



**ShireProjects**

# **Health & Safety Policy Manual Shire Projects Limited**

Form No PO1  
Issue No: 02  
Issue Date: 11/08/20  
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**ShireProjects**

# **Health & Safety Policy Manual**

**Prepared in accordance with section 2(3) of the Health  
& Safety at Work etc Act 1974**

## Health & Safety Policy Manual

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**Shire Projects Ltd**



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## Issue Record:

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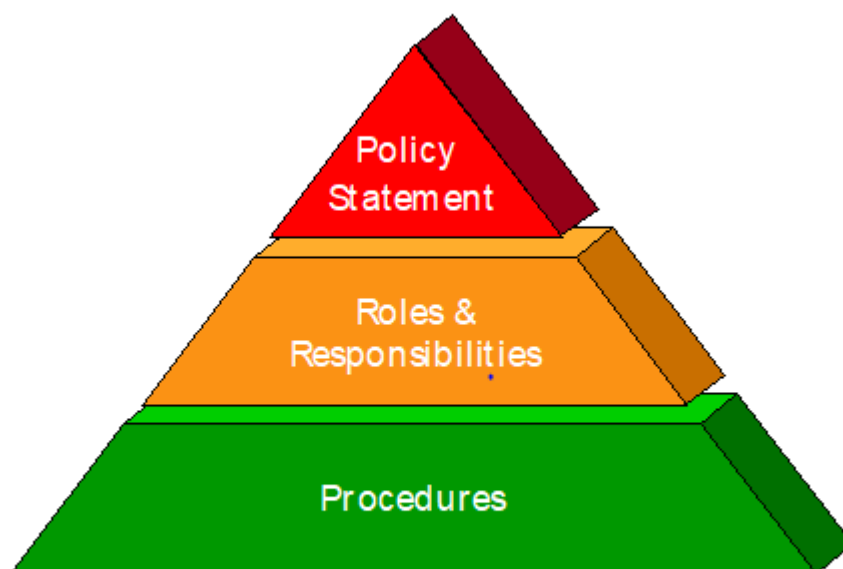
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02	New Policy Statement completed and signed	P7	11/08/2020
02	Updated SWP	P14,23,25,31	11/08/2020

## i Introduction

In accordance with the Health and Safety at Work etc. Act 1974, Shire Projects Ltd has produced a Health and Safety policy statement, together with an Environmental policy statement. These policies apply to the entire operations of Shire Projects Ltd.

## ii Policy Structure

The Policy provides a documented, structured approach detailing Shire Projects Ltd's commitment to preventing injury and protecting the environment. The Policy comprises of three main elements:



## iii General Statement of Intent

This details the Company's aims and objectives for health & safety and the environment. In other words what Shire Projects Ltd wants to achieve.

## iv Roles and Responsibilities

The successful implementation of the Policy relies upon the commitment and actions of every employee within the Company. This part of the Policy details the various roles and minimum responsibilities that individuals have in order to help deliver the aims and objectives of the Policy. Every employee is accountable for ensuring delivery of the responsibilities appropriate to their role.

The generic titles for the roles within the Policy are:

- ◆ Employee / Labour only Sub-Contractor



- ◆ Supervisor;
- ◆ Company Owner/Director.

## **v Procedures**

These document the practical standards and procedures to follow when implementing the Policy. They set the health, safety and environmental operating standards of Shire Projects Ltd.

## **vi Distribution of Policy Statements**

The Managing Director (or designated person) shall communicate the content and ensure that each member of staff has a personnel copy of the Policy Statements and responsibilities. The issue of these documents will be formally recorded. They shall also ensure that members of staff are aware of, and have access to, the relevant standards and procedures for the work they carry out.

Where third parties request a copy of any policy statement they shall be copied in their entirety with the staff and management responsibilities together with the appropriate cover sheet.



## 1.0 General Statement of Intent

### Health & Safety Policy Statement

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#### **(1) STATEMENT OF GENERAL POLICY WITH RESPECT TO HEALTH AND SAFETY AT WORK OF ALL PERSONS IN ACCORDANCE WITH THE PROVISIONS OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.**

This document sets out the policy, organisation and arrangements for the Implementation of Shire Projects Limited as regards the safeguarding of the health and safety of all persons in connection with the operations of the Company.

#### **(1) POLICY**

1. It shall be the responsibility of all persons to ensure that the provisions of the Act are carried out.
2. The Company shall provide and maintain plant and systems of work that are so far as reasonably practicable, safe and without risk to health.
3. The Company shall provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all persons.
4. The Company shall so far as is reasonably practicable, as regards any place of work under its control, ensure the maintenance of it in a condition that is safe and without risk to health, and the provision and maintenance of access and egress from it that are safe and without such risks.
5. It shall be the duty of all employees and sub-contractors, to be aware and carry out their defined responsibilities.
6. Employees and sub-contractors shall take all reasonable care for the health and safety of themselves and all other persons who may be affected by their acts or omission at work.
7. Failure to observe the policy and the provisions of the Act will result in prosecution.  
NOTE: Employees are also liable for the penalties in the event of their non-compliance with the Act.
8. The Directors and Managers fully support this policy and will provide every assistance to ensure its effectiveness.

Signed: 

Name: Tom Mickleburgh

Position: Director

Date: 11th August 2020



## 2.0 Organisation and Responsibilities

This section of the Health and Safety Policy deals with the Company's organisation for the Health and Safety of all staff and the responsibilities allocated to each member of staff, to ensure that the Company operates effectively.

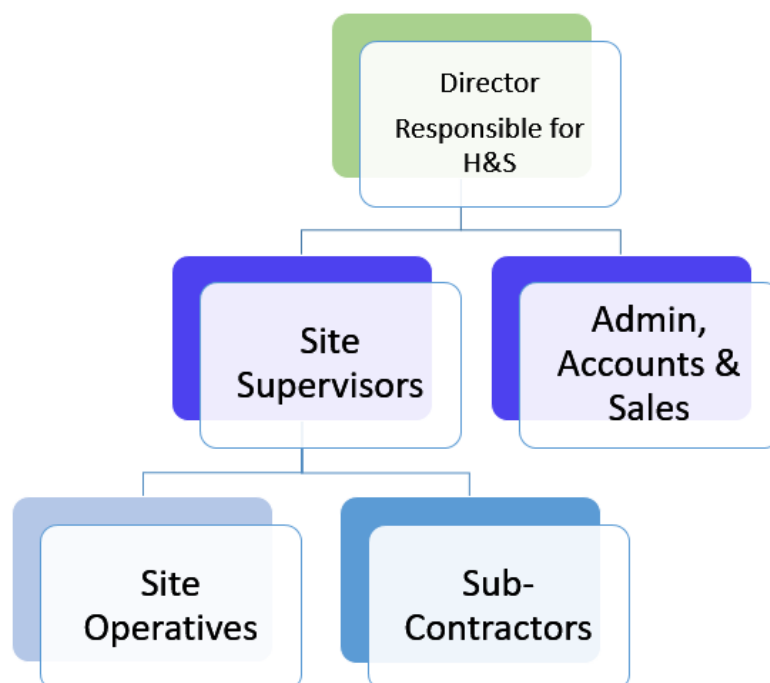
### 2.1 Organisation

The effectiveness of the Safety Policy is dependent on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Managing Director of Shire Projects Ltd; however specific duties are delegated to others according to their position, experience and training.

As Health and Safety is a matter of concern for all company employees, it is the Company's aim to encourage employees to participate and to willingly take ownership for their specific responsibilities, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development. Shire Projects Ltd has adopted a safety management system throughout the Company.

### Shire Projects Ltd Organogram





## 2.2 Responsibilities

### *Further information*

- *Construction Site Safety* (GE 700) – Modules A1, A6, B3, B10, B7 and E4
- *Site Safety Simplified* (GE 706) – Section 1

### 2.2.1 Director

Director responsible for Health & Safety are to:-

- Initiate and promote the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that he administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure information relating to accidents is reviewed, where appropriate investigated and targets are set for accident reduction.
- Sanction the necessary resources for adequate equipment, training and all other matters of Health and Safety to meet the requirements of the Company Policy.
- Ensure that appropriate training is given to all staff as necessary.
- Promote liaison on Health and Safety matters between the Company and any third party working for, or on behalf of, the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Arrange & attend regular meetings with the appropriate personnel to discuss Company accident prevention (including investigation), performance, possible improvements etc.
- Insist that sound working practices are observed throughout all company activities, as laid down by relevant Codes of Practice and ensure that work is planned and carried out in accordance with the statutory provisions.
- Support arrangements for resources and facilities to meet the requirements of the Company Policy.
- Ensure that each manager administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.

- Ensure that appropriate training is given to all staff as necessary.
- Carry out regular inspections of the workplace on an ongoing basis to ensure a safe working environment is maintained.
- Responsible for monitoring materials/substances that come under the Control of Substances Hazardous to Health Regulations that the Company uses or which Company employees may be subjected to.
- Ensure that Company employees are aware of any client's safety requirements and that such requirements are complied with.
- Ensure that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported in accordance with this Policy.
- Ensure the SMS is regularly audited and suitable actions are taken to remedy any findings
- Advise on matters of Health and Safety from any employee (taking advice where required) and advise on any decision made.

## **2.2.2 Site Manager**

The responsibilities of the Site Manager are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage and know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure that all staff/employees/self-employed/sub-contractors working on construction sites, receive site safety induction before works commence on site and are given tool box talks as works progress.
- Ensure that Risk Assessments and where necessary Safety Method Statements for works are undertaken on construction sites.
- Ensure that, in accordance with the Manual Handling Regulations, risk assessments are completed on loads required to be lifted and where reasonably practicable provide mechanical handling aids or reduce the loads required to be lifted manually.
- Ensure all visitors to construction sites receive site safety induction, have the appropriate PPE and are escorted where appropriate.
- Ensure that all site operatives under their supervision wear all appropriate safety clothing and equipment and are competent to undertake the work required of them
- Instruct Company personnel on any Risk Assessment and Safety Method Statement prepared on their behalf for the works to be undertaken and ensure they are understood and fully complied with.
- Ensure that any plant equipment supplied to operatives is in date for any statutory inspections or tests and that the operative is competent to use the equipment supplied.



- Ensure that all electrical equipment used on site is reduced voltage (110v) unless specifically authorised by the Director
- Support the Managing Director, Director(s) and Senior Managers in the implementation of this policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.
- Ensure that details of accidents that may occur are recorded in the Company Accident Book and that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported in accordance with this Policy.

**For guidance on action to be taken in the event of an accident, contact High Care Health & Safety Ltd**

### 2.2.3 All Managers and Supervisory Staff

Any member of staff giving instructions to either another member of staff or any third party acting for or on behalf of the Company must ensure that : -

Generally

- The person receiving the instruction has been inducted (Company staff only) and is aware of the Company's Health and Safety Policy. They should also ensure that the person is capable and competent to complete the task.
- They are aware of the requirements of any risk assessment completed for the work and if necessary either complete or ensure a specific risk assessment is completed before the work commences.
- A visual inspection of electrical or mechanical equipment has been completed prior to its use.
- Staff required to use Company equipment are trained in its use and do not attempt to carry out any repairs.
- The necessary fire-fighting equipment is available.
- First aid facilities are available.
- All accidents and incidents are reported in accordance with this Policy.
- All staff work safely and do not take unnecessary risks.
- All necessary welfare provisions are provided and maintained.
- Any third party acting for or on behalf of the Company does so in accordance with the Company Health and Safety Policy and does not put themselves or any other person at risk by their actions or omissions

### 2.2.4 All Employees – General Requirements

The attention of all employees is drawn to their responsibilities under the **Health & Safety at Work etc. Act 1974**. These include the following in particular: -

- It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.

## Health & Safety Policy Manual

- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.
- Ensure that they undertake site Risk Assessment before commencing work on new properties / sites

Employees are reminded that a breach of safety procedures could result in disciplinary action being taken by the Company, and that provision is made in the **Health & Safety at Work etc. Act 1974** for certain breaches to be actioned by the Health & Safety Executive.

Employees shall: -

- Read and understand the Company's Health and Safety Policy and carry out their work in accordance with its requirements.
- Abide by all of the requirements of the Company driving policy, if driving a vehicle on Company business.
- Use the correct equipment for their job and not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training. Further, any defects in office equipment or machinery must be reported immediately to their supervisor.
- Wear protective clothing and safety equipment where required and as instructed.
- Report immediately to their Supervisor any defective equipment.
- Work in a safe manner at all times.
- Not take unnecessary risks that could endanger themselves or others.
- If possible, remove any hazards themselves or report them immediately to their supervisor.
- Not use equipment for work for which it was not intended, or if they are not trained or experienced in its use.
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury, nor attempt to reach items on high shelves unless using steps or a properly designed hop-up. Do not improvise or climb.
- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not play dangerous practical jokes or indulge in "horseplay" in the work place.
- Report to their Supervisor any person seen abusing welfare facilities.
- Find out from their supervisor the location of the First Aid Box and who the First Aiders are. Report any injury they receive as a result of an accident at work, even if the injury does not stop them working.
- Suggest safer methods of working.



## 3.0 General Arrangements

### 3.1 Consultation with Employees

The Company recognises its duties and responsibilities under various legislation to consult with its employees on matters regarding health, safety and welfare. This will be achieved via regular site one to one or group discussions with the Site Supervisors and Managing Director. Currently Shire Projects does not have a Health & Safety Committee but operates an open door policy. Regular tool box talks are undertaken and at the end of the tool box talk an open discussion takes place where any ideas, concerns are aired.

#### 3.1.1 Staff Meetings

Directors, Managers and Supervisors are to ensure that health and safety is regularly included in Departmental Meetings; any employee can request to include a specific health and safety related item in a Departmental Meeting. Significant items from these meetings must be brought to the attention of the Managing Director.

### 3.2 Provision of Information

Information will be provided to employees and sub-contractors in the most appropriate format including training; statutory and any other useful posters; safety bulletins; staff notice boards and by informal meetings and discussions.

### 3.3 Training

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

All training will be mandatory with records of any training being kept. Employees are encouraged to inquire about suitable training where they feel it would be beneficial.

The Company believes that effective training is essential to the maintenance and improvement of the Company and individual performance.

The Company aims: -

- To ensure that personnel are trained to the agreed standard of performance required to meet the business needs of the Company.
- To improve the level of individual performance in the current position.
- To enable individuals to acquire additional knowledge and learn new skills to enable them to develop their careers and to adapt to changing circumstances.

#### 3.3.1 Induction Training

- Induction training shall be arranged for individuals employed by, or working under the control of, the Company as follows:
- On commencement of employment - a general guide to the controls and procedures in force at that time, including the Company Safety Policy, emergency procedures, means of sounding the alarm, lines of communication and disciplinary procedures.
- Safety inductions are in addition to any other health and safety related training and records will be maintained of all inductions and attendees.



### 3.3.2 Job Specific Training

- Training requirements will be identified on initial employment and will be reviewed after the completion of the individual's first three months of employment. Training is also discussed during the employee appraisal which is completed annually.
- Where employees are required to carry out specific tasks (e.g. manual handling, working with display screen equipment, etc.) they will be provided with the necessary training.
- The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

### 3.4 Accident and Ill Health

#### *Further information*

- HSE – L73 Guide to RIDDOR
- HSE – INDG344 – The absolutely essential health and safety tool kit
- HSE – HSG245- Investigating accidents and incidents

SWP 01

#### 3.4.1 First Aid

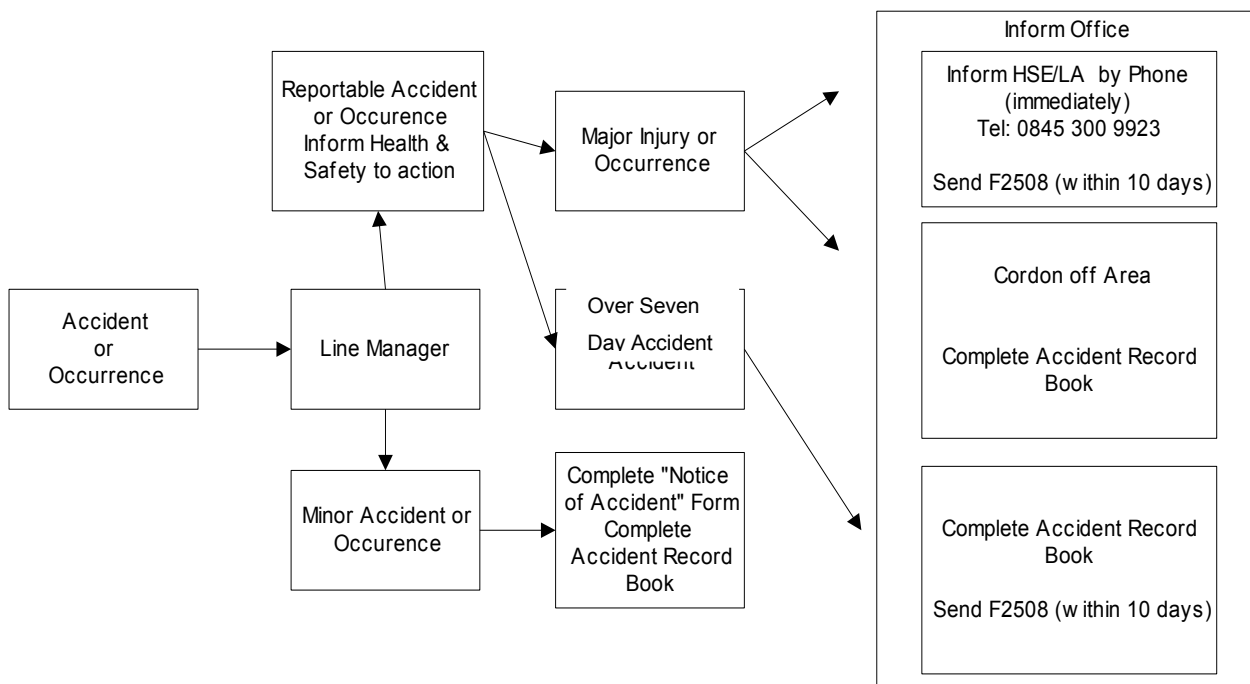
##### *Further information*

- HSE – INDG214 First aid at work
- HSE – INDG347 Basic advice on first aid at work
- The Health and Safety (First Aid) Regulations, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each workplace.
- To allow for holidays, sickness, etc. the Company will take all reasonable measures to ensure that there are at least two trained first aiders (Appointed Persons); one will be present at all times.
- First Aid boxes to the specification of the Approved Code of Practice will be kept within the office. The Office Manager will ensure that the First Aid box is adequately maintained at all times.
- The Company recognises that there are differences in the first aid provision it can reasonably provide for office and construction site based staff, dependent on the works and the size of the construction site. The Company will ensure that an assessment of the first aid requirements on construction sites is assessed on a site-by-site basis and provide appropriate first aid facilities. This meets the requirements of the Company's general assessment but if for any reason a Site Supervisor requires additional/specific first aid equipment, they should inform Shire Projects Managing Director.

#### 3.4.2 Reporting Procedure



## **Accident Reporting Procedure**



- All injuries to employees resulting from an accident whilst at work, however minor, will be reported to the employee's Line Manager, who will ensure that a record is made in the Accident Report Book. This also applies to injuries received by members of the public/visitors whilst on Company-controlled premises.
- All near misses and dangerous occurrences are to be reported in order that a serious or fatal injury can be avoided, by learning from the events and prevent re-occurrence.
- Accidents involving Contractors carrying out works on the Company's behalf must be reported to ensure the Company can take any necessary action and where required put preventative measures in place.
- All fatalities, major injuries, dangerous occurrences, reportable diseases and other accidents notifiable under the Reporting of Diseases and Dangerous Occurrences Regulations (RIDDOR) will be reported to the relevant Enforcing Authority via the incident contact centre by Shire Projects. Form 2508 will be completed and sent within 15 days (on-line)
- The Shire Projects Managing Director (or delegated person) is to ensure that all notifiable accidents on construction sites and within the office are reported in the appropriate manner.
- The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures.

## 3.5 Fire and Emergency Procedures

### *Further information*

- HSE – HSG168 Fire safety in construction work
- Fire Protection Association – Fire Prevention on Construction Sites

Fire precautions will be provided and maintained to the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The Construction (Design and Management) Regulations 2015 impose duties with regard to the safe operation of construction sites on designers, the (health and safety) co-ordinator, the principal contractor and other contractors. In the majority of instances Shire Projects will not be a Principal Contractor, either a Sub-Contractor or a single Contractor on a site or within domestic premises.

These duties extend to minimising the risk of fires and ensuring that, if a fire should occur, it can be correctly dealt with. Fire should be one of the hazards covered in a fire safety plan that will form a part of the construction phase health and safety plan.

### Key points

- The risk of fire is greater during the construction, refurbishment or demolition of buildings than at any other time.
- The Regulatory Reform (Fire Safety) Order 2005 is the prime piece of fire safety legislation in England and Wales and the Fire (Scotland) Act 2005 in Scotland.
- Fire extinguishers, emergency lighting, fire alarms and fire signs must comply with current British Standards.
- The 'responsible person' must ensure that the premises and site comply with all legislation to ensure the safety of 'relevant persons'. The HSQE Manager will fulfil this position and seek advice if required.
- Fire risk assessments must be carried out, reviewed and acted upon.
- Sources of fuels, such as bonfires, LPG cylinders and building materials, should be identified.
- In addition to the usual sources of ignition, such as smoking, cooking and heating appliances, operations involving welding and cutting should be supervised and security risks such as trespassers, vandals and waste disposal should be monitored.
- Fire alarms, emergency lighting, fire-fighting equipment, signage, fire safety procedures, emergency plans and staff training should keep in step with the progress of building works so that all areas are adequately covered throughout all stages of development.
- The simplest fire procedure is as easy as A B C =
  - Raise the **alarm**
  - Call the fire **brigade** (fire and rescue service)
  - Evacuate **clients** and **colleagues**.

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.



Field-based staff such as Site Supervisors, Site Operatives etc, must ensure they are aware of any fire and emergency procedures that are in place for premises they visit on behalf of the Company.

### 3.5.1 Emergency Evacuation Procedures

The Company will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Carry out a fire risk assessment.
- Instigate procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
- Ensure the emergency services are summoned when an incident is reported.
- Check all emergency exits daily.
- Check fire alarms weekly and record the results.
- Ensure access and exit routes are kept free of obstruction.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site and within the offices.

Access and egress routes must be kept free of obstruction at all times. Clear signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of emergency fire fighting equipment.

### 3.5.1 Assessments

The Company will arrange for the necessary "Fire Risk Assessments" to be carried out on their Company premises. Appropriate actions will be instigated as a result of these assessments and a record of all significant findings of these assessments will be kept and made available as required

## 3.6 The Management of Health and Safety at Work

### *Further information*

The regulations cover the management of health and safety and apply to everyone at work, regardless of what the work is. They require employers to plan, control, organise, monitor, and review their work. They have specific requirements for items/activities such as:-

- Risk Assessment
- Principles of prevention
- Health and safety arrangements
- Health surveillance
- Health and safety assistance
- Procedures for serious and imminent danger and for danger areas
- Contacts with external services
- Information for employees
- Co-operation and co-ordination
- Capabilities and training

- Employees duties
- Temporary workers
- Risk assessment in respect of new or expectant mothers
- Health and safety of non-English speaking personnel on construction sites
- Protection of young persons
- Provisions as to liability

The Company takes seriously its obligations under these regulations and will ensure that the regulations are fully complied with.

### **3.6.1 Risk Assessment**

#### *Further information*

- HSE – HSG163 (Rev4) A brief guide to controlling risks in the workplace

The regulations require employers and self-employed persons to make suitable and sufficient assessment of the risks to workers and any others who may be affected by their undertakings and to record the significant findings of that assessment. Other regulations e.g. COSHH, Asbestos, Lead etc also contain requirements for risk assessment which are addressed specifically to the hazards and risks that are covered by those regulations.

An assessment made for the purpose of such regulations will cover in part the obligation to make assessments under this regulation. – Form GEN 01.

### **3.6.2 Health and Safety Arrangement**

This regulation requires employers to have arrangements in place to cover Health and Safety.

Shire Projects Ltd has adopted the OHSAS 18001 system for its Health & Safety Management System (SMS) – not externally accredited.

To assist Shire Projects Ltd in implementing the requirements of the policy it has produced a full H&S Policy, Environmental Policy & Quality Policy & SSOW. Shire Projects Ltd has also identified responsible persons and ensured sufficient organisational arrangements for implementing the policy is in place.

Performance monitoring for continual improvement is done by the HSQE Manager by analysing data from accidents / incidents, interrogating site audits and feedback from site operatives, site managers & our clients. Findings from this will then be presented in the management meeting for suitable actions / objectives to be set.

### **3.6.3 Health Surveillance**

#### *Further information*

<http://www.hse.gov.uk/health-surveillance/>

Risk assessment will identify circumstances in which health surveillance is required by specific regulations (e.g. COSHH, Asbestos) or because works activities undertaken by the Company require health surveillance. Shire Projects Ltd will monitor the requirement for a health surveillance programme on its operatives for HAVS and work related hearing loss & are now using specific Health surveillance forms and questionnaires.

### **3.6.4 Health and Safety Assistance**

Employers must have access to competent help in applying the provisions of health and safety law, including these regulations and in particular in devising and applying protective measures. In order to comply with the requirements of this regulation Shire Projects Ltd has appointed a Health & Safety Consultant to assist the Company in complying with all statutory requirements under health and safety legislation.

Contact Number: 01457 512700 / Mobile: 07930724198 / E-Mail: bryony@hchas.co.uk

### **3.6.5 Procedure for Serious and Imminent Danger and for Danger Areas**

Employers need to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise. The aim is to set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases, particularly on construction sites, it might mean some of, or the entire, workforce moving to a safer part of the workplace. Shire Projects Ltd' emergency procedures meet the requirements of this regulation.

### **3.6.6 Contacts with External Services**

Employers must ensure any necessary contacts with external services are arranged, particularly as regards to first aid, emergency medical care and rescue work. Shire Projects Ltd ensures that contact is made with external services as and when necessary in order to fully comply with the requirements of this regulation.

### **3.6.7 Co-operation and Co-ordination**

Employers and the self-employed have obligations under the **Health and Safety at Work Act 1974** towards anyone who may be put at risk by their activities. Where the activities of different employers and self-employed persons interact they may need to co-operate with each other to ensure their respective obligations are met, Shire Projects Ltd will fully comply with the requirements of the regulation.

### **3.6.8 Capabilities and Training**

When allocating work to employees, employers should ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. Employers should take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is required, it should be provided.

### **3.6.9 Risk Assessment in Respect of New or Expectant Mothers**

Employers are required to assess the risk to the health and safety of women who are pregnant, have recently given birth, or who are breast feeding. They are to ensure workers are not exposed to the risks identified by the risk assessment, which could present a danger to their health and safety.

If a new or expectant mother works at night and has a medical certificate stating that night work could damage her health or safety, the employer must either offer her daytime work if any is available or, if that is not reasonable, give her paid leave for as long as necessary to protect her health and safety.

Employers are required to fulfil the above duties only where the employee has notified them in writing that she is pregnant, has given birth in the last six months, or is breast feeding.

### **3.6.10 Health and Safety of Non-English Speaking Personnel on Construction Sites**

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Employers are required to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided that takes into account any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone.

For employees or workers with little or no understanding of spoken or written English, employers and those in control may need to make special arrangements. Ultimately, if a contractor decides to engage workers who cannot speak and/or understand English the situation will have to be managed.

This could be achieved by the employment of a bilingual supervisor who, in the appropriate language, can give information, instructions, training and supervision. If a contractor is responsible for engaging workers who cannot speak English then the principal/main contractor should ensure that the contractor provides suitable translators. Equally, the same criteria will need to be implemented on other smaller sites.

## 3.6.11 Protection of Young Persons ([See 3.16](#))

### *Further information*

- HSE – HSG346 Young people and work experience

Employers are called upon to consider the special nature of young persons, due to their lack of experience, lack of knowledge of risk and the fact they are not fully mature. To that end young persons are normally prohibited from work:-

- Which they cannot cope with physically, or psychologically
- Involving harmful exposure to hazardous substances including radiation
- Involving the risks of accidents resulting from insufficient attention to safety or lack of experience or training
- Where their health is at risk from cold, heat, noise or vibration

These regulations require specific risk assessments for young persons under the age of 18 years. Shire Projects Ltd will complete a specific risk assessment in the event that they employ a young person.

These restrictions are not intended to prevent the employment of young persons on work which is necessary for their training, provided he/she is supervised by a competent person and any risk has been reduced to the lowest level which is reasonably safe.

## 3.7 The Workplace (Health, Safety & Welfare)

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The Company will ensure that necessary facilities are provided within their office and will instigate a procedure that ensures that all the facilities and equipment are maintained to the required standards, through regular inspections. (e.g. testing of electrical equipment, pressure vessels, etc.)

All employees are reminded that Health and Safety is everyone's responsibility and everyone has a duty of care to themselves and to those with whom they work, to keep the working environment in a clean, tidy and safe state.

The Company will provide working conditions in accordance with guidance to the regulations.

## 3.8 Construction (Design and Management) Regulations 2015

### *Further information*

- HSE – L153 CDM Guidance.

These Regulations concern occupational health, safety and welfare in construction. They place duties in relation to management arrangements and practical measures on a range of construction project participants, including clients, designers and contractors.

The Construction (Design and Management) Regulations 2015 is the cornerstone of construction design and management from a health, safety and welfare standpoint and they came into force on 6 April 2015. It replaces The Construction (Design and Management) Regulations 2007, The Construction (Design and Management) Regulations 1994 (as amended) and The Construction (Health, Safety and Welfare) Regulations 1996 (as amended) it also amended The Workplace (Health, Safety and Welfare) Regulations 1992 (as amended) with the effect that some of those regulations also now apply to construction sites;

NOTE: The regulations introduce some significant changes when compared with what was previously required under The Construction (Design and Management) Regulations 2007.

The overall concept is to improve health and safety standards on site without creating unnecessary paperwork and bureaucracy.

If a project is notifiable, work must not start until a F10 (Rev) document has been issued by the PD or Client and must be displayed on site.

### Summary of Duties under the CDM Regulations 2015

CDM Dutyholders* – Who are they?	Main duties – What they need to do
<b>Commercial Clients</b>  -Organisations or individuals for whom a construction project is carried out that is done as part of a business.	Make suitable arrangements for managing a project, including making sure: <ul style="list-style-type: none"> <li>• other dutyholders are appointed as appropriate</li> <li>• sufficient time and resources are allocated</li> </ul> Make sure: <ul style="list-style-type: none"> <li>• relevant information is prepared and provided to other dutyholders</li> <li>• the principal designer and principal contractor carry out their duties</li> <li>• welfare facilities are provided</li> </ul>
<b>Domestic Clients</b>  -People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business	Though in scope of CDM 2015, their client duties are normally transferred to: <ul style="list-style-type: none"> <li>• the contractor for single contractor projects</li> <li>• the principal contractor for projects with more than one contractor</li> <li>•</li> </ul> However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.

<b>Designers</b>  - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction</li> <li>• the maintenance and use of a building once it is built</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<b>Principal Designers</b>  -Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks</li> <li>• ensuring designers carry out their duties</li> </ul> <p>Prepare and provide relevant information to other dutyholders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<b>Principal Contractors</b>  -Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• preparing the construction phase plan PDF</li> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided</li> <li>• reasonable steps are taken to prevent unauthorised access</li> <li>• workers are consulted and engaged in securing their health and safety</li> <li>• welfare facilities are provided</li> </ul>
<b>Contractors</b>  -Those who carry out the actual construction work, contractors can be an individual or a company.	<p><b>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</b></p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single contractor projects, prepare a construction phase plan</p>
<b>Workers – Those working for or under the control of contractors on a construction site.</b>	<p><b>Workers must:</b></p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare</li> <li>• take care of their own health and safety, and of others who might be affected by their actions</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety</li> <li>• cooperate with their employer, fellow workers, contractors and other dutyholders</li> </ul>

## 3.8.1 Falls of Persons

### Further information

- *Getting it Right at Height* (GE 710DVD)
- *A Head for Heights* (VID 071) (video)
- HSE – HSG150 Health and safety in construction
- L153 – Managing health & Safety in Construction

Either when a risk assessment identifies work at height or where work is over water, liquid or dangerous materials, edge protection consisting of the following will be provided:-

- Guardrail at a height of not less than 950mm
- An intermediate guardrail
- The space between the toe-board and guardrail or between any two guardrails must not exceed 470mm
- A toe-board that is at least 150mm high.

Safety nets, belts and harnesses must be used where it is impracticable to provide standard working platforms with guardrails and toe-boards.

### **3.8.2 Fragile Materials**

Fragile roofing materials including asbestos, glass, plastic, cement sheets and other similar brittle surfaces. Surface coatings or dirt may conceal the fragile nature of any roof covering, thereby giving a false appearance of solidity to glass, plastic, asbestos, etc. When working on, or passing over, fragile roofing materials, Company employees must use crawling boards so that the person's weight is on the board, never on fragile sheeting. At least two crawling boards should be used, one to support the person whilst the other is moved to a new position.

SWP: 06

### **3.8.2 Falling Objects**

Where necessary to protect people at work and others, take steps to prevent materials or objects from falling. Where it is not reasonably practicable to prevent falling materials, take precautions to prevent people from being struck, e.g. covered walkways. Do not throw any materials or objects down from height if they could strike someone and ensure equipment and materials are stored safely.

### **3.8.4 Excavations**

#### *Further information*

- HSE – CIS8 (REV1) Safety in excavations
- HSE – HSG185 Health and safety in excavations
- HSE – HSG47 Avoiding danger from underground services

Before digging any excavations it is the Company policy to ensure planning against the following is completed:-

- Collapse of the sides
- Materials falling onto people working in excavations
- People and vehicles falling into excavations
- People being struck by plant
- Undermining nearby structures
- Underground services
- Access and egress to the excavation
- Fumes

All necessary equipment needed such as trench sheets, props, baulks etc will be made available to employees working on excavations.

### **3.8.5 Scaffolding**

All scaffolding will be erected by competent scaffolders and designed for purpose. On completion a handover certificate will be obtained from the scaffolding company; all statutory inspections will be completed in accordance with the regulations. Shire Projects Ltd personnel must not alter a scaffold at anytime. Prior to use ensure that the scaffolding has been inspected within the last 7 days or where it has been altered or weather that could affect the stability e.g high winds.

### 3.8.3 Mobile Scaffold Towers

#### *Further information*

- SWP 2
- HSE Guidance on Tower Scaffolds <http://www.hse.gov.uk/construction/safetytopics/scaffold.htm>
- PASMA App available for iPhone & Android

All mobile tower structures should be properly constructed and safely used. The Company will ensure that any person erecting a scaffold tower will be competent in its erection and have received adequate training or, if not fully competent, be under the supervision of an experienced competent person. (PASMA trained)

### 3.8.4 Mobile Elevated Work Platforms

#### *Further information*

- SWP 3
- IPAF Guidance
- HSE Guidance GEIS6 The selection management and use of mobile elevated work platforms
- IPAF Guidance <http://www.hse.gov.uk/construction/safetytopics/mewp.htm>

Operators should have familiarisation training on the specific equipment they are using and if material handling attachments are required then they should have received additional training in accordance with the attachment manufacturer's recommendations.

#### Assessing the risk

MEWPs are increasingly being used as temporary working platforms that provide a safe place of work at height. It is important for those responsible for selecting, specifying and managing MEWP's on site to understand the risks associated with the use of a MEWP and take adequate precautions to eliminate or control those risks. Planning and managing is crucial to their safe operation and the stages below are designed to help with planning.

#### Managing the risk

Once the most suitable type and size of MEWP has been chosen for the job it is essential to look at the hazards associated with using it, assess the risks and identify control measures to develop a safe working method. .

#### Selection criteria

The selection of equipment is key. The following list suggests some of the considerations that should be made when selecting a MEWP:

- What work needs to be done?
- Who is going to operate the MEWP? (competence)
- What stage in the job will the MEWP be needed and what will the ground conditions be like?
- What access is there to the site and is it suitable?
- How much base area is available at the work position?
- What terrain and gradient will the MEWP have to cross to get to the work position and is visibility and segregation adequate for the manoeuvre?
- What is the maximum ground bearing capacity at the work area and along the route to and from the work positions?
- Have you got the foam anti-nox to protect against damage to finished works?
- How many people need to be lifted?
- What height/outreach is required?
- If required are there white wheels or wheel covers on all machines operating within the building?
- Are barriers available to cordon off the base of the MEWP?

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- Have you considered the special attachment for securing materials .e.g. Ductwork, M&E and Cladding Panels?
- Are the works appropriately segregated from third parties e.g. Client employees/public, and have communications taken place with the appropriate people prior to any works commencing?
- Will the MEWP be expected to move in the elevated position?
- Are there any overhead power lines on site?
- Are there likely to be any overhead structures which the operator could be crushed against?
- Are there any materials to be lifted and if so how heavy/long are they?
- Have material handling attachments been considered?
- Are there any manual handling issues?
- What interface is there with other vehicles and pedestrians and are there any unusual issues?
- What fuel type is allowed on site and where will refuelling take place?
- If working outside what wind loads can be expected?
- Have you considered rescue procedures within your risk assessment?

Thinking about the points above should help to select the most suitable MEWP, the safe system of work for the job and what precautions should be implemented.

## Segregation.

As part of the planning process consideration **must** be allowed for segregation, the use of physical barriers around the base of the MEWP are the preferred option. The provision of the barriers provide a safe place for the machine to operate, it provides adequate warning to other plant or machine operators and any third parties. The provision of barriers also provides an exclusion zone around the base of the MEWP, which manages the risk in the event that materials or tools may be dropped when working at height.

## Safety Harnesses

Some MEWP's e.g. cherry pickers / boom lifts require the mandatory use of a full body safety harness with the appropriate restraint lanyard attached to the appropriate anchorage point within the basket. Scissor lift platforms do not require the operator to wear a full body harness unless via a specific risk assessment it is deemed necessary.

## Transport and delivery to site

- The sizes of delivery vehicles will be considered whilst undertaking the work with discussions with suppliers prior to arrival on site. Considering reversing, turning circles required and parking.
- Delivery is to be during normal working hours – neighbours will be consulted to have minimum of disruption. Restricted parking is in force.

## Storage/charging area

Wherever possible, keep MEWP's in a secure compound or in a designated area with the engine or motor switched off, the working platform lowered to its parking position and the brakes applied. If it has to be parked on a gradient, the wheels should be chocked. When not in use, all keys should be removed from the MEWP to make sure it cannot be used by unauthorised persons

## *Further information*

- *Construction Site Safety* (GE 700) – Module C 8.6
- HSE – HSG150 Health and safety in construction

### **3.8.5 Ladders, Steps, and Trestles etc**

## *Further information*

- HSE – HSG150 Health and safety in construction
- SWP 4

Ladders, steps and trestles will not be taken into use until the person in charge or other competent person has inspected them and is satisfied they are serviceable. They will also carry out a risk assessment of the work and if the work is of short duration and if the work can be carried out using one hand the other being used to hold onto the ladder. All ladders will be secured or footed and positioned at an angle of 1 in 4.

### **3.8.6 Welfare Facilities**

## *Further information*

- *Construction Site Safety* (GE 700) – Module B2 • HSE – CIS18 (REV1) Provision of welfare facilities at fixed construction sites
- HSE – CIS46 (REV2) Provision of welfare facilities at transient construction sites

Ensure that all toilets, washing, changing, personal storage, and rest areas are accessible and have adequate heating, lighting, and ventilation. Make sure that an adequate number of toilets are provided at all times; whenever possible connect toilets to the mains drainage system and ensure they are water flushing. If this is not possible use facilities with built-in supply and drainage tanks or portable chemical toilets. Chemical toilets must be regularly serviced. Toilets used by female workers should have effective means for disposal of sanitary waste.

Ensure sink(s) or basin(s) large enough for people to wash their face, hands and forearms are provided with a supply of hot and cold or warm running water. Soap and towels (either cloth or paper) or dryers are to be provided.

Ensure there is a supply of wholesome drinking water readily available. Where possible it should be supplied direct from the mains.

Rest facilities are to be provided for taking breaks and meal breaks. The facilities should provide shelter from the wind and rain and be heated as necessary. The rest facilities should have:-

- Table and chairs
- A kettle or urn for boiling water
- A means of heating food, (for example an electrical ring or microwave oven)

Provide adequate and suitable accommodation for employees' clothing and protective equipment.

## **3.9 Setting up Site**

Certain key matters must be taken into account when planning and physically setting up site in order to ensure a well laid out, safe site. The key points are considered in two stages, these being the preliminary appraisal and the administrative arrangements.

### **3.9.1 Preliminary Appraisal**

Prior to starting work on site the following key points are to be considered; pre-tender health and safety plan and the principal contractor's construction phase Health and Safety Plan must be taken into consideration.

- Contract documents, specifications, and drawings should be examined to establish any constraints which may affect the site layout or method of work
  - The location of site in relation to deliveries
  - Environmental matters such as ground water, noise, COSHH
  - The nature of the site in relation to existing buildings consideration of occupied buildings and other trades
- Determine the type and capacity of plant and equipment required
- Define areas of the site for:-
  - Access for plant, materials and emergency services - arrange, where possible, to avoid the need for vehicles to reverse.
  - Temporary accommodation.



- Material storage.
- Determine measures for site security and protection of the public, particularly children, where applicable.

### 3.9.2 Administrative Arrangements

The following on-line notifications may be required:

- To the area office of the Health and Safety Executive:
  - Where the construction is as defined in the current CDM Regulations a project is notifiable if the construction work on a construction site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or it exceeds 500 person days. a form F10 is to be completed & notified to the HSE prior to works commencing by the Client / PD
  - For works with asbestos, a licence may be required and works must be notified in accordance with the licence. Alternatively if this type of work is being done for the first time, 14 days' notice may be required under the Control of Asbestos Regulations. If additional asbestos is discovered it may be necessary to submit a further 14 days' notice.
- Note that further approvals that do not fall in line with Shire Projects's scope of work such as demolition and ionising work and public utilities will apply where relevant.

### 3.9.3 Site Documentation

Arrangements are to be made to ensure the following documentation is in place:-

- Statutory documentation such as Health and Safety Law poster, F10 rev (if a CDM project) and employer's liability insurance which must be displayed.
- Company documentation including accident records, records of thorough examination and inspection of lifting equipment, scaffolds, excavations, work equipment etc.
- Copy of the notifiable particulars to be displayed on site.
- The construction phase plan must be on site
- Copies of the principal contractor's Safety Policy with the name of the safety advisor should be given to all contractors; likewise sub-contractors should provide the principal contractor with relevant safety information as requested by the principal contractor, with the name of their safety advisor or other competent persons.

### 3.9.4 Procedures and Agreements

Shire Projects Ltd, when acting as the main contractor will agree with clients, direct and sub-contractors the following:-

- Relevant codes of practice and standards to be agreed.
- Injuries, diseases and dangerous occurrences procedures for reporting to site management and the enforcing authority.
- Ensure adequate welfare and first aid facilities that are commensurate with the proposed works.
- Requirements for the provision of protective clothing and equipment to be agreed with arrangements for storage, inspection and any necessary training required to use the equipment.

- Safe access and places of work – agree responsibilities and procedures for dealing with access problems common to all contractors such as scaffolds, unfenced holes etc.
- Fire precautions and the adequate provision of appropriate firefighting equipment for work processes, stores, offices and workshops.
- Emergency procedures - agree any requirements for emergency routes and making contact with emergency services. Ensure arrangements are promulgated and tested.
- Housekeeping – arrangements for the storing of materials and the clearing of waste on a regular basis. Provision should be made for Shire Projects Ltd to contra-charge other contractors where these arrangements are not followed.
- Telephones – arrangements for the early installation of a telephone are essential for both business and safety reasons. Telephone numbers to be used in the event of an emergency are to be prominently displayed.

### 3.10 Working at Height

#### *Further information*

- *Getting it Right at Height* (GE 710DVD)
- *A Head for Heights* (VID 071) (video)
- HSE – HSG150 Health and safety in construction

Working at heights is a high risk activity and as such these works must be pre-planned as falls from height is a major cause of injury. Under the Working at Height Regulations all falls from height which could result in injury must be prevented and risk assessed and the hierarchy of controls implemented.

#### 3.10.1 Protection against Falls

Where persons are liable to fall from a height which could result in injury, or where work is over water, liquid or dangerous materials, edge protection consisting of the following must be provided:-

- A guardrail at a height not less than 950mm.
  - An intermediate guardrail.
  - Space between the toe-board and guardrail or between any two guardrails must not exceed 470mm
- Suitable and sufficient fall protection must be provided, regardless of any height, a person or materials could fall.

All holes in floors, etc. must be similarly guarded or securely covered. The covering must be of a suitable material, securely fixed and clearly marked 'Hole Below'. Open joists through which a person could fall two metres or more must be boarded over to provide safe access to a working place. Guardrails, toe-boards and covers may be removed to allow access for persons and materials, but must be replaced as soon as possible.

### 3.11 Confined Space

#### *Further information*

- HSE – INDG258 Safe work in confined spaces
- HSE – L101 Working in confined spaces

A Confined Space in legislation is defined as:-

- A place which is substantially, though not always, entirely closed.
- A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Shire Projects Ltd recognises that for the purpose of safety, the term "Confined Space" covers a great variety of work places which have limited access and inadequate ventilation. Shire Projects Ltd may require works to be carried out in



premises which have areas that can be considered as confined spaces. These are likely to include the obvious such as lift pits, manholes, sewers, sewage tanks but also the less obvious such as cellars, roof voids, and plant/boiler rooms.

The expression "Confined Spaces" could also refer to the following examples:-

- Ducts
- Vessels
- Bore holes
- Building voids
- Enclosures for the purpose of asbestos removal.

It is important that contractors are aware of what constitutes a "Confined Space", that they may be required to work in a confined space within premises, the hazards associated with confined space work and the methods of carrying out these works safely. Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gasses or vapour. Confined spaces are also liable to become deficient in oxygen due to a build-up of gas or vapour which itself is not toxic but which replaces the breathable air (a leakage of CO<sub>2</sub> or nitrogen gasses, which are commonly in use in cellars may have this effect). Very often, the dangerous atmosphere is a result of the work being done – for instance welding, painting, flame cutting, the use of adhesives and solvents.

Shire Projects Ltd requires the safety of the contractor's personnel and any other person who may be affected by the works, to be the first consideration when planning and carrying out the works.

Shire Projects Ltd requires all Contractors to ensure all persons who are required to work in confined spaces within the premises are:

- Trained to ensure they understand the hazards involved in working in a confined space and have the competence to work in a confined space safely.
- Capable of assessing the risk involved and empowered with making a decision not to proceed with the works if, as a result of the assessment, they believe it is not safe to do so.
- Provided with all necessary information and equipment to carry out the works safely.
- Prohibited from lone working.

Prior to the commencement of works, Shire Projects Ltd requires the following:

- A risk assessment of the works to be carried out.
- The personnel who will be carrying out the works must report to the tenant and ensure the works and risk involved are explained and understood.

For the purpose of this assessment, confined spaces are divided into two categories:

- Areas that can be considered available for normal every day type use and are therefore easily accessible. This would include cellars, boiler / plant rooms etc.
- Areas that are not normally available for use, access is not easy (it may require the removal of a panel or hatch). This would include: lift pit / shafts, sewers, sewage tanks etc.

In the event an area of the premises becomes a "Confined Space" due to the nature of the work required to be undertaken within it (e.g. painting of cellars etc.), the following procedure must be observed:

- Written risk assessment to be produced.

- A written safe system of work produced and adhered to.
- Adequate ventilation to be provided (this may include the provision of local exhaust ventilation if identified via risk assessment).
- Whenever practicable, withdraw the space from service.
- Isolate any live services that may be affected by the work.
- Avoid the use of naked flames.
- No smoking to be permitted.
- Suitable warning signage is posted.
- Any necessary PPE / RPE are available and worn.
- Any third party that may be affected by the work is informed.
- No lone working is permitted.
- Regular breaks are taken.

If there is any doubt whether or not a particular workplace presents the hazard and associated risks of working within confined spaces, the Safety Coordinator/Contracts Manager or Health and Safety Consultant should be contacted immediately for further advice

### **3.11.1 Confined Spaces Regulations**

The Confined Spaces Regulations require employers to avoid entry into confined spaces, for example by doing the work from outside. In the event of entry into an area not normally available for access, the following procedure must be observed:

- Risk assessments produced relevant to the work.
- A written safe system of work produced and adhered to.
- Adopt a Permit to Work procedure.
- Withdraw the space from service.
- Isolate the workplace from electrical, mechanical, chemical, heat and all other sources.
- Check that no inward leakage of gas, steam, liquids etc. is possible.
- Undertake atmospheric tests for flammable gas, toxic gas, oxygen etc. if deemed necessary.
- Identify any requirement for the provision of local exhaust ventilation.
- Identify any requirement for the wearing of breathing apparatus and ensure that any operative required to use it is adequately trained.
- Check the PPE requirements are relative to the work.
- Ensure an adequate communication system is available.
- Ensure that anyone working within the confined space is never left unattended.
- Ensure all necessary emergency arrangements are in place prior to commencement.

Shire Projects Ltd will comply with the requirements of the Confined Spaces Regulations whenever undertaking such works.

### **3.12 Electricity at Work**

#### *Further information*

- HSE – GS6 Avoidance of danger from overhead electrical lines
- HSE – HSG47 Avoiding danger from underground services

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self-employed

persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers. The Company will fully comply with these requirements.

### **3.12.2 Safe Method of Work**

Shire Projects Ltd do not carry out any type of electrical work but will obtain confirmation from the PC or Client that the supply available to them is certified and safe to use

SWP: 05 Lock Off procedures

### **3.12.3 Testing and Commissioning**

Portable appliance testing will comply with the company PAT Policy and be done by a suitably trained and competent person. The test must be logged within SMS and a visible label placed on the equipment. Shire Projects Ltd have identified all site equipment must be tested every 3 months unless a specific Risk Assessment shows this is not required.

## **3.13 Display Screen Equipment**

It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **3.14 Alcohol and Drug Abuse**

### *Further information*

- HSE – INDG91 Drug misuse at work
- HSE – INDG240 Don't mix it!



The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug-related problem which may affect their work is encouraged to approach their Functional Director/Line Manager. The Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employees is working whilst under the influence of excess alcohol or affected by drugs to report this to their Functional Director/Line Manager.

The Company reserves the right to put into place, if considered necessary or required to comply with any local authority or client's policy, a programme of screening. This could include procedures to:-

1. Detect the use of drugs by both existing and potential employees.
2. Detect the use of alcohol and/or drugs by a person(s) involved in a workplace accident/incident where there are grounds to suspect that the actions of the person(s) led to or caused the accident/incident.
3. Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt management intervention (this may include a test for screening).

### 3.15 New Employees

The Company will ensure that the following procedure is carried out for all new personnel:

- Explain to new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Show new employees where the Company Safety Policy is kept, explain its purpose and ensure that employee is aware of his/her responsibility.
- Ascertain if the new employee has any disability or illness that could prevent him/ her carrying out certain operations safely or require additional protective measures.
- Show new employee the location of the First-Aid Box and explain the procedure in the event of an accident, including the necessity to record all accidents however trivial they may appear at the time.
- Establish if there is any training or instruction required and ensure that the new employee's supervisor or other relevant person organises the necessary training.

Where a new employee is required to work or visit construction sites or undertake lone working, the Company will ensure that suitable instruction is given including the following: -

- Warn new employees of any potentially dangerous areas of operations in the workplace.
- Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without required PPE, operating equipment unless authorised, etc.
- Issue to new employee any protective clothing or equipment necessary.

### 3.16 Working Time

The Company has a general duty under s.2 (1) of the Health and Safety at Work Act, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively

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long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue-induced accidents. Specific requirements concerning hours of work are contained in the Working Time Regulations. The Company recognises that working excessive hours can affect the health and safety of individuals.

## Working time

- A limit on the average working week to 48 hours per week over a 17-week period.

## Rest periods

- The right to a daily rest period of 11 hours between each working day.
- A weekly rest period of not less than 24 hours in each seven-day period, but this may be averaged over two weeks.
- A limit of eight hours for a night worker's normal working time averaged over a 17-week period.
- The night worker must be offered:
  - health assessments
  - rest breaks at work
  - paid annual leave.

## Rest breaks

Where an adult worker's daily working time is more than six hours, they are entitled to a rest break of not less than 20 minutes. Whilst an employer has to make arrangements so that workers are able to take the statutory rest period, they are not required to ensure that the rest break is taken.

Where a young person's daily working time is more than 4½ hours, they are entitled to a rest break of at least 30 minutes. In addition, young workers, who may be identified as being of statutory school-leaving age but not yet 18 years of age, are entitled to:

- a 12-hour rest period in each 24-hour period
- two days' rest in each week.

The employer must take all reasonable steps to ensure that these limits are adhered to and not exceeded, and keep adequate records to show that they have complied with the weekly working time limit.

## 3.17 Work Equipment

### *Further information*

- HSE – HSG141 Electrical safety on construction sites
- HSE – HSG150 Health and safety in construction
- HSE – INDG362(Rev1) Noise at work
- HSE – INDG175(Rev3) Control the risks from hand-arm vibration
- HSE – INDG296 Hand-arm vibration – advice for employees
- HSE – INDG242 Control back-pain risks from whole body vibration

It is the Company's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair. All other equipment will comply with either any statutory inspections or within the requirements of the PUWER Regulations. For example scaffolds every seven days, ladders and steps every seven days, pre use checks by the user (not documented), Daily pre start checklist for any plant used (Operator). Routine maintenance on any plant as stipulated by the qualified maintainer)

All workers will be provided with such protection as is required to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings, where appropriate.

### 3.17.1 Driving on Company Business

The Company requires all employees who have to drive to carry out their work, to read, understand and sign the policy for 'Driving Safely Whilst on Company Business'.

## 3.18 Noise / Vibration

- HSE – INDG362 (Rev1) Noise at work
- HSE – INDG175 (Rev2) Control the risks from hand-arm vibration
- HSE – INDG296 Hand-arm vibration – advice for employees
- HSE – INDG242 Control back-pain risks from whole body vibration

The Company will comply with the requirements of relevant legislation including The Control of Noise at Work Regulations, The Control of Vibration at Work Regulations and also the Health and Safety at Work Act.

The day-to-day operation of the Company within the office does not expose employees to levels of noise above action levels. However, some activities on construction sites will exceed noise action levels. All employees will ensure that ear protection is worn as recommended by the Site Manager. Health monitoring will be undertaken as recommended in the HSE document L140 for users of vibrating equipment.

A vibration register is to be utilised detailing the vibration magnitudes of the Company's equipment, the HSE vibration ready reckoner and monitoring sheets which are to be completed when any operative reaches the EAV that day.

Employees who feel they are experiencing any effects from excessive noise/vibration while at work are expected and advised to raise the matter with their supervisor/HSE Manager

## 3.18 COSHH

### *Further information*

- HSE – HSG97 A step by step guide to COSHH assessment
- HSE – HSG193 COSHH essentials

The Company will comply with the requirements of relevant legislation including the Control of Substances Hazardous to Health Regulations.

In most instances the substances/products in use by the Company within the office environment are general household or office supplies - the hazard information and instructions for use provided on the packaging are adequate. All

staff must use these substances in accordance with the instructions for use; substances must not be decanted into alternative containers.

The majority of products used by the Company to which COSHH regulations apply will be found on construction sites. Wherever possible the Company will endeavour to use an alternative product which is not hazardous; however it is recognised that this may not be practical in all cases.

Staff will be made aware of the hazards of any materials they will be asked to use. The Company will provide written assessments for all those products that have been assessed as hazardous to health.

The Company will keep records of all assessments, data sheets, and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

### 3.19 Asbestos

#### *Further information*

- HSE – HSG210 Asbestos essentials [HSG210 Asbestos essentials task manual](#)
- HSE – L143 Managing and working with asbestos
- HSE – INDG188 Asbestos alert
- HSE – INDG289 Working with asbestos in buildings

All works in connection with asbestos or asbestos containing materials must be completed in accordance with the Control of Asbestos Regulations 2012 and its associated guidance.

Asbestos is the name given to six fibrous minerals found naturally in many parts of the world. The basic unit of asbestos minerals is the silicate group, formed from oxygen and silicon. There are two classes of asbestos minerals:

- Amphibole class, consisting of a polymeric structure of the silicates silicon-oxygen bonds forming long, thin straight fibres. Members of this group are:-
  - Crocidolite, more commonly known as blue asbestos
  - Amosite, more commonly known as brown asbestos
  - Anthophyllite
  - Tremolite
  - Actinolite
- Serpentine class where the polymetric form is an extended sheet, wrapped around itself that is usually curved (serpentine). The only member of this group is Chrysotile, more commonly known as white asbestos.

The three types of asbestos that have been widely used in the past within the UK are Crocidolite (blue), Amosite (Brown) and Chrysotile (white). It should be noted **colour cannot be used as a means of identification, only analysis of suspect material can be used to provide positive identification.**

#### 3.19.1 Asbestos-Related Diseases

Inhaled asbestos fibres in the lungs can cause, (in order of increasing seriousness):

- Pleural effusion – a build-up of liquid in the pleural space causing breathlessness and discomfort
- Pleural plaques – collections of fibrous tissue which generally form on the parietal, outer skin of the pleura

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- Diffuse pleural thickening – thickening of the parietal, outer skin of the pleura on both lungs which prevents the lungs from expanding, causing breathlessness.
- Asbestosis – scarring and thickening of scare tissue on the alveoli (air sacks within the lung) making it difficult to inhale, exhale and provide oxygen to the blood stream causing “clubbing” of fingers and toes, enlargement of the right side of the heart increasing the risk of heart attack, difficulty in breathing. There is no known cure for Asbestosis.
- Lung (bronchial) Cancer – it is not possible to differentiate between asbestos-related lung cancer from one caused by smoking or any other cancer-causing agent. Lung cancer can cause “clubbing” of the finger and toes and severe weight loss. 80% of lung cancer patients die within five years of diagnosis.
- Mesothelioma – a malignant tumour of the pleura. Many patients suffer serious weight loss and pain as the disease develops. In the later stages pain killers often become ineffective. Most malignant mesothelioma patients die within 12 months of diagnosis.

### 3.19.2 Asbestos Procedure

It is the policy and procedure of Shire Projects Ltd to request from clients, or their agents, appointed PD or project management team, a copy of the asbestos register for the premises in which work is proposed to take place. Shire Projects Ltd will, when appropriate, advise the client to commission an asbestos survey prior to works commencing.

Whenever Shire Projects Ltd are due to undertake works within a premises for which an asbestos register is not available, a risk assessment will be completed to assess the likelihood of asbestos being present in the premises, due to the nature and age of the premises, prior to any works commencing.

Company employees working within premises on which information regarding the presence or not of asbestos is not available are to work with due caution.

In line with the Control of Asbestos Regulations 2012 all Shire Projects Ltd employees and sub-contractors are to have received asbestos awareness training every 12 months.

If a Company employee, in the course of his/her works sees or disturbs material which he/she believe is asbestos or asbestos-containing material, he/she is to cease works immediately and immediately inform his/her supervisor. Shire Projects Ltd will supply asbestos awareness training if a risk of exposure has been identified within either the projects general risk assessments or projects documentation.

### 3.19.3 Working with Asbestos

Depending on the types of asbestos found, the quantities and condition will determine if any works such as encapsulation or removal has to be completed by a HSE licensed contractor or whether a competent contractor can complete the works where non-notifiable and have received Category B Asbestos Training.

Prior to working with asbestos, a written risk assessment and a detailed safety method statement will be required which must comply with the requirements of the Control of Asbestos Regulations 2012. If the work is notifiable to the HSE and has to be completed by a licensed contractor, a minimum of 14 days’ notice must be given to the HSE by the licensed contractor on behalf of Shire Projects Ltd.

## 3.20 Manual Handling

### *Further information*

- HSE – HSG60 Upper limb disorders in the workplace
- HSE – HSG121 A pain in your workplace?
- HSE – INDG143 Getting to grips with manual handling
- HSE – L23 (Pub. 2004) Manual handling

The Manual Handling Operations Regulations apply to the manual handling or lifting of materials and require the following three steps to be taken: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, e.g. the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
- The provision of simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

The Company will provide written assessments for all lifting operations that have been assessed as significantly hazardous to health.

The Company will ensure that the employees for whom they are responsible are instructed in the correct handling and lifting of loads.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that safe access is available is especially important.

The Company does not require any employee to lift, without assistance, a load that may cause injury.

## 3.21 General Risk Assessment

### *Further information*

- HSE – INDG163 (Rev4) A brief guide to controlling risks in the workplace

Various Health and Safety legislation requires employers to complete risk assessments for Company employees or others who may be affected by the Company activities. Shire Projects Ltd requires managers and supervisory staff to complete written risk assessments for work activities when appropriate. These assessments will include:

- Identifying the hazards
- Assessing the risks taking into account the severity of the hazard, numbers of people exposed and the possible consequences.
- Confirm the adequacy of existing control measures or precautions; verify compliance with legislation
- Record the findings including any arrangements to be implemented, together with any training, etc. that may be necessary.

As required, the Company will assess the risk, taking into account the special circumstances for expectant or new mothers, mothers who are breast feeding and young persons.



## 3.22 Personal Protective Equipment (PPE)

### *Further information*

- HSE – HSG150 Health and safety in construction
- HSE – L25 Personal protective equipment at work
- HSE – Guidance on PPE <http://www.hse.gov.uk/toolbox/ppe.htm>

The Company will fully comply with the Personal Protective Equipment Regulations and the Construction (Head Protection) Regulations.

All Company employees will be issued free of charge the PPE required to safely complete the works they undertake. Specialist safety equipment such as safety harnesses, breathing apparatus, Cat scanners and gas detectors etc. will be provided where necessary.

It is the Company policy that on all construction sites, employees, all sub-contract employees, suppliers and all visitors must wear safety helmets, safety footwear, high visibility vests and other PPE as deemed appropriate as a result of risk assessment. The exception to this rule is turban-wearing Sikhs. However, it should be noted that as a consequence of not wearing a safety helmet, a turban wearing Sikh suffers death or serious injury, the employer (or other person required to provide head protection) shall not be held liable.

The Site Foreman/Supervisor may designate the inside of site offices and huts as being 'non-safety helmet areas' so long as no works are being conducted in those areas which could result in head injury other than by falling.

## 3.23 Visitors and Third Parties

The Company has an obligation not to put people at risk; this includes Company employees, client employees, sub-contractor employees, members of the public and visitors i.e. suppliers representatives, delivery personnel, self-employed etc. Although Shire Projects does not assume the role of Principal Contractor they are aware of their responsibilities to include for the following where required and when they act as a stand-alone contractor they are generally within an existing building and areas of work will be cordoned with appropriate signage.

The Company must take reasonable precautions necessary to prevent unauthorised access to the Company offices and construction sites for which the company is responsible; this includes preventing access to trespassers and children who may be "attracted" to a building site after working hours. Precautions that may be necessary on construction sites are:-

- Two metre high secure fencing.
- Appropriate signage denoting the area as a work site and highlighting personal protective equipment required and the site hazards.
- Anti-climbing measures on scaffold and scaffold access points.
- Hoarding with a lockable access/egress points.
- All plant and equipment electrically isolated and left in a safe condition with cabs locked and boarded if required.
- Covered skips.
- Security personnel.

Where visitors are invited on to site, they are to receive site induction training, sign in/out of site, wear the appropriate PPE and where possible be escorted during their visit. If visitors do not have the appropriate PPE, and none is available on site, the Site Manager, if it is safe to do so, can at his/her discretion escort the visitor around the site, after stopping any works in the area of the site being visited that may present a hazard to the visitor. Dependent

on the nature of the site it may be the case that it is not safe for any visitor to enter the site without the appropriate PPE and in these circumstances the Site Supervisor will refuse access to visitors, irrespective if they are the client's representative, designers, engineers etc.

### **3.24 Stress**

The Company recognises that it has a duty to ensure employees are not made ill by their work. The Company understands that work related stress can be a cause of ill health and will take all reasonable practicable measures to ensure none of its employees suffer from work-related stress.

Employees will work best when they are working at a level for which their talents and training equips them. Should this not be the case, or should the employee be suffering from stress, whether work or private life induced, the Company encourages employees to raise the issue with their Line Manager (supervisor) so that they can work with the employee to provide such assistance as both parties think would be beneficial.

The Company will monitor for the symptoms of stress. Where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out in accordance with the guidance provided in HSE INDG 424 'Working Together to Reduce Stress at Work'.

### **3.25 Policy Review**

This policy and arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing, legislation, codes of practice or guidance notes.