) will be used.

Carry out Risk Assessment on suitability.

The information and recommendation in Health and Safety executive guidance Notes GS31 "Safe Use of Ladders, Step Ladders and Trestles" will be applied to the work on site.

A general duty to ensure a safe place of work and safe means of access to and egress from that place of work.

#### 4.9.2 Ladders

##### 4.9.2.1 Planning Procedures

The Contracts Manager will arrange for the required number and type of ladders to be provided taking into account the approved standards and the work to be carried out.

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Training provided to supervisors and operatives will include the hazards and precautions relating to ladders and their use.

#### 4.9.2.2 Supervision

Ladders will be checked by the Foreman before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

Foremen will check that ladders in use are secured, have a solid level base and are being used correctly.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands etc.).

Methods of use, which will result in damage to the ladder, will not be permitted, e.g. securing ladder with scaffold clip, placing board on rung to form working platform or ramp etc.

Supervisors will ensure that proper storage is provided for ladders, under cover, where possible and with the ladder properly supported throughout length.

#### 4.9.2.3 Safe Systems of Work

The main hazards associated with ladders are:

Not securing the ladder properly

Unsafe use of ladder (over-reaching, sliding down, etc.)

Using ladder where a safer method should be provided

Using a ladder with a defect. (Note: Painting of timber ladders, which could hide defects, is prohibited by Regulations)

Unsuitable base to ladder

Insufficient handhold at top of ladder or at stepping off position

Insufficient foothold at each rung

Using ladders near overhead electrical cables, crane contacts, etc.

Ladder at unsuitable angle, swaying, springing etc.

Insufficient overlap of extension ladders.

Ladders must:

Be manufactured to a recognised industrial specification

Be stored and handled with care to prevent damage and deterioration

Be subject to a programme of regular inspection (there should be a marking, coding or tagging system to confirm that the inspection has taken place)

Be checked by the user before use

Be taken out of use if damaged - and destroyed or repaired

Be used only by those who are aware of how to use them safely

Rest on a secure base, with the stiles (uprights) properly supported

Be used at the correct angle (one unit horizontal for every four units vertical)

Be secured at the top (if possible) and any other necessary measures taken to ensure stability

Where used for access to a roof, scaffold or similar, project a sufficient distance above the stepping off point (at least 1 metre) to allow a secure handhold for the person getting onto or from the ladder

Not to be used if too short for the work in question

Be kept away from overhead cables and similar hazards.

#### 4.9.3. Stepladders, Trestles and Staging

##### 4.9.3.1 Planning Procedures

At tender or negotiation stage, requirements of approved standards will be allowed for.

The Contracts Manager will arrange for the required numbers and types of equipment to be provided taking into account the work to be carried out to the approved standards. Training provided to supervisors and operatives will include the hazards and precautions relating to this equipment and its use.

##### 4.9.3.2 Supervision

All equipment will be checked by the Supervisor before use to ensure that there are no defects and will be checked at least weekly whilst in use on site.

Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Supervisors will check that the equipment is being used correctly and not being used where a safer method should be provided.

Where staging is being used in roof areas, supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points etc. are provided and used.

##### 4.9.3.3 Safe System of Work

The main hazards associated with stepladders, trestles and staging are:

Unsuitable base, e.g. uneven, packing pieces loose materials, etc.

Unsafe use of equipment

Overloading

Use of equipment where a safer method should be provided

Overhang of boards or staging at supports ("trap ends")

Using defective equipment. (Note: Painting of timber stepladders, trestles, staging, etc. which could hide defects is prohibited by Regulations.

Stepladders must:

Be manufactured to a recognised industrial specification

Be stored and handled with care to prevent damage and deterioration

Be subject to a programme of regular inspection (there should be a marking, coding or tagging system to confirm that the inspection has taken place)

Be checked by the user before use

Be taken out of use if damaged - and destroyed or repaired

Be used on a secure surface, and with due regard to ensuring stability at all times

Not to be used if too short for the work in question, or if there is not enough space to open them out fully

Be kept away from overhead cables and similar hazards.

The small platform fitted at the top of many stepladders is designed to support tools, paint pots etc. It should not be used as a working place unless the stepladder has been constructed with a suitable handhold above the platform.

Trestles must:

Be manufactured to a recognised specification

Be stored and handled with care to prevent damage and deterioration

Be subject to a programme of regular inspection (there should be a marking, coding or tagging system to confirm that the inspection has taken place)

Be checked by the user before use

Be taken out of use if damaged - and destroyed or repaired

Be used on a secure surface, and with due regard to ensuring stability at all times

Be kept away from overhead cables and similar hazards.

Platforms based on trestles should be fully boarded, adequately supported (at least one support per 1.5 metre of board for standard scaffold boards) and provided with edge protection where appropriate.

#### 4.10 PLANT AND EQUIPMENT

##### 4.10.1 Standards Required

All plant and equipment should be supplied, used and maintained in accordance with legislation and in particular the Provision and Use of Work Equipment Regulations, and The Construction (Design and Management) Regulations 2007

The following contains requirements to be complied with in the provision, maintenance, operation and use of plant on site.

##### 4.10.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the approved standards.

The Contracts Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire company or Plant Manager to enable correct type of plant to be provided.

The Contracts Manager will ensure that competent operators and banks men are provided or that where necessary full training and instruction is arranged. Where appropriate only operators holding a current Operator's Certificate under the FCEC/CITB Plant Operator's Registration Scheme or equivalent will be permitted to operate plant on site. The Safety Adviser/Officer will advise on training requirements.

The Contracts Manager will determine whether any preparatory work is required for the installation or use of plant on site and ensure that any requirements are planned e.g. fork lift truck storage areas loading towers solid base for mobile cranes tower crane base mixer set-up fuel storage road crossing etc.

The Vehicle/Plant Manager will ensure that a planned servicing schedule is prepared for all Company plant on site.

##### 4.10.3 Supervision

The Site Supervisor will ensure that plant delivered to site is in good order and fitted with any necessary safety devices and guards.



Any defects noted will be reported to the Plant Manager or Hire Company immediately.

The Site Supervisor will ensure that only authorised and where appropriate certified operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists the Site Supervisor will report to the Plant Manager or hire company immediately.

No young person (under 18 years old) is permitted to operate any item of plant or act as banksman unless being trained and under direct supervision.

All plant will be properly secured and Immobilised at the end of each day or while not in use.

All necessary testing and thorough examination certificates will be requested and checked by the Site Supervisor and all items of plant requiring weekly inspections by operator or other competent person will have the inspection recorded in the site register regardless of any register kept by the operator or plant hire company.

The Supervisor will ensure that any necessary preparatory work required to enable plant to be installed or used correctly is carried out in accordance with specific requirements.

The Site Supervisor will ensure that any defect notified to the plant operator during operations on the site is reported immediately for repair and that where defects could affect safety on site the item of plant is not used until the repairs are carried out.

The site supervision will not ask or permit the plant operator to carry out work with the machine for which it is not intended unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

#### Safe Systems of Work

Provide safe site entry and exit points with adequate turning room and good visibility for vehicle drivers. Where necessary, provide a banksman or signaller

Keep pedestrians separate from vehicles by, for example, providing separate site entry and exit points and barriered footways

Consider a one-way system and avoid the need for vehicles to reverse wherever possible

Where reversing is necessary, consider fitting audible reversing alarms to vehicles

Make use of banksmen or signallers to control high risk situations, for example, where vehicles are reversing or visibility is restricted. Ensure banksmen or signallers are trained and wear high visibility clothing

Set out clear routes across the site avoiding sharp bends, blind corners (suitably placed mirrors aid visibility), narrow gaps, places with limited head room, overhead cables (see section on electricity), steep gradients, adverse cambers, and shafts and excavations. Provide extra lighting if the area is poorly lit

Prepare the running surface of temporary roads. Where the site is muddy, skidding and bogging down may be a problem - consider using hardcore or other fill to overcome the problem and repair potholes

Protect any temporary structures, such as scaffolds or falsework, which might be damaged and made unsafe if struck by a vehicle

Protect any excavations and alongside any areas of water if vehicles must pass close by

Take precautions, such as stop blocks, where vehicles tip materials into excavations

Keep plant and vehicles properly maintained. Make sure this is done safely. Never use makeshift jacks to support vehicles while they are being repaired. Never work under unpropped bodies

Make sure that mud falling from site vehicles does not cause a hazard on the highway; the local highways authority may be able to provide advice

Make sure vehicles are not overloaded as they may become unstable, difficult to steer or have their braking efficiency impaired

Arrange vehicle loading and unloading areas to ensure people do not have to remain on the vehicle. If it is necessary for someone to stay on the vehicle, a safe place should be provided

Do not let anyone ride on vehicles or mobile plant except where a seat or other safe riding position has been provided

Make sure loads are securely attached to vehicles and that loose material, such as loose bricks or lumps of clay, cannot fall from lorries or site dumpers and strike pedestrians.

#### 4.11 ROOF WORK

##### 4.11.1 Standards Required

All roof work will be erected carried out in accordance with the Construction (Design and Management) Regulations 2007 & associated legislation.

There is a general duty to ensure a safe place of work and safe means of access to and egress from that place of work.

Copies of the Regulations will be kept on each site.

The scaffolding itself should be inspected by a competent person:

Before it is used for the first time, once constructed or substantially modified

After severe weather conditions or any other event which might have jeopardised its strength or stability

In any case, at least once a week

These inspections must be recorded. (See section on Forms)

##### 4.11.2 Planning Procedures

At tender or negotiation stage as far as possible the requirements for safety equipment, scaffolding and the like for a contract will be determined and allowed for in accordance with the above standards.

The Contracts Manager will arrange for full details to be provided to the roofing/scaffolding sub-contractor re. The use and loading of scaffold to be erected and access required.

##### 4.11.3 Supervision

Before accepting a scaffold erected by a specialist-scaffolding subcontractor for use by the Company's employees the Site Supervisor will check the scaffold and a handing-over certificate will be obtained. (See section on Forms for suitable template)

The Site Supervisor will ensure that all scaffolds are erected in accordance with the above standards and at the beginning of each week the Site Supervisor will inspect the scaffold and ensure that any defect is rectified. A report of the inspection and action taken will be entered in the site inspection register [or other acceptable format]. A similar inspection will also be carried out after high winds or other adverse weather conditions.

All materials used for roof work will be provided in accordance with the relevant British Standards and will be checked before use by a scaffolder.

All materials will be properly stored and maintained on sites.

The Site Supervisor will ensure that all roof work scaffolds are erected on ground or surfaces that have been prepared levelled and consolidated.

#### 4.11.4 Safe Systems of Work

The following notes outline the main safety measures to be considered when carrying out industrial sheeting or other similar ROOF WORK.

Prior to work commencing a Method Statement should be provided by the sub-contractor. This should be examined to ensure a safe method of working is proposed and which does not conflict with other sub-contractors

The perimeter of the roof requires a two-rail scaffold guard-rail fitting together with a toe board where the gutter would not prevent materials slipping from the roof

Protection of the leading edge must also be provided. Where this is also used as a working platform it is recommended that the Youngmans trolley system or similar fitted with guard rails is used

Suitable catch nets may also need to be provided to prevent people and materials from falling

All walk ways for the passage of people and materials should be a minimum of 600mm wide and protected with double guard rails and toe boards on the exposed edge. Where staging is used care should be taken to ensure that the ends are supported and not cantilevered over the steelwork

Where a gutter is used as a walkway either along the perimeter or along a valley of the roof the need for similar protection still applies

Walkways should be kept clear of materials tools and debris as far as possible

Materials stacked on the roof should be securely tied down when not required to avoid the possibility of being blown down from the roof

Where materials are stacked on purlings on the open part of the roof a suitable form of walkway as described above should be provided around each pack and also for the working area

All openings left in the roof for lights vents or similar should either be protected with guard-rails have some form of temporary covers fitted

Where an inclined hoist is used to lift materials onto the roof this should have protective barriers around the base an overhead mesh guard fitted to protect the operator and around the top a suitable walkway with guard rails to provide a safe means of off-loading the materials onto the roof

Ladders securely tied should be situated as close as possible to the working area on the roof and extend 1.05 metres above the roof level. Where the height to the roof exceeds 9 metres it is normally a requirement that a scaffold tower with ladders be provided such that the height between intermediate platforms does not exceed 9 metres

Consideration should also be given to the wearing of a safety harness where other forms of protection are not adequate. This applies for example when fixing the gutter or the scaffold guard rail at the start of work

Safety helmets should be worn by all persons in accordance with the Construction Head Protection Regulations whilst work is in progress overhead and/or there is a risk of head injury

Roof battens should be checked to ensure they provide safe hand and foot holds. If they do not then crawling ladders or boards will be used

Crawling boards will be provided where work on fragile roofing materials cannot be avoided.

##### 4.11.4.1 Slating Work - Example

1. Materials will be delivered as close as possible to the roofing operation
2. Materials will be loaded to the scaffold by a mechanical conveyor or ladder

Felt and battens will be laid from the eaves to the ridge in accordance with the specifications

All slating will progress from right to left across the roof and, on completion, the ridge tiles and fixings will be similarly loaded and laid

5. All waste materials and debris will be cleared from the site daily

6. The site will be left in a tidy condition on completion.

#### 4.11.4.2 Lead Work on Roofs - Example

The Control of Lead at Work Regulations 2002 and associated Approved Code of Practice will be followed closely during all work involving lead

Appropriate manual handling procedures will be adopted

Work will be confined to clean solid metallic lead and always carried out in the open air

In areas where lead-work is being carried out, no food or drink will be consumed and no smoking allowed

Adequate washing facilities will be provided on site. Nail brushes will be provided

All employees working with lead will wear overalls which must remain on site at all times(except when being laundered at a suitably equipped facility).

#### 4.11.4.3 Fragile Roof – Example (Non-asbestos roofing material)

A risk assessment will be provided for each job

The area of roof in question, which is to be repaired or renewed, will be assessed from the scaffold unless a specific scaffold extension or duckboards have been provided and in place on the area in question

Fixing bolts will be removed one at a time either manually or with the use of 110volt portable equipment. No smashing or breaking of sections of sheeting is permitted unless prior authorisation has been obtained from the operations manager

Old sheets and material is to be placed into the skip provided via the installed rubbish chute. In the event of larger sections which will not go into the chute, being removed they will be lowered by hoist or pulley wheel to ground level where they will be received by a colleague

In the event of repair of a fragile roof by walking through the valley gutters the following precautions must be taken:

The valley will be cleared of debris and water i.e. leaves and soil etc. any areas where the valley is showing dips or deflection should be reported immediately, unless they were briefed at the start of the work, for a revision of the work method

Both elevations of the roof either side of the gutter will be provided with either a continuous "safe site" supergrip platform to reduce the possibility of slipping and falling through fragile sheeting or a series of good condition pallets will be used to serve the same purpose

To carry out leak spotting:

a safety harness secured to either an internal roof purling by removing a ridge cap or other secure fixing near the ridge

To provide a pathway on fragile sheets a series of duckboards should be used with specially adapted hook assembly on inclined roof areas

Under no circumstances is any one allowed to walk on sheets, bolts, or any other bare roof coverings to gain access to an area requiring attention

If workers are unable to use equipment provided they must report to the operations manager and withdraw from the area until receiving further instructions.

## 4.12 COMPRESSED AIR POWER TOOLS

### 4.12.1 Standards Required

At tender or negotiation stage, the approved standards will be taken into account. The Plant/Workplace Manager will ensure that any compressor and compressed air tools, which are purchased or hired for use on site or in the workplace, are in accordance with the standards and are selected in accordance with the Company Policy on noise.

#### 4.12.2 Supervision

The Site/Workplace Supervisor will ensure that any compressor or compressed air tools provided for use are fitted with all necessary guards and safety devices (jockey wheel, brake, engine cover stays, etc.) and noise control measures and that instructions are given to operatives in the correct use of the equipment to reduce noise, injuries, damage, etc.

The Site/Workplace Supervisor will ensure that all necessary safety equipment, e.g. eye protection, hearing protection, is available and provided for use as required.

Noise assessments will be carried out as necessary.

The Site/Workplace Supervisor will ensure that any defects in the compressor, hoses or tools are reported immediately to the Plant Manager or hire company.

Compressed air will not be used to blow down clothing etc. and disciplinary action will be taken against any operative seen directing a live compressed air hose at any other person.

#### 4.12.3 Safe Systems of Work

When moving compressors on site, care must be taken to ensure that the jockey wheel or towing arm stand is not damaged.

How do you use pneumatic tools safely?

Review the manufacturer's instruction before using a tool

Wear safety glasses or a face shield and, where necessary, safety shoes or boots and hearing protection

Post warning signs where pneumatic tools are used. Set up screens or shields in areas where nearby workers may be exposed to flying fragments, chips, dust, and excessive noise

Ensure that the compressed air supplied to the tool is clean and dry. Dust, moisture, and corrosive fumes can damage a tool. An in-line regulator filter and lubricator increases tool life

Keep tools clean and lubricated, and maintain them according to the manufacturers' instructions

Use only the attachments that the manufacturer recommends for the tools you are using

Be careful to prevent hands, feet, or body from injury in case the machine slips or the tool breaks

Reduce physical fatigue by supporting heavy tools with a counter-balance wherever possible. Check hoses regularly for cuts, bulges and abrasions. Tag and replace, if defective

Blow out the air line before connecting a tool. Hold hose firmly and blow away from yourself and others

Do not operate the tool at a pressure above the manufacturer's rating

Turn off the air pressure to hose when not in use or when changing power tools

Do not carry a pneumatic tool by its hose

Avoid creating trip hazards caused by hoses laid across walkways or curled underfoot.

What general safety principles should you follow when using pneumatic nailing and stapling tools?

Permit only experienced and trained persons to operate pneumatic nailing and stapling tools

Wear safety glasses or face a shield and, where necessary, use hearing protection

Inspect a tool before connecting it to air supply

Check tool safety mechanisms if applicable

Tighten securely all screws and cylinder caps

Check correct air supply and pressure before connecting a tool

Check that the tool is correctly and securely connected to the air supply hose and that is in good working order, with the safety mechanism operative, before using

Always handle a tool as if it loaded with fasteners (nails, staples, etc.)

Equip tools with a work-contacting element that limits the contact area to one that is as small as practical

Make sure that the mechanical linkage between work-contacting element and trigger is enclosed

Disconnect a tool from air supply when the tool is unattended and during cleaning or adjustment. Before clearing a blockage, be sure that depressing the trigger exhausts all air from the tool

Use only fasteners recommended by the manufacturer

Permit only properly trained people to carry out tool maintenance.

#### 4.13 ELECTRICITY SAFE

##### 4.13.1 Standards Required

Electrical equipment, particularly power tools and other portable equipment and their leads, face tough conditions and hard use. It is likely to become damaged and may become dangerous. Modern double insulated tools are well protected but their leads should be checked very regularly.

Where possible use cordless tools or tools which operate at 110v with a centre tapped earth. If mains voltages have to be used fit residual current devices (RCD). Cables should be kept out of the way or protected against mechanical damage.

Tools and equipment must be suitable for the site environment. Heavy duty plugs and sockets should be used and special equipment if operating where there is a risk of flammable vapour, gases or dusts.

Further information is available in electrical Safety on Construction Sites HS(G)141

##### 4.13.2 Planning Procedures

At tender or negotiation stage, any approved standards will be taken into account.

All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the approved standards.

The Contracts Manager, in conjunction with the Site Supervisor will plan the temporary electricity supply and distribution on site in accordance with the approved standards. All temporary supplies are to be installed by competent electricians and tested in accordance with the ACOP & associated Regulations.

The Contracts Manager/Plant Manager/Workplace Manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.

##### 4.13.3 Supervision

The Site Supervisor will ensure that the temporary electrical supply is installed and tested as planned.

The Site Supervisor will ensure that all sub-contractors' equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site.

Immediate action will be taken against any person or sub-contractor abusing or incorrectly using electrical equipment on site.

The Site Supervisor will ensure that all power cables are installed clear of access ways and preferably above head height.

Festoon lighting equipment should be securely above head height. Where festoon lighting equipment is installed, it must not be of the screw on pin contact type. Only properly constructed sets with moulded on fittings will be used.

The Site Supervisor will ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Supervisor so those immediate steps can be taken to have defects remedied by site electrician or Hire Company.

#### 4.13.4 Safe Systems Of Work

##### 4.13.4.1 Design and Planning Stage

Designers should:

First consider if the risk can be avoided, e.g. arrange for overhead lines to be moved or site the structure away from them

specify the use of particular equipment such as air powered, or cordless tools for those locations where the work will be in wet or confined conditions

Combat the risks at source, if risks cannot be eliminated, e.g. by programming and controlling the work to ensure that parts of a new permanent electrical system are not commissioned until all work on the installation has been completed; a give priority to risk control measures that will protect all workers.

Depending on the type of project, the design and planning decisions will be made at different stages. Some decisions may be made by architects (e.g., the location of the structure in relation to overhead lines), some will be made or influenced by specialist equipment suppliers (who may also be designers), and other decisions might only be finalised when detailed planning is done by the main or principal contractor. It is therefore important for those planning the work to make sure that there is co operation between the various parties. This will achieve a co ordinated and comprehensive approach to the control of electrical risk. Depending on the stage of the project, this duty may fall to either the person planning the work, or the main contractor (CDM Coordinator or principal contractor on sites where the CDM Regulations apply).

At the design and planning stage, and as the project develops, issues which will need to be considered or reviewed will include the following:

The need to alert the electricity supplier to the nature, duration and likely start date for the work

The location of overhead lines and buried cables

Environmental considerations, e.g. The season in which the work is to take place (often wet in winter), ground conditions such as waterlogging, (which increases the risk of serious injury from electric shock)

The supply voltages to be used for offices, plant, equipment etc.

The need to use generators to provide all or part of the site supply

Earthing requirements or earthing system to be used

The supply to and siting of heavy duty equipment, e.g. Tower cranes

The installation and commissioning of the temporary site distribution system, in particular the siting and protection of metering equipment and switchgear, distribution boards and supply cables

The way in which the system will be modified or extended as the work progresses

Operation of the temporary site distribution system (who will control, operate, and maintain the electrical distribution systems and how this can be done safely)

Use of plant and equipment connected to the distribution system (consider who will use the plant and equipment, and how such use will be controlled. Who will be responsible for plant and equipment maintenance?)

Provision of lockable switches and means of isolation

Use of existing permanent systems as a supply for plant and equipment

If refurbishment works are to be carried out, identification of parts of the system which are live

Commissioning and handover arrangements for completed buildings or installations.

#### 4.13.4.2 Construction Stage

Contractors coming to site should be provided with information about relevant risks. The principal contractor may make site rules (e.g., specifying acceptable types of equipment; the maximum voltage for portable tools, which may be used on site; working procedures; commissioning procedures). Contractors should co operate with the principal contractor to ensure that any rules or agreed methods of working are put into practice.

All cable connections must be properly used. Under no circumstances is insulation tape to be used for any repair or joint in extension cables.

On festoon lighting, all bulb sockets are live. Steps are therefore to be taken to protect open sockets when bulb is not fitted. As well as the fragments of glass of broken bulbs being a hazards it must be remembered that the protruding filament wires would still be live.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information a competent electrician will carry out regular inspections of all electrical equipment on site.

#### 4.13.4.2.1 Ensure that the Electrical Insulation is Safe

Install new electrical systems to a suitable standard, e.g. Bs 7671 requirements for electrical installations, and then maintain them in a safe condition

Existing installations should also be properly maintained

Provide enough socket-outlets - overloading socket-outlets by using adaptors can cause fires.

#### 4.13.4.2.2 Provide Safe and Suitable Equipment

Choose equipment that is suitable for its working environment

Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions

Ensure that equipment is safe when supplied and then maintain it in a safe condition

Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency

For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency

The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals

Replace damaged sections of cable completely

Use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape



Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires - live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a moulded-on type

Protect lightbulbs and other equipment, which could easily be damaged in use. There is a risk of electric shock if they are broken

Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

#### 4.13.4.2.3 Reduce the Voltage

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:

Temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts

Where electrically powered tools are used, battery operated are safest

Portable tools are readily available which are designed to be run from a 110 volts centre-tapped-to-earth supply.

#### Provide Safety Devices

If equipment operating at 230 volts or higher is used, an RCD (residual current device) can provide additional safety. An RCD is a device, which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected. If this is not possible a plug incorporating an RCD, or a plug-in RCD adaptor, can also provide additional safety.

RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milliamps (mA).

Remember:

An RCD is a valuable safety device, never bypass it

If the RCD trips, it is a sign there is a fault. Check the system before using it again

If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD

The RCD has a test button to check that its mechanism is free and functioning. Use this regularly

## 4.14 EXCAVATIONS

### 4.14.1 Standards Required

Under the Management of Health and Safety at Work Regulations, it is a requirement to identify the hazards in any undertaking and then evaluate the extent of the risks involved. After eliminating or reducing these risks so far as is reasonably practicable, it may still be necessary to protect the worker from further harm

All plant and equipment should be supplied, used and maintained in accordance with legislation and in particular the Provision and Use of Work Equipment Regulations, and The Construction (Design and Management) Regulations 2007.

Other regulations such as The Construction (Head Protection) Regulations also apply and may be referred to in other sections of these documents.

### 4.14.2 Planning Procedures

All work will be tendered or negotiated for in accordance with the above standards.

Before work starts, the Contracts/Workplace Manager will establish what plant, equipment, and support materials will be necessary and will ensure that any special protective clothing or equipment and any signs relating to the excavations work etc. are ordered and available of for use on site and that sub-contractors are made aware of the site requirements for the working in or near excavations.

The following will be considered in planning the excavations:

Previous use of site

Location of existing buildings

Location of new structures

Amount of storage and working space required

Results of soil investigations

Level of water table and type of soil

Ground contamination

Storage and disposal of excavated material

Suitable method for temporary support of the excavation and preventing falls

Emergency arrangements.

#### 4.14.3 Supervision

The Site/Workplace Supervisor will ensure that adequate supplies of all necessary trench support materials, plant and equipment are available on site/workplace for issue as required, before excavations begin. The Site/Workplace Supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

The Site/Workplace Supervisor will make sure that the Statutory Inspections are carried out and recorded:

Before work at the start of every shift

After any event likely to have affected its stability

After accidental fall of rock, earth or any material

#### 4.14.4 Safe Systems of Work

All operatives are required to wear suitable safety helmets, footwear whilst at work on Company sites or in Company workplaces.

##### 4.14.4.1 Safe use of Proprietary Systems

When using proprietary ground support systems always:

Ensure that workers stay inside the protected area

Obtain and follow the manufacturer's instructions for installation and use

Train and supervise the people who will use the equipment

Use the correct tools for connecting and disconnecting hydraulic hoses and releasing hydraulic pressure in the rams

Inspect the equipment before taking it into use

Ensure all hydraulic components are pressurised to the manufacturer's recommended working pressure

Ensure that the supporting chains or slings are properly used

Use additional equipment if required for stop-end protection

Regularly inspect the installation and in particular its hydraulic system, if any, and carry out remedial or maintenance work to the system in use

Take care that equipment is not damaged by plant or by rough handling and replace any that is damaged using only parts that are approved by the manufacturer

Clean, inspect and maintain the equipment following use and store in a stable manner.

#### 4.14.4.2 Open Sheeting

A common safe sequence of work is as follows:

Excavate to depth a section of trench the length of a waling

Place vertical trench sheets at each end of the trench and drive them into the base of the excavation with the excavator bucket

Install a horizontal waling along each side of the excavation about 300 mm below ground level by hanging it from the top of the trench sheets

Working from a lightweight staging (with guard rails affixed) laid across the trench, insert a strut between walings at the location of the trench sheets

Install the sheets between the walings and the trench sides and drive into the base of the excavation

Install intermediate struts as necessary from the lightweight staging (and install edge protection as necessary to prevent people falling into the trench)

Position a ladder into the excavation, secure, and install lower and intermediate walings as required by the design.

Alternatively, hydraulic waling frames which can be inserted from ground level may be used following steps (c)-(g).

#### 4.14.4.3 Close Sheeting

A safe sequence of work is as follows:

Excavate a section of trench the length of a waling but only deep enough to install the top waling

Place vertical trench sheets at each end of the trench and drive them into the base of the excavation with the excavator bucket

Install a horizontal waling along each side of the excavation about 300 mm below ground level by hanging it from a trench sheet laid on the ground

Working from a lightweight staging (with guard rails affixed) laid across the trench, insert a strut between the walings at the location of the trench sheets

Install the sheets between the walings and the trench sides and drive into the base of the excavation

Install intermediate struts as necessary from the lightweight staging between the upper waling

Excavate the trench to the level of the next waling frame, driving the sheets into the base of the excavation

Install the waling frame and intermediate struts by hanging one from the one above

Repeat steps (g) and (h) as necessary until all waling frames are installed.

Alternatively, hydraulic waling frames, which can be inserted from ground level, may be used, following steps (c)-(i).

Installation of ground support is skilled work, which should only be undertaken by those with sufficient training and experience, working under the supervision of a competent person.

#### 4.14.4.4 Further considerations for safe use of Traditional Support

These are as follows:

Support underground services which are exposed by the excavation but do not use them to support other services, walings, etc.

Support ground below the services by cross piling and remember that ground above the service may not be as well compacted as that to the side of it

Toe-in all timber boards, trench sheeting and sheet piling by driving down to an adequate depth beneath the base level of the excavation, unless there is adequate support by alternative means

Provide additional struts and walings at changes in cross-section and at stop-ends

Support and secure all walings and struts using chains hung from the top of the sheeting, prop from below with puncheons, or otherwise support to resist displacement by forces from any direction

Obtain technical specifications for adjustable trench struts from the manufacturer or supplier when designing support systems and install in accordance with the instructions supplied. Adjustable steel props designed for use in falsework support ought not to be used

Load trench struts axially and ensure that the ends are supported. Timber packing should be used to prevent struts bearing directly on steel

Allow for safe dismantling when planning and constructing the ground support works by using the adjustable trench struts rather than solid timber struts and wedges in timbered support systems

In deep trenches and or poor ground it may be necessary to drive the sheeting or piling ahead of excavation. As excavation proceeds, support for the sheeting or piling should be erected by people working from within areas of sheeting or piling which have already been supported.

#### 4.15 HIGHLY FLAMMABLE LIQUIDS AND LPG

##### 4.15.1 Standards Required

Where large quantities of Highly Flammable liquids (HFL), LPG or flammable compressed gases are to be used or stored, or where HFL's, LPG or flammable compressed gases are to be used in confined spaces or unusual situations, the requirements of the Highly Flammable Liquids and Liquefied Petroleum Gas Regulations and the Fire precautions work Place regulations must be followed. The necessary controls are contained in HSE guidance on HFL and LPG.

The Construction (Design and Management) Regulations require measures both to prevent fires happening and to make sure all people on construction sites (including visitors) are protected if they do occur. The Construction (Design and Management) Regulations 2007 (CDM) also require those designing, planning and carrying out projects to take construction fire safety into account.

The Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 apply when liquids which have a flashpoint below 32oC are present in premises subject to the Factories Act 1961.

These cover:

Precautions to be taken during storage

Precautions to be taken during storage

Precautions to be taken against spills and leaks

Controls of sources of ignition

Means to prevent the escape of vapours

Dispersal of dangerous concentration of vapours

Control of smoking.

Where a Petroleum Licence is in force these Regulations do not apply. In these cases the Petroleum (Consolidation) Act 1928 applies.

Management will provide all necessary notices, signs, fire extinguishers, etc. as required.

#### 4.15.2 Planning Procedures

The Contracts Manager will ensure that suitable storage facilities are provided for highly flammable liquids and LPG in accordance with any approved standards and will arrange for a licence for the storage of petroleum or petroleum mixtures where applicable.

The Contracts/workplace Manager will ensure that suitable storage facilities are provided for liquids, which are not defined, as highly flammable but which could be a fire hazard.

The Contracts/Workplace Manager will arrange for any necessary fire fighting equipment or materials to be available before work starts.

#### 4.15.3 Supervision

Supervision will ensure that the planned storage facilities are provided and maintained and that all highly flammable liquids and LPG are kept in the correct storage facilities until required for use.

Supervision will ensure that any fire fighting equipment, storage facilities, signs, notices, containers, etc. are checked at weekly intervals and that any action is taken to rectify any defects noted.

Appropriate action will be taken against any person disregarding safety instructions, signs or notices or misusing highly flammable liquids or LPG.

#### 4.15.4 Safe Systems of Work

##### 4.15.4.1 Specific Precautions for Flammable Liquids

Store in suitable, robust closed containers in well-ventilated areas preferably outside, separated from other buildings by sufficient distance and fire resistance materials

Prevent spillage by keeping all containers closed, using special non-spill containers for dispensing

Do not allow vapours to generate from open liquid surfaces

Keep flammable liquids in workroom to a minimum of ½ day's supply

Control all sources of ignition including electrical equipment, smoking materials, naked flames etc.

Up to 50 litres of high flammable liquids can be stored in the work area in a fire resistant cabinet with spill retention

Do not allow free fall of liquids when filling tanks, dispensing flammable liquids

Where possible use static inhibitors in the liquid to avoid static build up

Provide earth bonding for vessels, tanks, pipes, dispensers etc.

Operatives should wear natural fibre overalls and conducting footwear, (Do not let electricians wear conducting footwear)

Carry out training for operatives in the correct use of equipment and emergency procedures

Keep rags in closed metal containers

Use hot work permits to control any hot work in the area

Post notices etc. as required.

##### 4.15.4.2 Specific Precautions for LPG

Properly install all appliances and keep them maintained by those who are competent to do so. Ensure that fixed installations are installed by CORGI (Council of Registered Gas Installers) fitters

Adequate ventilation is needed when LPG appliances are used. Where there are fixed installations inside buildings, permanent ventilation openings are required which need to be kept clear.

Turn off cylinder valves before connecting or disconnecting any equipment. Hoses should never be kinked during disconnection, connection or at any other time. This damages the hose and can easily lead to accidental release of LPG.

Check LPG cylinders and associated fittings before use. If there are any signs of leaking or damage, do not use them. While they may be detected by smell or the hiss of escaping gas, soapy water is a more reliable method of checking for leaks.

During use, secure cylinders in an upright position unless designed to be used in another position, e.g. on a LPG-fuelled forklift truck. If there is any smell of gas during use, turn off the main cylinder valve immediately and make sure the cause is investigated, determined and put right.

Many appliances will be provided with recommended lighting up instructions and these should be followed. In general, the appliance valve should be closed before the cylinder valve is opened. If the lighting up procedure fails, gas should be allowed to disperse before attempting to relight.

Handle cylinders carefully. Mishandling of cylinders can damage valves and repeated abuse can also lead to serious structural weakness.

Unless the flame can always be seen by someone in attendance whenever the appliance is used, fit a flame-failure device.

Use appliances in accordance with the manufacturer's instructions. Ensure that the instruction booklet is available to the user or that a notice is placed on the appliance.

#### ACCIDENT REPORTING AND INVESTIGATION PROCEDURE

4.16.1 In the event of an employee of this company suffering any of the following categories of injury -

Fatal injury

Major injury (including fractures, amputations, loss of eyesight, hospitalisation for a period of 24 hours or more, etc)

An injury resulting in the employee being absent for three (3) days or more

Occupational illness or disease (including dermatitis, occupational deafness, vibration white finger, etc.)

Any other accident resulting in damage to property or injury to employees and/or members of public then certain procedures must be followed as described below.

4.16.2 Initially the accident MUST be reported to your Supervisor as soon as possible and be reported in the company Accident Book BI 510 held on site or on the premises.

The details that must be recorded in the Accident Book are:

Name of the person suffering the injury.

Date and time of the injury.

Name of person reporting the injury.

Cause of the injury.

Any action taken as a result of the injury.

Whether the injury is reportable to the enforcing authority (Health and Safety Executive or Local Authority or not).

Nature of the injury (e.g.: part of the body affected).

4.16.3 The Supervisor is required to report the accident to company management, who will decide if the injury/accident is reportable or not. If the accident/injury is reportable to the enforcing authority then an appointed member of management will fill in the details required on the official reporting form (F2508, F2508A, etc.) and send it to the enforcing authority within the time period specified by law.

Three-day accidents must be reported to the

HSE office (or the local authority Environmental Health department) that serves the location of the accident within ten days. Serious incidents, those which are reportable immediately without waiting for three days must be reported by telephone or fax to the HSE WITHOUT DELAY.

Management will take the appropriate steps to ensure that the accident/injury is investigated as soon as is reasonably practicable, that the results of that investigation are recorded on the company's internal accident investigation form, and that remedial measures are put into place to prevent a reoccurrence of the injury/accident.

If there is no supervisor in the area at the time of the accident/injury then the employee suffering the accident/injury MUST report the accident in the Accident Book and to management as soon as possible.

A work colleague can undertake this responsibility if the injured person is unable to do this himself/herself.

If a member of public (or other person who is not an employee of this company) is injured as a result of a work activity by one of our company employees, and that member of public is taken to hospital for treatment then the accident/injury must be reported to company management WITHOUT DELAY.

Where an incident has occurred which is classified as a dangerous occurrence, then that incident must be reported to management WITHOUT DELAY, even if no-one was injured.

#### 4.16.4 Management Action in the Event of an Accident / Injury / Disease / Dangerous Occurrence

##### 4.16.4.1 Death or Major Injury

If there is an accident connected with work and an employee, or a self-employed person working on Company premises is killed or suffers a major injury (including as a result of physical violence), OR a member of the public is killed or taken to hospital, then the Company will notify the enforcing authority without delay (e.g. by telephone). Within ten days a completed accident report form (F2508) will be sent to the enforcing authority.

##### 4.16.4.2 Over Three Day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on Company premises, suffers an over three-day injury a completed accident report form (F2508) will be sent to the enforcing authority within ten days. An over three-day injury is one which is not a major injury but results in the injured person being away from work or unable to do their normal work for more than three days (including non-work days).

##### 4.16.4.3 Occupational Disease

If a doctor notifies an employee that he/she suffers from a reportable work-related disease then a completed disease report form (F2508A) will be sent to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the disease is reportable.

##### 4.16.4.4 Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority. A full list is included with the pad of report forms and in the guide to the Regulations, or the local Health and Safety Executive will be contacted to confirm if the event/incident is reportable.

##### 4.16.4.5 General

An appointed member of the company management structure will be responsible for ensuring that accidents are reported to the relevant enforcing authority (as applicable) within the laid down time periods as prescribed by law and are investigated as per standard company procedure. The appointed member will also be responsible for checking whether accidents/injuries are reportable or not by referring to the list of reportable injuries/diseases/dangerous occurrences in the Schedules to The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995. (A non-exhaustive list of these is included at the end of this section).

The appointed person will also be responsible for ensuring that the company accident reporting procedures (and what is deemed to be reportable) are communicated to the company employees both in the premises and on site.

The company will keep a record of any reportable injury, disease or dangerous occurrence. This will include the date and method of reporting; the date, time and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

Where remedial action is required to prevent a reoccurrence of the accident/injury/disease/dangerous occurrence, then the appointed person will be responsible for ensuring that such remedial steps have been put in place as well as monitoring of such measures for compliance and continued effectiveness.

#### Definitions of Major Injuries, Dangerous Occurrences and Diseases

Reportable Major Injuries are:

Fracture other than to fingers, thumbs or toes.

Amputation.

Dislocation of the shoulder, hip, knee or spine.  
Loss of sight (permanent or temporary).  
Chemical or hot metal burn to the eye or any penetrating injury to the eye.  
Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.  
Any other injury leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.  
Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent.  
Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.  
Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

4.16.5.2 Reportable Dangerous Occurrences are:  
Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.  
Explosion, collapse or bursting of any closed vessel or associated pipe-work.  
Failure of any freight container in any of its load bearing parts.  
Plant or equipment coming into contact with overhead power lines.  
Electrical short circuit or overload causing fire or explosion.  
Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion.  
Accidental release of a biological agent likely to cause severe human illness.  
Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period.  
Malfunction of breathing apparatus while in use or during testing immediately before use.  
Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent.  
Collapse or partial collapse of a scaffold over five meters high, or erected near water where there could be a risk of drowning after a fall.  
Unintended collision of a train with any vehicle.  
Dangerous occurrence at a well (other than a water well).  
Dangerous occurrence at a pipeline.  
Failure of any load bearing fairground equipment, or derailment or unintended collision of cars or trains.

#### 4.17 Procedures for Consulting With Employees on Matters of Health and Safety

4.17.1 As previously stated this Company is committed to the requirement that their employees be consulted on matters affecting their health and safety in the workplace, given that there are no safety representatives or representatives of employee safety appointed within this company.  
We will involve our employees in a dialog regarding any of the following circumstances:  
Any change which may substantially affect their health and safety at work, for example in procedures, or ways of working;  
The employer's arrangements for getting competent people to help him or her satisfy health and safety laws;  
The information that employees must be given on the likely risks and dangers arising from their work, measures to reduce or get rid of these risks and what they should do if they have to deal with a risk or danger;  
The planning of health and safety training;  
The health and safety consequences of introducing new technology.  
This dialogue will be by the most convenient manner for both parties but will at least involve a letter delivered to all of our staff to ask if they have any input on these matters.

#### 4.17.2 Availability of Health and Safety Documentation at the Workplace:

It is a Company requirement that all necessary health and safety documentation be in place and made available to our employees prior to any works commencing. This will include, as the case may be, the Company Health and Safety Policy, relevant method statements, plans of work, safe systems of work and risk assessments, as well as any other health and safety documentation which it is reasonable for company management to obtain for those works, and which have a bearing on health and safety issues for that place of work.

#### 4.17.3 Induction

4.17.3.1 Training:



This company expects its employees to undergo specific induction training (which will be provided by this company or others) prior to works commencing in order to address the health and safety hazards associated with that particular area. Any such induction training should include the following:

The Company's policy for health, safety and welfare;

Allocation of safety responsibilities on site;

Site specific rules;

Fire and emergency procedures (including the location and use of extinguishers);

First aid - names and locations of first aiders and introduction to them, and position of first aid boxes and rules for their use;

Use, availability and storage of protective clothing and;

General hazards in and around their work area;

Specific hazards allied to their work area including the detail of the risk assessment and noise implications of that task;

Procedures for reporting accidents, injuries and property damage;

Safe systems of work, where applicable;

Welfare - location of canteens, toilets, etc., and other welfare matters;

The importance of hygiene and health.

Records of training will be held by the Managing Director and be held at the site of work by the supervisor, together with any certificates from off-site courses attended by employees. A sample induction format is included in this section.

No person will be deployed to a construction site operation or other hazardous site operation without receiving training suitable for the task involved, as detailed in the Safe Systems of Work, unless it is for the purpose of training under close supervision.

#### 4.17.3.2 Toolbox Talks:

Toolbox talks are an effective way of communicating health and safety information to employees on a regular basis. It is expected that such talks will be presented to employees by company management, or their authorised representatives at a frequency to be determined by this company. An example of the form used by this company to record toolbox talks is attached.

#### 4.17.3.3 Training:

The Managing Director shall ensure that all staff receive training on health and safety, to assist them in undertaking their task safely and efficiently. External courses on specific subjects may be utilised along with internal training, as and when appropriate.

Although the Managing Director has a major role to play within the Company's Health and Safety Policy, each member of staff in a supervisory role is responsible for ensuring that his/her subordinates receive appropriate training and instruction and shall, therefore, liaise with the Managing Director regarding training needs.

#### 4.17.3.4 General Communication Media:

Where deemed to be applicable health and safety information may also be transmitted by management to employees by way of memos, notice boards on the company or site premises, minutes of meetings, site safety booklets, and other media. It will be the responsibility of the managing director (or his representative) to decide how to transmit health and safety information to the company employees.

### 4.18 LIFTING OPERATIONS & LIFTING EQUIPMENT

#### 4.18.1 Introduction

The Lifting Operations and Lifting Equipment Regulations, 1998 (LOLER) apply to all types of lifting operations and lifting equipment, including lifting gear. Lifting equipment is defined as work equipment, so in addition to complying with LOLER it must also comply with PUWER, the Provision and Use of Work Equipment Regulations, 1998.

#### 4.18.2 Duties

Employers have a duty to their employees and self-employed persons working for them to ensure that equipment provided complies with the Regulations.

The self-employed must ensure that any equipment they provide complies with the Regulations.

The Regulations also apply to employers who choose to allow their employees to provide their own equipment.

Persons who have control of equipment or its management have duties so far as their control permits, i.e. those hiring out cranes may have some control over the way the crane is used or maintained by

their customers. Also, employers may provide their equipment for use by others on their premises and they will have some control over the equipment provided.

#### 4.18.3 Lifting Equipment

LOLER applies to any item of equipment used for lifting or lowering loads and any operation concerned with the lifting or lowering of a load. The definition of lifting equipment and the inclusion of lifting operations will bring equipment not previously considered to be lifting equipment into the scope of the Regulations.

Lifting equipment covered by the Regulations includes cranes, mobile elevating work platforms, scissor lifts, vehicle hoists, goods lifts, gin wheels, ropes used for access, fork lift trucks, lorry loaders (hiab's) and passenger lifts.

Accessories for lifting, commonly known as lifting gear, includes lifting equipment and also chains, ropes, slings and components kept for attaching loads to machinery for lifting, e.g. hooks, eyebolts, lifting beams or frames etc.

The Regulations apply to all industries and therefore equipment used in environments other than on construction sites, e.g. passenger lifts, hoists used in hospitals, etc. must comply with the requirements of LOLER.

Lifting equipment selected must be suitable for the operation or activity it is to carry out. Factors to be considered will include the load to be lifted, the number of people to be carried and the environment it will be used in.

Attention should be paid particularly to any mounting and fixing points. This includes the fixing of the equipment to parts of the supporting structure and where parts of equipment are joined, e.g. jib sections of a crane. The equipment should have adequate stability to prevent it from overturning. This is particularly relevant to mobile equipment or where equipment is used at a variety of locations.

#### 4.18.4 Operators

Operators of lifting equipment should be provided with a suitable working position and for mobile lifting equipment, the requirements of PUWER '98 Part III must be complied with.

Where the environment may affect operators, adequate protection must be provided. The environment may include the weather and any effects created by work being carried out, e.g. dust or noise.

Protection may include the provision of a cab and heating or ventilation.

Operators must be able to competently operate the lifting equipment they are to use. They should have received relevant training, e.g. hold a Certificate of Training Achievement, have experience in operating the equipment, and be able to demonstrate their competence in operating the equipment.

Particular regard must be paid to the judgement and maturity of any person permitted to operate a piece of lifting equipment.

Whilst there is no lower age limit for operating lifting equipment, the requirement will still apply for a young person (under the age of 18) and a risk assessment must be carried out in order to comply with these Regulations.

Access, egress and a safe place of work must be provided for operation, maintenance and inspection purposes.

You must consider means of preventing slips, trips and falls.

#### 4.18.5 Operating Conditions

A competent person must plan and supervise all lifting operations. The level of planning required should be relevant to the activity. They must take into account the location, the load to be lifted, the duration and the specific operation to be carried out.

Loads must be prevented from being released unintentionally and uncontrolled free fall.

Planning should minimise the need to lift loads above areas occupied by persons.

Where the equipment or its load may be affected by high winds there should be a method of detecting the wind speed. This may be a combination of using a weather forecasting service or wind maps for the area. In certain cases the equipment should be fitted with a device to detect wind speed. A fitted anemometer would be appropriate for use with a tower crane.

Lifting equipment and lifting gear must be clearly marked to indicate the safe working loads (SWL). If the SWL is dependent upon the configuration of the equipment, this information should be marked on the equipment for each configuration, or must be available with the equipment.

Lifting gear must be marked in such a way as to identify its safe use. Appropriate information will include the SWL, weight and configuration.

Cranes and other equipment with a significant risk of overturning or overloading should be fitted with a rated capacity indicator, e.g. automatic safe load indicator (ASLI).

#### 4.18.6 Lifting Equipment for Lifting Persons

Lifting equipment used for lifting persons must be suitable e.g. passenger hoist or boatswain's chair. Such equipment must be clearly marked that it is equipment for lifting personnel; with the SWL and with details of how many people it can carry.

Persons carried by lifting equipment must be protected from being crushed, trapped or falling. This can be achieved by using edge protection or a suitably enclosed car. Gates or doors should not allow any person to accidentally fall from the car.

There must also be a suitable device to prevent the carrier from falling, e.g. over speed brake on a passenger hoist.

Where equipment is not suitable for lifting persons but may be used inadvertently, it must be clearly marked as not suitable for lifting persons, e.g. a goods hoist.

#### 4.18.7 Thorough Examination and Inspection

The new thorough examination and inspection requirements under LOLER have replaced the previous testing inspection and examination regimes.

A thorough examination may include visual examination, functional tests and a strip down of the equipment.

Advice should be sought from Manufacturers' instructions and a competent person for guidance on what a thorough examination should include for each piece of equipment.

The user will identify additional inspections of the equipment. Factors that must be taken into account by the user include the work being carried out, any site-specific risks that may affect the condition of the equipment and the intensity at which the equipment is used.

A competent person must undertake all thorough examinations and inspections. The level of competence will depend upon the type of equipment and the level of thorough inspection or examination required.

A thorough examination must be carried out:

When the equipment is put into service for the first time unless:

It is new equipment that has not been used before and it is accompanied by a declaration of conformity made not more than 12 months before the lifting equipment is put into service;

The equipment has come from another user, and a copy of the previous report of a thorough examination accompanies it.

Where safety depends upon the installation conditions to ensure that it has been installed correctly and is safe to operate:

After installation and before being put into service for the first time;

After assembly and before being put into service at a new site or in a new location.

"Installed" applies to lifting equipment erected or built on site such as hoists and tower or gantry cranes. It would not apply to equipment such as a mobile crane that is not "installed".

At least every 6 months if equipment is used for lifting persons;

At least every 6 months in the case of accessories used for lifting (lifting gear);

At least every 12 months in the case of all other lifting equipment;

After exceptional circumstances that are liable to affect the safety of the lifting equipment.

NOTE: You can follow these intervals laid down in the regulations detailed above or there is an option for a competent person to develop an examination scheme for different pieces of plant. However, the thorough examination required under (f) is required even if an examination scheme is developed.

An inspection may also be required at suitable intervals for certain types of lifting equipment. Unless indicated by the manufacturer it will be appropriate to continue inspecting lifting equipment at weekly intervals. For the majority of lifting equipment, the driver should be competent to carry out the regular inspection.

#### 4.18.8 Reports

The person carrying out the thorough examination must make out a report in writing as soon as possible. The report can be contained in a register attached to the equipment itself, or stored electronically (in a tamper proof form). It must be signed by the person carrying out the thorough examination (or someone on his behalf).

For each thorough examination, the person making out the report must provide the report to the user, and to the person from whom the equipment has been hired or leased.

For each inspection a report must be made in writing and provided to the user.

Any defects noted during the thorough examination or inspection, which could become a danger to people must be notified to the user and until the defect is rectified the equipment must not be used.

In the event of a defect being identified during a thorough examination and involving an existing or imminent risk of serious personal injury, a copy of the report must be sent as soon as possible to the

relevant enforcing authority. For the majority of construction activities this will be Health and Safety Executive.

Reports of thorough examinations and inspections should be kept available for inspection at the place where the lifting equipment is being used. If this is not possible, the information should be readily accessible. Reports must be readily available to the Health and Safety Executive or Local Authority inspectors.

No lifting equipment should leave any undertaking unless accompanied by physical evidence that the last thorough examination has been carried out.

Reports of thorough examinations must be kept:

In the case of a thorough examination of equipment first put into use by the user - until he no longer uses the lifting equipment (except for a lifting accessory);

In the case of a thorough examination of lifting accessories first put into use by the user - for two years after the report is made;

In the case of a thorough examination of equipment dependent upon the installation conditions - until the user no longer uses the lifting equipment at that place;

In the case of all other thorough examinations - until the next report is made or for two years whichever is the longer. (If you are following the intervals laid down in the Regulations all thorough examination reports will need to be kept for two years from the date that the last report was made.)

Reports of inspections must be kept available until the next report is made.

Information to be contained in a Report of a Thorough Examination:

The name and address of the employer for whom the thorough examination was made.

The address of the premises at which the thorough examination was made.

Particulars sufficient to identify the equipment including, where known, its date of manufacture.

The date of the last thorough examination.

The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) its safe working load for the last configuration in which it was examined.

In relation to the first thorough examination of equipment after installation or after assembly at a new site or in a new location

That it is such thorough examination;

(If such be the case) that it has been installed correctly and would be safe to operate.

In relation to a thorough examination of equipment other than a thorough examination to which paragraph 6 relates, whether it is a thorough examination:

Within an interval of 6 months under Regulation 9(3)(a)(i);

Within an interval of 12 months under Regulation 9(3)(a)(ii);

In accordance with an examination scheme under Regulation 9(3)(a)(iii); or

After the occurrence of exceptional circumstances under Regulation 9(3)(a)(iv).

In relation to every thorough examination of equipment-

Identification of any part found to have a defect, which is or could become a danger to persons, and a description of the defect;

Particulars of any repair, renewal or alteration required to correct a defect found to be a danger to persons;

In the case of a defect, which is not yet but could become a danger to persons;

- The time by which it could become such a danger;

- Particulars of any repair, renewal or alteration required to correct it;

The latest date by which the next thorough examination must be carried out;

Where the thorough examination included testing, particulars of any test;

The date of the thorough examination.

The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer.

The name and address of a person signing or authenticating the report on behalf of its author.

The date of the report.

#### 4.19 The Construction (Design and Management) Regulations 2007

Grimsby Fish Market Enterprises Ltd . will endeavor to comply with all aspects of The Construction (Design and Management) Regulations 2007, in so far as they apply to works being undertaken.

The Client will arrange for an Information Pack to be drawn up and submitted timeously to allow Grimsby Fish Market Enterprises Ltd to take cognisance of any salient Health & Safety features that may affect our approach to the project. This information must make mention of any known significant matters on site, whether directly involved or not with our particular project. It is for Grimsby Fish Market

Enterprises Ltd to decide the relevance or otherwise of the information, not for the CDM Coordinator to assume that key matters do not concern us.

In the absence of an 'Information Pack' forthcoming from the Client, Grimsby Fish Market Enterprises Ltd must assume that it is a "clean" site with no hazards. Persons in receipt of this information who know otherwise are duty bound to advise us to the contrary.

Whether acting as Principal Contractor or a Sub Contractor, Grimsby Fish Market Enterprises Ltd will endeavour to comply with all reasonable requests for return of information or plans.

Once a contract is in place, a Health & Safety Plan for the Construction Phases of the Project (CPHSP) will be prepared. This will be based on the works identified by the client's requirements - whether written or verbal. These will usually be defined by drawings, tender and specification documents based on the extent of the works ordered and requested by the client or employer. Information and guidance will be gained from any available source to ensure that the CPHSP is prepared using the latest and most accurate information available. Grimsby Fish Market Enterprises Ltd will prepare and co-ordinate or will contribute to the CPHSP as commensurate with our status within the project hierarchy.

In appropriate circumstances, a Health & Safety File (HSF) will be maintained on site. This will include information relevant to the project such as, but not limited to, tender document, drawings and schedule, specification and bill of quantities, diagrams, charts, plans, manufacturer's leaflets & brochures, programme of works, etc. The HSF will be maintained on site and will be available to any interested parties for inspection upon reasonable request.

New persons arriving on site will be expected to familiarise themselves with its contents.

Such persons should contribute any salient comments or additions to the HSF, which will be incorporated and included in the file.

4.19.8 Once the project is completed, final updating of the HSF will be ensured. Any revised 'as fitted' drawings, new circuit charts will be cross checked for veracity prior to inclusion in the file. Leaflets with information on spare parts or recommended maintenance procedures from manufacturers may be included where possible. Test routines and planned maintenance will be advised where unusual. The entire document will be handed over to the CDM Coordinator for checking and passing on to the Client / Building End User.

#### 4.20 Minor Works and Lone Working.

4.20.1 The following procedures are to be adopted by all operatives and Supervisors involved in minor works.

The Risk Assessment can be carried out by the Contract Manager, Supervisor or Operative.

The typical procedure shall be:

Arrive at the works location and advise the occupants (or Client's Representative or Customer) of arrival, if an unoccupied site, advise Line Manager of arrival and the estimated departure time.

Request to inspect the site's asbestos register, if clear, proceed, if in doubt seek advice from your line manager or Safety Manager (High Risk).

Assess the works with the Clients' Representative, if an unoccupied site, carry out Risk Assessment on own.

Carry out Risk Assessment with Clients' Representative (on Form 17 if Medium or Low Risk, by Method Statement if High Risk). If in doubt liaise with your Line Manager, who will produce the necessary Method Statements.

Agree any site-specific site requirements with Clients' Representative and incorporate into Risk Assessment.

Carry out the works in the agreed manner.

When the works are complete, advise the Clients' Representative of completion, if an unoccupied site, advise your Line Manager of departure, leaving the top copy of Form 17 with the Client's Representative.

Return Risk Assessment paperwork to office for collation with job file.

4.20.2 Each operative involved in minor works shall be issued with a file containing the following, as a minimum:

Any specific operating procedures or requirements.

A copy of Grimsby Fish Market Enterprises Ltd s' Health and Safety Policy & Procedures Document.

A copy of the Grimsby Fish Market Enterprises Ltd s' Standard Construction Phase Health & Safety Plan.

Blank Risk Assessment Forms & guidance for completion.

Telephone Numbers of relevant Grimsby Fish Market Enterprises Ltd s' contact points i.e. Health & Safety Manager / Advisors.

Copy of Grimsby Fish Market Enterprises Ltd s' insurance Certificates.

Accident Report Forms (These are included in Health & Safety Plan).

First Aid Kit.

Where Permit to Work is in operation, the necessary paperwork to achieve Client requirements.

4.20.3 Where subcontractor labour or specialist services are utilised, the same procedure should be followed and the Risk Assessment returned to Grimsby Fish Market Enterprises Ltd s attached to the invoice for payment.

4.20.4 Before the commencement of any activity it is the responsibility of the Operative to ensure they have read, understand and are able to comply with the requirements of the Risk Assessment or Method Statement.

4.20.5 Risks are to be assessed as High-Medium-Low, Medium and Low Risks should be assessed on Form 17; High Risks should be assessed by a job specific Method Statement.

#### 4.21 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

##### 4.21.1 Standards Required

Regulations that cover the control and the safe use of all materials, chemicals and substances, are covered by The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (with amendments 2003 & 2004).

General guidelines to be applied are covered in the Health and Safety Executive (HSE) Guidance Notes of which there are a great variety published. Those more specific to the construction industry, include:-

L5 Control of Substances Hazardous to Health Regulations 2002:

ACOP & Guidance

EH44 Dust: general principles of protection

EH54 Assessment of exposure to fumes from welding and allied processes

L101 Safe work in confined spaces

GS46 In-situ timber treatment using timber preservatives

IND(G) 297 Safety in gas welding cutting and similar processes

IND(G) 233 Preventing Dermatitis at Work: advice for Employers and Employees

No assessment should be carried out without reference to:

EH40 Occupational Exposure Limits

Additional information is contained in Construction Summary/Information Sheets (Health and Safety Executive (HSE)).

##### 4.21.2 Planning Procedures

All work will be planned to take the above standards into account. The Company will provide written assessments for all those products that have been assessed as hazardous to health. Where necessary the Company will request Safetwork Ltd to assist them in making the necessary assessments. Before work starts, the Contracts Manager will ensure that any special protective clothing, or equipment, required is available for use on site.

##### 4.21.3 Supervision

The Site Manager will ensure that, before operatives are set to work, they are instructed in the safe use of any product they are using in accordance with the written assessment. He will take into account the

circumstances and conditions in which the substance is being used when instructing the workforce. He will ensure that any necessary protective clothing or equipment is provided and used.

#### 4.21.4 Safe System of Work

Managing hazardous substances, and complying with The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended 2004), requires the Company to take the following steps to comply with the regulations:-

Identify the problem.

Assess it, measure it, get some idea of the scale.

Consider:

The hazardous properties of the substance

Health affects as identified by the supplier

The level, type and duration of the exposure

The circumstances of the work and amount of substance involved

Limits on exposure from statutory guidance

Decide on the method of solving the problem, preferably by minimising exposure but considering:

The effect of preventative and control measures

The results of any health surveillance

The results of monitoring the exposure

Any other information relevant

Implement the chosen method of solving the problem

Check that the method is being implemented properly and monitor the outcome

If necessary develop procedures, provide information and establish warning systems to deal with emergencies involving hazardous substances

#### 4.22 NON-ENGLISH SPEAKING PERSONNEL

##### Summary

The Management of the Health and Safety at Work Regulations 1999 requires the company to provide its employees with understandable and relevant information on the risks to their health and safety and on the precautions to take to avoid these risks.

Understanding English where changing conditions often require quick reactions through verbal communications may be critical and the inability to speak or understand English will create a high risk to health and safety.

However, a blanket refusal to consider non-English speaking applicants for any vacancies or activities will almost certainly be in breach of the provisions of the race relations legislation, which is fully recognised by the company.

This policy/procedures document is therefore intended to protect the health and safety of non-English speaking personnel employed by the company and others who may be affected, including staff, visitors and members of the public.

Whilst ensuring that they are not unfairly discriminated against, it should be noted that this policy does not only apply to foreign nationals, as British nationals may also experience difficulties with literacy and their communication skills may also be poor.

Information will be provided by the company to take account of any language difficulties. This will be provided in whatever form most suitable to the circumstances to ensure that it is understood by everyone, special arrangements will be made for employees or workers with little or no understanding of spoken or written English.

##### Risk Assessment

As with all health and safety hazards, the first step is to carry out a risk assessment. This will assess the risks of the task associated with the fact that the individual does not speak and/or understand English. The company will identify any individual that does not speak English, or does not understand English. The company accepts that these are two very different issues; many people find it easier to understand a second language before they can speak it with a degree of fluency. From the consequences of not being able to understand the safety induction to the inability to communicate danger to others on site, the company intends to assess the risk of each activity identified where the ability to understand and speak English is critical and where it is not.

The company will monitor the new and unexpected potential dangers and ensure that they are communicated to those individuals that do not speak or understand English.

#### Risk Reduction

The company have identified that the most effective method of reducing the risk is to have all non-speaking English workers in small groups with a supervisor to act as an interpreter. Where this procedure is implemented the supervisor will remain with the group at all times to deliver routine instructions and briefings, and generally act as the liaison officer with the rest of the team.

Where possible, the groups will be on a one to one basis allowing for any absenteeism of the interpreters/team supervisors which would mean that the teams could double up and still be at a manageable level.

Many of the company's activities are of low risk; where this is the case risk assessments and method statements will be produced in English and passed to the interpreter/supervisor for translation and briefings to the non-speaking personnel. Where the risk is significantly greater, risk assessments and method statements will be translated into the appropriate languages.

#### Integration of Non-English Speaking Personnel

The company, as a policy, will not allow lone working or allocate safety critical roles for non-English speaking personnel.

All non-English speaking personnel will be allocated low risk work wherever possible. Internationally recognised pictorial warning signs will be used within the work area wherever possible.

Additional training will be given and time allowed for the training of Non-English speaking personnel.

Non-English speaking personnel will receive a greater degree of supervision.

This policy will be monitored and reviewed annually by the company in line with its general procedures

#### FOOD SAFETY POLICY STATEMENT

Grimsby Fish Market Enterprises Ltd acknowledges its responsibilities under the Food Safety Act 1990, The Food Hygiene (England) Regulations 2006 and the regulations made there under. We are committed to ensuring compliance with the Food Safety Act 1990 and all relevant legislation.

Grimsby Fish Market Enterprises Ltd recognises and accepts the need for a positive attitude to food safety and hygiene. In doing so it will take all necessary steps to ensure that its employees manage their activities to the highest standards.

Grimsby Fish Market Enterprises Ltd has implemented a food safety system, which will be reviewed periodically and whenever the business operations change.

#### PRINCIPLES OF CONDUCT

In order to achieve the objectives of its policy statement, Grimsby Fish Market Enterprises Ltd will:

Co-operate fully with all enforcement authorities to achieve high quality food safety management.

Encourage and facilitate suitable training of all food handlers to appropriate levels of skill and knowledge.

Encourage and assist managers and staff to work closely with the relevant enforcement authorities to ensure a safe food business.

Involve managers and staff in ensuring that all risks to food safety are identified and eliminated or reduced to a controlled level.

#### ORGANISATION

The manager has a responsibility for formulating the policy and direction of food management within the Company.

The implementation of the food safety policy is the responsibility of the appointed manager or the acting manager in his/her absence.



It is the responsibility of the manager to ensure all food handlers receive adequate training as prescribed by the regulations. Upon induction all food handlers must be shown key systems of this policy

Grimsby Fish Market Enterprises Ltd carefully selects suppliers of food and materials, agreeing with them, specifications, and storage and delivery procedures. It is the responsibility of the manager to ensure that all food purchased and used comes only from a nominated and approved source, thus securing the highest standards of food safety.

#### ARRANGEMENTS

As an aid in its drive for the highest possible standards, the Company, will require the manager or acting manager to undertake daily/weekly audits and the senior manager to complete monthly audits.

Guidance, appropriate to the needs of staff, will be given to help ensure that good hygiene practices are employed.

i.e.:

Knowing which steps in their activities are critical for food safety.

Ensuring that Grimsby Fish Market Enterprises Ltd due diligence systems are followed, in-place and maintained.

