

Health and Safety at Work etc. Act 1974

# Health and Safety Policy of



## Department

Offices, Yard / Workshop & Construction Sites

## Addresses

64 Valley Road Plympton Plymouth Devon

Valley House Valley Road Plympton Plymouth Devon

East Devon Business Centre Heathpark Honiton Devon

## Health & Safety Consultants



**HEALTH & SAFETY FIRST LIMITED**

**Fairfield House Colebrooke Lane Cullompton Devon EX15 1PD**

Tel: 08456 77 77 87 Fax 08451 30 55 64

**Health & Safety Consultants • Training • CDM Coordinators • Asbestos Surveying & Management • Asbestos Software**

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## General Statement of Policy

It is the policy of Underhill Group to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. Underhill Group health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Underhill Group recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of Underhill Group will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of Underhill Group will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their immediate supervisor.

An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the First Aider. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Underhill Group health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

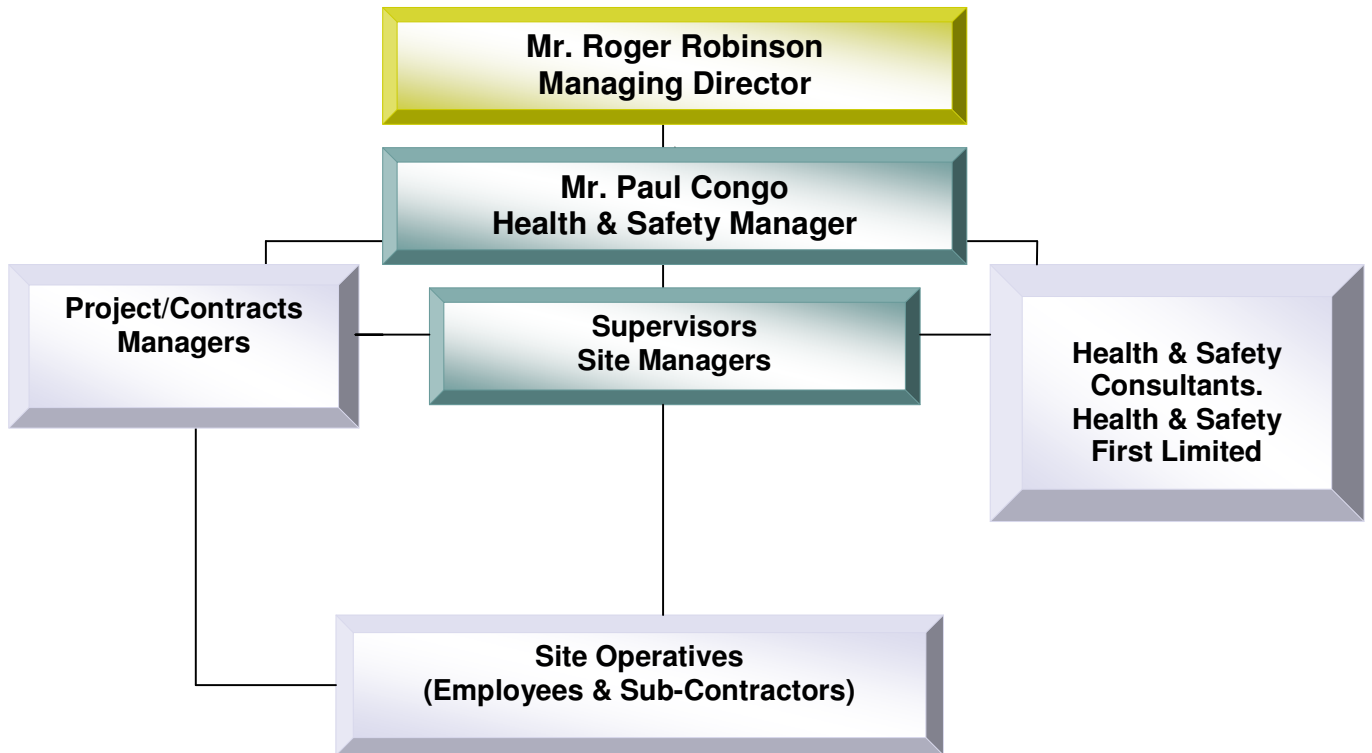
The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed.....

Title..... Underhill Group

Date.....

## 1.0 Organisation



The person with overall and final responsibility for health and safety in the Underhill Group is Roger Robinson. In addition to other titles, Roger Robinson will be referred to as the Director of Safety.

## **1.1 Health and Safety Responsibilities**

### **1.2 Managing Director**

The managing director has ultimate responsibility for ensuring that Underhill Group fulfils its legal responsibilities, that the policy objectives are achieved and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. He will also ensure that company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

### **1.3 Directors**

All directors will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

### **1.4 Managers**

Managers are accountable to their Director for implementing Underhill Groups Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that Supervisors are properly trained and receive the support they require to perform their duties.

Managers are also responsible for the health and safety of all employees for whom they have an operational responsibility.

#### **Departmental managers will:**

- Be responsible to the appropriate director for strict observance of the Company Safety Policy and all Company rules.
- Ensure that necessary consideration is given at all times to the requirements of the Company Safety Policy and, in particular, to the following:
  - Safe methods of working.
  - Induction training including health and safety matters.
  - Welfare facilities
  - Fire precautions
  - Hazards arising from noxious substances, or exposure to noise, dust or fume.
  - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
  - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
  - Advising and assisting with safety training of personnel.

**All Managers** will ensure that:

- This policy is reviewed in the light of their particular departments.
- They know their own, and other persons', responsibility for implementing the safety policy.
- All accidents and dangerous occurrences are fully investigated and preventative actions are recommended in close liaison with the **Safety Manager/ Officer**.
- Safe systems of work are implemented and are adhered to; such safe systems of work being documented.
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of Accident Reporting, First Aid and Fire precautions.
- All relevant statutory records are regularly maintained and inspected.

**All Managers**, in addition to the responsibilities outlined above, will be specifically responsible for:

- Ensuring that all activities carried out by Underhill Group employees will not create a risk or hazard to customers, customers' property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.
- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.

## **1.5 Supervisors**

Supervisors are accountable to their manager for the day-to-day implementation of Underhill Group general health and safety policies, the established schedules and safe working practices, and for providing employees with information about hazardous substances and precautions in general. They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports them.

They will also liaise with the departmental manager concerning queries raised by visitors or sub contractors on health and safety matters.

## **1.6 The Safety Manager/Officer**

Has the responsibility for:

- Ensuring Underhill Group is aware of statutory obligations and recommended Codes of Practice.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Through line management and supervision, advising where improvements in health and safety standards or practices are appropriate.
- Regular health, safety and house keeping inspections which cover buildings, plant, equipment, services and fire arrangements, to ensure conformity with regulations and Company policies.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining health and safety records required by the company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Identifying health and safety training needs and advising on suitable training programmes.
- Ensuring that any raw materials used in the manufacture of Underhill Group products conform to statutory health and safety requirements.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Arranging for the provision of appropriate personal protective equipment based on risk assessment.
- Arranging and development and, where necessary, use of permit-to-work procedures.
- Arranging the provision of written safe systems of work.
- Arranging for the provision of written procedures for contractors.
- Ensuring the provision of first-aid, fire safety and emergency procedures.
- Ensuring the appointment of competent persons in accordance with legislative requirements.

## **1.7 Competent Persons**

A person shall be regarded as competent when they have had sufficient training and experience or knowledge and other qualities to enable them to assist in undertaking the measures referred to above.

Underhill Group will appoint a number of competent persons to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

- Health and Safety
- Procedures for serious and imminent danger
- Display Screen Equipment Assessments
- Manual Handling Assessments
- COSHH Assessments
- Administration of all other Risk Assessments
- Vetting of subcontractors' Health and Safety Policies
- Auditing of Health and Safety on site

## **1.8 All employees**

Will ensure that:

- They are fully conversant with this Safety Policy.
- That they co-operate with Underhill Group in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Health and safety.
- All accidents, dangerous occurrences and near misses are immediately reported to their line manager.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their line manager.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
  - Arranged, provided and/or otherwise approved by the company.
  - Provided by the customer with specific authorisation that they may be used by employees of Underhill Group
  - Provided for unrestricted use by members of the general public.

## **2.0 Arrangements**

### **2.1 Risk Assessments**

#### **General**

All activities have been assessed as required under the:

#### **Management of Health and Safety at Work Regulations 1999.**

A **hazard** is anything that may cause harm, such as chemicals, electricity, working from ladders etc:

The **risk** is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk assessment is an important process in protecting the workforce, the business and ensuring compliance with the current legislation. The purpose of the risk assessment is to identify hazards, and evaluate the risk arising from them in order to establish the necessary preventive measures to bring health and safety standards up to the minimum legal requirement.

Assessing the risk in the workplace is a five step process:

- Identify the Hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the assessment and update as necessary

When using generic risk assessments the site must be assessed to ensure that all hazards and risks are covered by the generic assessment, if this is not the case a site specific risk assessment must be conducted.

Risk Assessments will be assessed to ensure they are relevant to specific sites during Site Safety Evaluations.

In addition to the general risk assessment, there may be a requirement to conduct specific risk assessments, e.g. if a young persons (under the age of eighteen) was employed and a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

## **2.2 Consultation**

The management of Underhill Group see communication between workers at all levels as an essential part of effective health and safety management. Consultation as required under the Health and Safety (Consultation with Employees) Regulations 1996 will be facilitated by means of Safety Committee meetings every six months or as often as is deemed necessary. Also through Underhill Group Health and Safety Consultants, Health & Safety First Limited.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Initiatives from employees on safety and health matters are encouraged, and these should be made through normal management channels. The Safety Director is available for consultation on any safety matter. Arrangements will be made for consultation with employees as required by recent legislation.

## **2.3 Communication**

The management of Underhill Group will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Underhill Group communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

### **Safety and Health Information**

Copies of this policy are held by the Safety Director and Senior Managers. Additional information is contained in the in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

## **2.4 Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of Underhill Group that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the contents of all Risk Assessments and Safe Systems of Work and all attached COSHH data sheets together with formulation of emergency contingency plans.

Training sessions will be held every six months or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name	Department
Director of Safety	Roger Robinson	Management

Suitable training will be provided to ensure that employees at all levels are:

- Aware to their safety and health responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools, plant and equipment

Training needs will be identified so as to arrange suitable induction training for new starters, to familiarise themselves with the hazards and precautions relevant to their work, and with this Policy.

## **2.5 Workplace Inspections**

It is the policy of Underhill Group to comply with the:

### **Workplace (Health, Safety & Welfare) Regulations 1992.**

Regular inspections of the workplace will be conducted by the Director of Safety. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary. Health & Safety First Limited will conduct a Site Safety Evaluations (SSE) workplace inspection as and when requested.

## **2.6 Working Time Regulations 1998 (as amended)**

Underhill Group recognises that where employees work excessive hours, there is a risk to their health & safety.

Therefore, procedures will be instigated to ensure that these regulations are fully complied.

## **2.7 Work Equipment**

It is the policy of Underhill Group to comply with the law as set out in the:

**Provision and Use of Work Equipment Regulations 1998 (PUWER)**  
**Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)**

### **2.7.1 PUWER**

These Regulations cover all kinds of work equipment from a hand held tool through to items of plant machinery. The use will include starting, stopping, repairing, modifying, installing, dismantling, programming, setting, transporting, maintaining, servicing and cleaning.

The Company will carry out the following duties:

- Make sure that equipment is suitable for the use that it is intended for, will take into account the working conditions and hazards in the workplace when selecting the equipment.
- We will ensure that equipment is used only for operations for which, and under conditions for which is suitable, and that the equipment is maintained in an efficient state, in efficient working order and in good repair.
- We will provide adequate information, instruction and training, and will provide equipment that conforms with EC product safety directives.
- We 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 workers will be provided with such protection as is adequate 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.
- All items covered under this Regulation shall be inspected every seven days and recorded in a register.

The specific requirements of this legislation will cover the following:

- The guarding of dangerous parts of machinery, protection against specified hazards, i.e. falling or ejected articles and substances, rupture or disintegration or work equipment parts, equipment catching fire or overheating, unintended or premature discharge of articles and substances and protection against explosion.
- These requirements will cover work equipment parts and substances at high or very low temperatures. Control systems and control devices, isolation of equipment from sources of energy, stability of equipment, lighting maintenance operations, warnings and markings.

## **2.7.2 LOLER**

These Regulations cover all lifting equipment (including work equipment for lifting or lowering loads, attachments for anchoring fixing, or supporting).

The Company will carry out the following duties:

- Ensure that all lifting equipment is of adequate strength and stability, and appropriately marked;
- Ensure that all lifting operations are properly planned by a competent person, appropriately supervised, and carried out in a safe manner;
- Ensure that all lifting equipment undergoes a thorough examination as required;
- Lifting appliances will be only operated by competent, certificated and authorised Personnel.
- Structures and ground surfaces from which Lifting Appliances will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the appliance during use and monitored accordingly.
- Trained and authorised competent Slings/Banksmen only will be permitted to carry out Slings and Banksmen duties.
- Practical steps will be taken to prevent falling and spillage of materials.
- Where necessary barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads of appliance or equipment must not be exceeded.
- Sites will be checked for Proximity Hazards, Overhead Cables, Soft Ground etc, before use of any Lifting Appliances and necessary precautions taken in respect of Signs, Barriers, etc.

- Where necessary a Method Statement will be prepared before any Lifting Operations are commenced.
- [The Lifting Operations and Lifting Equipment Regulations 1998](#) will be complied with in all respects.

## **2.8 Personal Protective Equipment (PPE)**

It is the policy of Underhill Group to comply with the law as set out in the [Personal Protective Equipment at Work Regulations 1992](#).

- All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- All personal protective equipment provided by Underhill Group will be properly assessed prior to its provision.
- All personal protective equipment provided by Underhill Group will be maintained in good working order.
- All workers provided with personal protective equipment by Underhill Group will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- Underhill Group will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.
- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

### **Safety Helmets**

Safety helmets shall be worn at all times in compliance with [The Construction \(Head Protection\) Regulations 1989](#). Sufficient helmets shall be provided on each site and site Workers comply with the specific site rules laid down by the Main Contractor and/or the Operative in charge of site. Helmets which have been subjected to sharp blow or, cracks or deep scratches are evident in the shell are to be removed from use and destroyed immediately.

## **Eye Protection**

Eye protection shall be worn wherever there is a foreseeable risk of eye injury, and in compliance with [The Personal Protective Equipment at Work Regulations 1992](#). Sufficient goggles and/or visors to the relevant standards shall be provided to each site and site workers comply with the specific rules laid down by the Operative in charge for work with abrasive wheels or discs, the striking of masonry nails, use of cartridge tools and welding etc. A system for inspection and replacement shall be established for each site.

## **Ear Protection**

Hearing defenders shall be supplied and worn in accordance with the detailed arrangements for controlling noise as required by [The Control of Noise at Work Regulations 2005](#). A system for inspection and maintenance shall be established for each site.

It is identified that the workshop at 64 Valley Road Plympton Plymouth is an ear protection zone and adequate ear protection MUST be worn at all times.

## **Gloves**

Gloves shall be provided and worn to protect hands during the handling of abrasive, corrosive or other harmful skin agents. A system for inspection and replacement shall be established for each site.

## **Respiratory Protection**

Respiratory Protection shall be worn whenever there is foreseeable risk of significant exposure to airborne harmful agents or the absence of adequate oxygen, and in compliance with the [Control of Substances Hazardous to Health Regulations 2002](#). Suitable equipment to the relevant British Standards shall be provided to each site and workers comply with the specific site rules laid down by the Operative in charge. Nuisance dust masks shall not be issued.

Employees required to wear respiratory protection shall be trained in its use. For non-disposal items, a system for inspection and maintenance shall be established for each site.

## **Safety Harnesses**

Where a safety harness is provided and worn. Such harness and associated equipment shall conform to the following standards - BSEN353 / 354 / 355 and BSEN 360 / 361 / 362 / 363 / 364 / 365 – depending on the type and use.

Harnesses shall be carefully inspected prior to each use by a competent person. Employees shall be instructed in the use of safety harnesses.

## **Protective Clothing**

Suitable items of protective clothing shall be provided to employees as necessary. If such items are not disposable, arrangements shall be made for such items to be regularly laundered.

## **Footwear**

All employees shall be provided with and required to wear suitable footwear at all times whilst on site and in the storage yard and workshop at 64 Valley Road Plympton Plymouth

## **2.9 Manual Handling Operations**

It is the policy of Underhill Group to comply with the law as set out in the:

### **Manual Handling Operations Regulations 1992.**

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

## **2.10 Display Screen Equipment**

It is the policy of Underhill Group to comply with the law as set out in the:

### **Health and Safety (Display Screen Equipment) Regulations 1992.**

Underhill Group will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work. 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.

### **Visual Display Screens**

Risk Assessments should be completed if applicable and should cover the following points:-

- Work station must have adequate lighting.
- There must be no glare or distracting reflections.
- Distracting noise to be kept to a minimum.
- There must be adequate leg room.
- Adequate space to be maintained in the work station, to allow postural changes.
- Adequate shading of windows to be provided.
- Equipment provided must be appropriate to the task.
- Screen to have stable image, adjustable and readable.
- Keyboard to be useable, adjustable and readable.
- Work surfaces must allow for flexible arrangements.
- Work chair to be adjustable to cater for individual needs.
- Footrest to be provided.
- User to take frequent short breaks away from screen area.
- Eye sight test to be provided at request of user and to be carried out by competent person.
- Damaged or faulty equipment will be immediately taken out of use and details reported to management.

## **2.11 Control of Hazardous Substances**

It is the policy of Underhill Group to comply with the law as set out in the:

### **Control of Substances Hazardous to Health Regulations 2002.**

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and suppliers health and safety guidance and our own knowledge of the work process.

Underhill Group will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. When working on site all COSHH items are to be stored in a suitable COSHH locker in a secure compound, when working from vehicles all COSHH items are to be secured in the vehicle until required.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

### **Substances**

Any material purchased or otherwise encountered, which has the potential for harming health is included. Dust fumes, vapours, gases and micro-organisms. Whatever the route of entry to the body – eyes, skin, cuts and abrasions breathed in or swallowed.

### **Suppliers**

The Buyer – or other employee ordering the material shall ensure that the suppliers of materials to the company provide full information on the hazards of use and the appropriate precautions to be taken, usually by means of a **safety data sheet**.

### **Assessments**

If the material can harm health, it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product shall be investigated. If use is confirmed, a COSHH assessment shall be used.

## **Tender Preparation**

COSHH Assessments shall be taken into account when preparing tenders, to ensure that due allowance is made for control measures.

## **Pre-Contract**

Clients and design teams shall be requested to preview materials and techniques, where specification conflict with best current practice concerning hazardous substances. If there is evidence of residual hazardous substances on site, as contaminants in the ground or in existing buildings, further information shall be sought.

## **Contract**

Relevant assessments for purchased materials shall be provided to Operatives. For sites with hazardous substances present or suspected a formal site-specific procedure shall be drawn up. Operatives shall ensure that precautions outlined in the relevant assessments are implemented.

## **Equipment**

Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically, and as required. Employees are required to make appropriate use of such equipment and report any defects without delay.

## **Sub-Contractors**

All sub-contractors provide valid assessments for substances hazardous to health, which are to be used. The implications shall be discussed, as necessary, at a pre-contract.

Where we provide materials or substances for the use of employees or other persons we shall provide risk assessments of the materials or substances to be used.

## **Staff and Employees**

Employees shall be provided with information as to the hazards of materials to be used or encountered, instructed in safe working methods and be trained to be able to follow the instructions. Employees shall comply with the instructions issued and co-operate with any monitoring exercises.

## **Record keeping**

Records shall be kept of:

- Assessments issued for specific contracts
- Information, instructions and training provided
- Employees trained
- Equipment maintenance and testing (minimum 5 years)
- Monitoring data (minimum 30 years)
- Health surveillance (minimum 30 years)

## **2.12 Control of Noise and Vibration at Work**

### **Control of Noise at Work Regulations 2005**

Work activities will be assessed for the exposure of people to noise. Any work liable to expose any employee to noise in excess of 80 dB (A) over a working day employees will be provided with information and training. Where the level is in excess of 85 db(A) hearing protection zones will be provided, and hearing protection will be provided and must be worn.

### **The Control of Vibration at Work Regulations 2005**

Underhill Group will assess the vibration risk to employees to decide if they are likely to be exposed above the daily exposure action value (EAV), or the daily exposure limit value (ELV).

Where the assessment shows employees to be above the EAV Underhill Group will:

- introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
- provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;

Where the assessment shows employees to be above the ELV Underhill Group will:

- take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions that are being taken to control those risks;
- keep a record of the risk assessment and control actions;
- keep health records for employees under health surveillance;
- review and update the risk assessment regularly.

## **2.13 Ventilation**

### **Workplace (Health, Safety & Welfare) Regulations 1992**

Underhill Group will make effective and suitable provision to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh air or purified air and where (LEV) local exhaust ventilation is required for specific tasks that this is fully operational of adequate,

## **2.14 Health Surveillance**

Underhill Group will ensure that all employees receive the relevant health surveillance (from Noise, COSHH, Vibration and Skin exposure) as recommended as a result of the various risk assessments/surveys conducted. Any health surveillance screening will be conducted by a competent Occupational Health Service provider.

Access to collective results from any health surveillance will be made available to employees.. This will be presented to ensure that they are not specific to any individual, (not named in person).

Annual surveys in the form of health related questionnaires will be completed by all employees.

Employees must ensure that any signs and symptoms of work related ill health issues are reported to management at the earliest opportunity to ensure a thorough investigation can be conducted and any relevant control methods implemented.

All employees qualified to work on the rail network must undertake an annual medical and may be subjected to random drug and alcohol checks.

## **2.15 Fire and Emergency**

### **2.15.1 General**

Underhill Group fire safety policy and procedures take account of special fire hazards in specific areas of the workplace in association with the storage of hazardous products and petrol in the workshop.

The local fire service inspection staff are responsible for advising on safe practices and procedures. Underhill Group and their staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment.

The company with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Chubb and Ace Fire Alarms respectively.

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999), and to the director of safety.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

### **2.15.2 Fire Detection Equipment**

**Smoke detectors** and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

### **2.15.3 Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. . Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so, and where they have been appropriately trained. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

### **2.15.4 Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

### **2.15.5 Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

## 2.15.6 Smoking

### Smoke-free Legislation

The smoke-free law has been introduced to protect employees and the public from the harmful effects of second hand smoke.

#### Key points are:

- On July 1st 2007, the smoke-free law was introduced. It is now against the law to smoke in virtually all 'enclosed' and 'substantially enclosed' public places and workplaces. See below for definitions.
- Public transport and work vehicles used by more than one person must be smoke-free at all times.
- No-smoking signs must be displayed in all smoke-free premises and vehicles.
- Staff smoking rooms and indoor smoking areas are no longer allowed, so anyone who wants to smoke has to go outside.
- Managers of smoke-free premises and vehicles have legal responsibilities to prevent people from smoking.

If you are uncertain where you can or can't smoke, just look for the no-smoking signs or ask someone in charge.

#### **Penalties and fines for breaking the smoke-free law**

Local councils are responsible for enforcing the new law in England. If you don't comply with the smoke-free law, you will be committing a criminal offence.

#### **The fixed penalty notices and maximum fine for each offence are:**

Smoking in smoke-free premises or work vehicles: a fixed penalty notice of £50 (reduced to £30 if paid in 15 days) imposed on the person smoking. Or a maximum fine of £200 if prosecuted and convicted by a court.

Failure to display no-smoking signs: a fixed penalty notice of £200 (reduced to £150 if paid in 15 days) imposed on whoever manages or occupies the smoke-free premises or vehicle. Or a maximum fine of £1000 if prosecuted and convicted by a court.

Failing to prevent smoking in a smoke-free place: a maximum fine of £2500 imposed on whoever manages or controls the smoke-free premises or vehicle if prosecuted and convicted by a court. There is no fixed penalty notice for this offence.

## 2.15.7 Duty to take general fire precautions

It is the policy of Underhill Group to comply with the law as set out in the:

### The Regulatory Reform (Fire Safety) Order 2005

The responsible person must—

- (a) Take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- (b) In relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

### **Risk assessment**

The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

## **2.16 Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points for each department are:

Department	Assembly Point
64 Valley Road	Main Gate
Honiton Office	Main Car Park
Valley House	Main car Park
Site Locations	As defined by the site rules

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

## **2.17 First Aid**

First Aiders are responsible for the taking of prompt and appropriate action following any accident, (to both employee's and non employees).

First aid Kits are located in areas where personnel are concentrated around the workplace. All first aid kits are clearly marked and are easily accessible by all employees during all working hours.

First Aiders are responsible for the maintenance of the contents of all First Aid Kits and ensure that only items specified are retained in the kits.

First aid kits are kept with the first aiders whilst on site (each vehicle/site office will have a first aid kit and all site workers are informed of its whereabouts and who is the site first aider).

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

Qualified First Aid Person(s) are:

<b>Name</b>	<b>Department</b>
Alan Dorsett	Stores/Procurement
Richard Reading	Workshop

All accidents, no matter how minor, will be reported in the Company Accident Report Form with copies being sent to the Safety Officer.

Where an employee of another Company or Organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.

Accident records are compiled and stored by the Director of Safety.

The Director of Safety is responsible for reporting cases of accident and disease to the relevant Enforcing Authority under the:

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

Where applicable our Consultants Health & Safety First Limited would normally carry this out using their on-line facility to the Health & Safety Executive.

## **2.18 Accident Investigation & Reporting**

It is the policy of Underhill Group to comply with the:

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**

In the unlikely event of an accident occurring first aid is to be administered ensuring that you are not putting yourself or the casualty in further danger and if required the emergency services contacted.

As soon as is practical the accident is to be reported to Underhill Group so a thorough accident investigation can be conducted

Underhill Group see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or Underhill Group Consultants Health & Safety First Limited detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee and Consultants, Health & Safety First Ltd who will attempt to discover the root causes of the accident and what remedial action should be taken to avoid a recurrence of the problem.

Accident reports are to be reviewed on a regular basis in order to identify any possible trends. If trends are identified procedures will be implemented to prevent further accidents from occurring. i.e. change to managerial procedures or if required refresher training.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

## **2.19 Confined Spaces Operations**

- The Confined Spaces Regulations 1997 and associated Approval of Practice will be complied with.
- An assessment of the work will be made.
- If necessary Permits to Work will be obtained and signed.
- Method Statements will be available on site.
- Appropriate protective clothing and Safety Equipment will be provided and available according to need.
- Trained personnel will be used in connection with the Safety Equipment and will not work alone.
- Warning Notices and Lock Off devices will be checked.
- Weather conditions, if relevant, will be considered and if necessary forecasting for the surrounding district arranged during operations.
- Life supporting atmospheres will be constantly monitored and means of ventilation will be arranged to ensure the quality of respirable air.
- Where adequate quality of air cannot be guaranteed, breathing apparatus will be used by trained operatives only.
- Emergency procedures will be determined and maintained with a 'Top Man' maintaining contact at all times.
- An Appointed Person with First Aid equipment will be on site to ensure personnel are fit to undertake the work.
- Adequate Decontamination and washing facilities will be available, according to need.
- Constant and competent supervision will be on site.

## **2.20 Office Safety**

All office staff have a duty to assist in minimising the risk of accidents, ill health and fire. The following rules shall be observed:

- Tripping hazards will be minimised by properly storing materials, limiting trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear;
- Manual handling and other risks will be minimised by using safe methods of lifting, and for access, and avoiding opening more than one drawer of filing cabinets at a time;
- Chemical hazards will be minimised by correctly storing cleaning and other harmful materials;
- Fire hazards will be minimised by keeping fire doors closed, fire extinguishers in place, paper and other flammable materials tidy, use of ashtrays in smoking areas, and other control measures identified in the Fire Risk Assessment complied with.
- Electrical hazards will be minimised by ensuring that all cables and connections are sound, equipment earthed and correctly fused, sockets are not overloaded

and that water is kept away from all electrical installations. Electrical equipment shall be subject to regular checks, annually, and taken out of service if a fault is identified or suspected. The inspection and servicing to be carried out by competent electrician and no unauthorised person will install, repair or tamper with electrical equipment, All such inspections shall be recorded.

- Risk Assessments are to be completed as appropriate.

## **2.21 Welfare Facilities**

Where practicable the following welfare facilities will be provided on site to ensure compliance with the [Construction Design and Management Regulations 2007](#)

### **Sanitary Conveniences**

Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. So far as is reasonably practicable, rooms containing sanitary conveniences shall be adequately ventilated and lit.

### **Washing Facilities**

Suitable and sufficient washing facilities, shall so far as is reasonably practicable be provided or made available at readily accessible places.

Washing facilities shall include:

a supply of clean hot and cold, or warm water (which shall be running water so far as is reasonably practical); and

soap or other suitable means of cleaning; and

towels or other suitable means of drying.

### **Drinking Water**

An adequate supply of wholesome drinking water shall be provided or made available at readily accessible and suitable places.

Every supply of drinking water shall be conspicuously marked by an appropriate sign where necessary for reasons of health and safety.

## **Changing Rooms and Lockers**

Suitable and sufficient changing rooms shall be provided or made available at readily accessible and suitable places if –

A worker has to wear special clothing for the purpose of his work and he/she cannot, for reasons of health or propriety, be expected to change elsewhere.

## **Facilities for Rest**

Where reasonably practicable suitable and sufficient rest rooms or rest areas shall be provided or made available at readily accessible and suitable places.

## **3.0 Rules for Workers**

### **3.1 General**

3.1.1 All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

3.1.2 All employees shall immediately report any unsafe practices or conditions to the relevant authority

3.1.3 Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.

3.1.4 Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.

3.1.5 Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed in the workplace if this might jeopardise the health and safety of that person or any other person.

3.1.6 Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.

3.1.7 All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.

3.1.8 No worker should undertake a job which appears to be unsafe.

3.1.9 No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.

3.1.10 All injuries must be reported to the Director of Safety or a delegated representative.

3.1.11 Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Director of Safety.

3.1.12 Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.

3.1.13 No employees should use chemicals without the knowledge required to work with those chemicals safely.

3.1.14 Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

3.1.15 All employees are expected to attend departmental safety meetings.

## **3.2 Working Environment**

3.2.1 Work sites must be kept clean and tidy.

3.2.2 Any spillage must be cleaned up immediately.

3.2.3 Waste materials and rubbish must be removed routinely.

3.2.4 All flammable waste materials must be discarded in sealed metal containers.

3.2.5 All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

## **3.3 Walkways, Slips, Trips & Falls**

3.3.1 Walkways and passageways must be kept clear from obstructions at all times.

3.3.2 If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.

3.3.3 Trailing cables are a trip hazard and should not be left in any passageway.

3.3.4 Any change in the floor elevation of any walkway or passageway must be clearly marked.

3.3.5 Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

3.3.6 Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

### **3.4 Tool and Equipment Maintenance**

3.4.1 Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.

3.4.2 It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.

3.4.3 All tools must be properly and safely stored when not in use.

3.4.4 No tool should be used without the manufacturers recommended shields, guards or attachments.

3.4.5 Approved personal protective equipment must be properly used where appropriate.

3.4.6 Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.

3.4.7 Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

### **3.5 Personal Protective Equipment**

3.5.1 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

3.5.2 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.

## **3.6 Manual Lifting and Moving**

### **Manual Handling Operations Regulations 1992**

3.6.1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.

3.6.2 The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.

3.6.3 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.

3.6.4 The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.

3.6.5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably.

3.6.6 Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.

3.6.7 When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

## **3.7 Abrasive Wheels**

3.7.1 Abrasive wheels may be fitted to machines only by a competent person appointed in writing by the company to do so. The names of such person will be entered in the abrasive wheels register by Director of Safety.

3.7.2 Persons using abrasive wheels must wear appropriate eye protection at all times.

## **3.8 Plant Machinery & Vehicles**

3.8.1 Managing Director is responsible for all Company transport, plant and machinery, In addition to statutory requirements, The Managing Director will ensure that all vehicles and machines, etc are inspected at set intervals to be determined by the type of vehicle or machine and the use to which it is subjected, records kept of all such inspections and necessary action to be remedy defects found.

3.8.2 Operators of machinery will be appointed by the person in charge, who will ensure that they are fully instructed in the safe operation of the equipment and competent in its use.

3.8.3 Drivers and operatives will inspect vehicles and machines before commencing each day's work and report defects to their immediate supervisor. Vehicles or machines considered to be unsafe must not be used until remedial action has been taken.

3.8.4 Drivers must ensure that vehicles are not overloaded, that loads are properly secured, that projections are properly marked and do not exceed legal limits.

3.8.5 Person in charge must ensure safe access for vehicles and take steps to prevent vehicles entering unsafe areas. They will, so far as possible, prevent Company vehicles operating in overloaded or dangerous conditions.

## **3.9 Fork Lift Trucks**

Basic Fork Lift Categories:

- Rough terrain counterbalance lift truck
- Industrial counterbalance lift truck
- Industrial reach lift truck
- Telescopic materials handlers

3.9.1 No person may operate a fork lift unless they are over 18 years old, are trained in the operation of that category of lift truck and have been authorised by the plant manager or foreman in writing to operate that category of the truck lift.

3.9.2 Only authorised operators will be issued with keys. Keys will be removed and machines immobilised when items of Plant machinery is unattended.

Under no circumstances will lift trucks be operated by unauthorised persons.

Attention must be given to terrain, load requirements, reach etc, when selecting lift trucks for use.

3.9.3 All overhead obstructions including power cables will be identified clearly marked and where necessary turned off, fenced and shrouded.

3.9.4 Operators will be provided with information with regard to the lift trucks capabilities and will ensure limits are not exceeded.

3.9.5 Loading will only be permitted onto structures or vehicles designed to accept such loads.

3.9.6 Access to all loading/off-loading points will be level, suitable and clear of obstructions.

3.9.7 Noise assessments will be made before lift trucks are taken into service with information and protective equipment issued to operators where necessary.

3.9.8 During refuelling and maintenance operatives will wear protective equipment as specified in the COSHH assessment manual.

3.9.9 Operators are responsible for daily maintenance, reporting of defects and accidents to the manager or foreman.

3.9.10 All forklifts will meet the requirements of the [Lifting Operations and Lifting Equipment Regulations 1998](#).

### **3.10 Woodworking Machines**

- Work in public places will be conducted safely and protective measures taken to ensure that members of the public are not exposed to hazards.
- Machinery will be guarded as laid down in the Provision and Use of Work Equipment Regulations 1998.
- Machinery should not be used unless operatives are competent and have been properly instructed and trained.
- Floor and working areas should be kept clear of debris and accumulation of flammable or combustible materials.
- Trestles, steps, Ladders etc. may be used to gain access to higher levels but a safe working platform must be provided.
- Tools and equipment will be kept in good condition as required this safety policy.
- Defective equipment should not be used and will be reported to supervisors to enable maintenance to be carried out immediately.
- Personal protective equipment e.g. dust masks and eye protection, to approved standards, will be supplied and must be worn.
- An assessment should be completed to ensure adequate fire precautions are taken to comply with [The Regulatory Reform \(Fire Safety\) Order 2005](#).
- First Aid arrangements will comply with [The Health and Safety \(First Aid\) Regulations 1981](#) and the Approved Code of Practice.

### **3.11 Road Safety**

#### **Driving Company Vehicles**

- Where considered necessary, employees will be provided with company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- Employees provided by the Company with vehicles for their use will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner. Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.

## **Vehicle Safety**

- The Company will provide vehicles for use which are in road worthy condition, meet all current legislative requirements and fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a road worthy condition at no expense to the individual user.
- Employees provided with a company vehicle will ensure the vehicle remains in a safe and road worthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Director responsible for safety and remedial action taken at the earliest opportunity.
- Employees will take reasonable care of the vehicle provided for their use and be responsible for its cosmetic appearance and upkeep.

## **Mobile Phones**

- Company Vehicles are fitted with purpose-built mobile phone carriages and equipment. In the event of the mobile phone being activated by an incoming call or text, the Driver of the Company Vehicles is to pull over and park at a safe and convenient location and answer or return the missed call. When requiring to make a call or send a text message, the same procedures are to be adopted.
- These are strict company rules as even when driving and answering or making a call/text message, be the equipment Hands-free or not, the driver may be driving without undue care and attention, which is an unacceptable practice.

## **3.12 Electrical Safety in Welding**

### **Electrical Safety in Welding**

It is recognised by the company Underhill Group that the procedures for Electrical Safety in Arc Welding as laid down by the Health & Safety Executives guidance notes HS(G) 118 forms an intricate part of this document and that all operatives read and understand its contents.

All working practices will be formulated with due regard for principles contained within these, and all other relevant health & safety Law, Regulations and guidance notes

### **Health & Safety in Engineering Workshops**

It is further recognised that the company Underhill Group that the procedures, methods and information contained within the HSE guidance HSG129 (Health and Safety in Engineering Workshops) forms an intricate part of this document and that all operatives read and understand its contents.

All working practices will be formulated with due regard for principles contained within these, and all other relevant health & safety Law, Regulations and guidance notes

### **Welding, Flame Cutting and Allied Processes**

It is further recognised that the company Underhill Group that the procedures, methods and information contained within the HSE guidance HSG 139 (Health and Safety in Welding, Flame Cutting and Allied Processes) forms an intricate part of this document and that all operatives read and understand its contents.

All working practices will be formulated with due regard for principles contained within these, and all other relevant health & safety Law, Regulations and guidance notes

### **Arc Welding**

It is further recognised that the company Underhill Group that the procedures, methods and information contained within the HSE guidance HSG 204 forms an intricate part of this document and that all operatives read and understand its contents.

All working practices will be formulated with due regard for principles contained within these, and all other relevant health & safety Law, Regulations and guidance note

## **4.0 Specific Risks**

### **4.1 Working with Lead Paint**

- Lead is found in old paint work and is dangerous when heat or dry abrasive methods are used for paint stripping, as the lead in the fumes and dust is absorbed into the body of those exposed and can result in lead poisoning.
- The nature and degree of exposure to lead must be assessed before stripping of old paintwork commences.
- Where exposure to lead is unavoidable then The Control of Lead at Work Regulations 2002 apply and the Approved Code of Practice must be complied with.
- All those engaged in working with lead will receive training, information and instructions as to the hazards of working with lead.
- Where lead is known to be in paintwork, required stripping, the method used to strip the paint should be such as to prevent dust or fumes being generated. (COSHH) assessments will be required for chemical stripping).
- If hot work or abrasive method are used for stripping paint, then the lead in air levels must be monitored and appropriate personal protective equipment issued and used.
- A written risk assessment should be completed and where necessary a 'Method Statement' produced.

## **4.2 Storage and Use of Highly Flammable Liquids (HFL)**

- Containers of all highly flammable liquids will properly identified and marked with fire hazard warning signs.
- Quantities of highly flammable liquids, less than 50 litres, may be stored in properly marked, lockable metal bins and kept locked when not in use.
- Bulk storage (more than 50 litres) of highly flammable liquids should be in securely locked cage or well ventilated, secured building, apart from other buildings and clearly marked with signs (HIGHLY FLAMMEBLE LIQUIDS), (NO SMOKING) displayed and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking shall be permitted under any circumstances and suitable fire extinguishers will be provided. For further storage details see the attached leaflet INDG370 "Dangerous Substances and Explosive Atmospheres regulations 2002".
- HFL fumes and vapours must be dispersed by adequate ventilation. A flameproof motor must be used if mechanical ventilation is required to disperse fumes and vapours.
- Manufacturers, suppliers and COSHH information must always be followed when using HFLs.
- Warning notices and barriers should be used to prevent unauthorised entry into buildings or areas where HFLs are being used.

### **4.3 Storage and Use of Liquid Petroleum Gases (LPG)**

- Liquid Petroleum Gases (Butane, Propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. It is, therefore, essential that they are stored and used with great care.
- LPG cylinders must not be stored in buildings or shipping containers but in a compound or cage at least 4m from any building or other structures or sources of ignition. Signs must be displayed indicating the presence of LPG and prohibiting smoking. For further storage details see: - HSE Guidance Notes CHIS4 & 5, and INDG370 "Dangerous Substances and Explosive Atmospheres regulations 2002".
- LPG cylinders must always be used and stored upright and when stored they will always be segregated from oxygen cylinders, with used LPG cylinders kept separate from full LPG cylinders.
- After use, all LPG cylinders will be returned to the store.
- When being transported cylinders must be kept upright and secured. Vehicles must display warning notices, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safe standards.
- Under no circumstances will heat be applied to any LPG cylinder.
- When not in use gas must be turned off at the cylinder valve.

Where there is evidence of an LPG leakage the following action will be taken:

Turn off the gas at the cylinder valve.

Open all doors and windows.

Leave the area.

Inform the Site Supervisor.

**DO NOT TOUCH ELECTRICAL SWITCHES OR TELEPHONES.**

In the event of a cylinder catching fire DO NOT attempt to fight the fire.

**EVACUATE THE AREA \*\*\*\*\* CALL THE FIRE BRIGADE**

## **4.4 Excavations and Earthworks**

Excavations where necessary to prevent danger to any person will be:

- Properly supported to prevent collapse.
- Battered to the angle of repose.
- Inspected, before use, also after any event likely to have affected its strength or stability and after any accidental fall of materials, by a competent person, with entries being made in a register every 7 days.

Also

- Soil heaps should be kept low, 1.5m away from excavation, and battered to the angle of repose.
- Barriers will be fixed to prevent falls in the excavation and stop blocks used to prevent vehicles approaching too close.
- Tests will be carried out on landfill sites for gases and other contaminants.
- Safety helmets will be worn in and near excavations.
- Ladders will be available to provide access and egress. Such ladders to be secured to prevent slip or fall and inside the supported area of the excavation.
- Training on the use of laser devices will be given beforehand.
- A 'Method Statement' will be issued.
- Underground services should be traced and steps taken to protect them as advised in H.S.E. Guidance.
- The [Lifting Operations and Lifting Equipment Regulations of 1998](#) will be complied with in all respects.
- Any equipment used will comply the requirements of the [Provision and Use of Work Equipment Regulations 1998](#).

## **4.5 Work at Heights**

Work at height will be undertaken in accordance with the [Work at Height Regulations 2005](#).

### **Avoidance of risks from work at height**

#### **Regulation 6 of the Work at Height Regulations 2005**

6. - (1) In identifying the measures required by this regulation, every employer shall take account of a risk assessment under regulation 3 of the Management Regulations.

(2) Every employer shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

(3) Where work is carried out at height, every employer shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Underhill Group will:

- Organise and plan work at height, ensuring that it is properly planned, appropriately supervised and carried out in a safe manner;
- Make effective provision for emergencies and rescue;
- Assess weather conditions;
- Use Competent persons;

In order to avoid risk from work at height, or prevent falls, or mitigate the consequences of a fall (using netting, airbags, fall arrest equipment, etc)

Underhill Group will:

- Select suitable work equipment for work at height;
- Use ladders only where justified for low-risk, short duration work (in conjunction with a management system for checking ladder integrity, managing stability, etc) considering:
  - Working conditions
  - Distance to be negotiated
  - Distance and consequences of a fall
  - Duration and frequency of use
  - Rescue
  - Installation and removal risks

Underhill Group will:

Where work is carried out at height, shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury.

Leaflet INDG 402 Ladders contains the associated guidance.

#### **4.5.1 Roof work**

Roof work is dangerous causing one in five construction deaths. All persons should therefore be aware of the guidance given by HSE in HSG33, which will be adhered to and in particular:-

- Crawling ladders. Boards or staging will be provided for roofs more 30 degree pitch to ensure a safe boot and hand hold if necessary.
- Edge protection will be fixed where falls can occur or deemed by the contents of the risk assessments.
- Fragile roofing, i.e. cement asbestos and roof lights will be barriered off or covered over and warning notices fixed.
- If necessary, staging will be provided in advance of working edge, during sheeting operations.
- Precautions will be taken to prevent materials falling on people below, either by providing fencing, barriers, fans or prohibiting entry or use of nets.
- Access will be provided by secure ladders and if necessary access towers and hoist towers for materials.
- Tar boilers will be situated safely with LPG gas cylinders at least 3m away.
- Fire extinguishers will be available to hand where tar boilers or hot work takes place.
- Portable electrical tools will run off 110 volt supply systems.
- Precautions will be taken during inclement weather and high winds, to prevent materials falling from roofs.
- Roof trusses to be erected by a crane or other mechanical means unless it is not reasonable practicable. A safe method using manual handling is described in detail in the Risk Assessment for each individual task of this nature. A safe method of working is required for all roof work and detailed guidance will be sought from HSG33. This may include controlling the risk by use of safety nets.
- A risk assessment must be carried out for proposed roof work and where necessary a detailed 'method statement' issued.

## **4.5.2 Scaffolds and Scaffold Towers**

### **Hazards**

The main hazards associated with the use of scaffolding include:

Falls from height  
Falling material  
Collapse of structure  
Unsuitable base  
Overloading  
Unsound materials  
Unsafe access  
Untrained erectors  
Adverse weather conditions  
Overhead cables and other obstructions

### **Risk Controls**

- Check location for overhead electric cable hazards and other obstructions.
- Towers should be erected on firm, level ground with metal base plates and adequate timber sole plates (unless ground is concrete or similar).
- Caster wheels, if fitted, should be used on level ground and be fitted with brakes.
- Components should be correctly fitted together and the tower kept vertical.
- Manufacturers instructions must be followed regarding erection, especially for bracing.
- Maximum height to least base width ratio must be established from the manufacturer. This may include an allowance of outriggers where fitted.
- Wherever possible, the tower should be tied to the structure using secure points. This applies especially in windy or exposed conditions.
- When moving a tower, no personnel or loose materials should be on the platform. Always apply pressure at or near the base of the tower.
- Ladder access must be inside the tower, either vertical or inclined stair types and fixed to the narrowest side. Use of the frame members (unless specifically designed as a ladder) for climbing the tower is not permitted.
- All ladder loadings must be carried by the tower ie free-standing ladders must not be used, unless the tower is firmly secured to the structure and the ladder is similarly secured.
- Platforms must be fully boarded, with guard rails and toeboards, and access provided by trapdoors.
- Towers should be loaded only in accordance with manufacturers instructions.

## Planning Procedures

All work involving mobile tower scaffolds will be tendered or negotiated for taking into account relevant standards.

Ensure that mobile towers can be used safely and efficiently on site taking into account floors, ceiling heights, roof members, type of work, etc. Where there is any doubt, the Director of Safety will be consulted for advice.

## Training

Training is to be provided to Supervisory staff required to carry out inspections and operatives required to erect, alter or dismantle mobile towers.

## Monitoring

- Ensure all mobile towers are erected by trained operatives under direct supervision of competent person, and that no person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorized.
- Check all mobile towers before use by employees, to ensure they are in accordance with relevant standards.
- Ensure all operatives required to use mobile tower scaffolds have been instructed in safe use and movement of scaffolds.
- Ensure all mobile tower scaffolds are inspected at 7 day intervals by a competent person, and a record of the inspection made in the register Under the [Provision and use of Work Equipment Regulations 1998](#), which will kept on site.
- If handing-over certificates are dated and issued on completion, you must ensure that scaffold complies in all respects to the description content of the hand-over certificate. Under no circumstances should you sign the weekly site register of inspection as this is the duty of the user.
- Where applicable make sure that any safety equipment such as safety helmets or harnesses are worn or used.
- It is essential that suitable clothing and footwear are worn at all times when carrying out scaffold operations.

Operatives should be aware that it is their duty under the current [Health and Safety at Work etc. Act 1974](#) to maintain a safe manner of work at all times to ensure complete safety to themselves and other affected personnel.

## Dismantling

- Inspect and record prior to dismantling.
- Check that ties are in position before dismantling and remove the ties progressively as the job is stripped.
- **Do NOT bomb materials.**
- **Do NOT over stack materials on scaffold.**
- **Do NOT leave materials where they can cause an accident.**

### **4.5.3 Scaffolds and Trestle Platforms**

- Scaffolding and mobile towers will be erected to BS5973 and manufacturers instruction before use.
- Scaffolding and mobile towers will be inspected, by a competent person, before use.
- Bay width and loading tables will be strictly adhered to.
- Scaffold incomplete notices will be displayed as required.
- Access ladders will be secured to prevent unauthorised use after working hours.
- Sheeted scaffolds will comply with the amended standards to BS5973 with regards to tying in.
- Scaffolds will be secured against bad weather conditions and short boards secured down.
- Guard rails, toe boards will be maintained in good order.
- Entries in a register for all work platforms
- A competent person will carry out inspections.
- Sole boards, less than 1,000 square cm, will be fitted under base plates, other than on concrete or steel surfaces.
- Design drawings must be available for special scaffolds.
- Mobile towers will be moved from the base, only when reduced in height as per the manufacturer's instructions.
- No persons permitted to remain on platforms during the moving and repositioning of the tower.
- For mobile towers, the height to base ratio must not exceed manufacturers instructions or 3.5:1 inside buildings or 3:1 outside buildings.
- For static towers the height of base ratio should be 4:1 inside buildings and 3.5:1 outside buildings.

#### **4.5.4 Control Measures using (MEWP's) Mobile Elevating Work Platforms**

- Check location for overhead electric cable hazards and other obstructions.
- Not to use M.E.W.P. where it will be exposed to a wind speed of more than 30 mph.
- Ensure when used adjacent to a public highway that the area is coned off and traffic warning signs are in place together with any necessary traffic diversions.
- Keep the machine within the operating area or envelope.
- Ensure safety harnesses are attached to the fixed point of the equipment.
- Ensure that the ground is firm enough to support the item of plant and that the machine will not drive over any of the following obstacles or hazards:

Potholes  
Open Drains  
Lightweight inspection covers  
Uncompacted drainage trenches  
Differences in levels  
Discarded waste timber with nails

- Always ensure that the machine is parked correctly after use and the keys are removed.
- **NEVER JUMP FROM THE MACHINE ALWAYS USE THE STEPS AND HANDRAILS PROVIDED.**
- Check correctly inflated tyres
- Fixed and adjustable guard rails are in position
- Correct operating oil and water levels
- Ensure a clear working area
- Always ensure that the operator is trained and competent to operate the item of plant provided

#### **4.4.5 Safe Access**

- Access will be provided to ensure that all personnel can reach their places of work safely.
- Walkways will be kept free from obstruction, including stairs, ramps, roadways and path.
- Edge protection will be provided where it is deemed necessary by a relevant risk assessment.
- Manholes, trenches and openings will be provided with covers or fenced off. Holes in floors will be securely covered with 'Hole Under' marked thereon.
- Public access will be clearly defined and sign posted.

#### **4.5.6 Ladders**

- Class 1 Industrial Heavy Duty or Class 2 Light Trade Ladders and steps will be provided and be free from defect.
- Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base footed or weighted down.
- Ladders must be pitched out near to 1:4 angle as possible and must rise at least 1.05m above a place of landing or secured alongside an upright handhold.
- Ladders and steps should be free from obstruction at the base area and should be pitched plumb, either with a levelling device or a prepared base.
- One person at the time only should be allowed on a ladder.
- Heavy materials or tools will not be carried; either ascending or descending ladders.
- Ladders must be pitched with the reinforcement either under the rungs or facing the building.
- Overhead cables will be identified and rendered safe, when using ladders.

## **4.6 Asbestos**

- **Control of Asbestos Regulations 2006**
- Care must be taken when on or adjacent to a heating equipment or pipework which may be insulated with Asbestos Containing Materials (ACM's) or any building material which may contain asbestos. No such known or suspected material is to be worked on, removed or dealt with in any way until an analysis of the materials has taken place and a specific assessment has been made to carry out the necessary work in safety.
- The Company's policy is to engage the services of a licensed contractor for all work which relates to licensing operations concerning asbestos.

## **4.7 Electrical Equipment and Work**

- All electrical work will be carried out in compliance with current legislation and guidance given by The Health and Safety Executive.
- If C.D.M. Regulations are applicable then information in respect of Electrical Matters to be made available to Clients, Designers, Planning Supervisor and Principal Contractor. A channel of communication to be established to facilitate this in a positive and effective manner.
- In other cases interested parties should be advised of any Electrical Activities which effect Health and Safety of any person. Before work is carried out on site the site management must be informed of any such activities.
- All electrical work is to be carefully planned. This is to ensure that only suitable equipment is selected and an adequate/safe power supply is provided.
- If existing power supplies are present they will be the subjects of any survey by a suitably qualified person to ensure they are safe before work commences.
- On larger sites any existing or new fixed supply is not to be used to supply contractor's equipment during construction work.
- All electrical work will be the subject of a Risk Assessment by a competent person who is aware of current legislation and advice on this subject and is familiar with the hierarchy of Risk Control, which underlies the modern approach of Health and Safety Management.
- This Risk Assessment will normally be recorded in writing and where necessary will specify the need for a Method Statement. This may include the provision of a Permit to Work System.
- Electrical installations will only be made by qualified and competent persons who will issue certificates on completion of work, which will remain on site.
- All electrical distribution systems on a construction site will be re-tested every 3 month or more often as experience dictates. This will, where possible, be done by an electrician other than those doing the construction work.
- All portable electrical equipment will be tested by qualified persons at yearly intervals and on site at 3 monthly intervals and certificates of test issued.
- Only electrical equipment which has been tested and for which certificates of test are in force as at the item identified above will be permitted to be used.
- Electrical equipment or supplies will not be used in such manner or misused so as to cause danger or injury.

- Electrical installations or equipment which may be exposed to mechanical damage, inclement weather or harmful conditions will be constructed and protected so as not to cause danger or injury to operatives or other persons.
- All persons who use electrical equipment should be given basic training to enable them to carry out visual inspection.
- Only 110 volt electrical equipment will be used so far as practicable on construction or civil engineering sites, unless requirements to further reduce equipment is specified.
- If main voltage equipment is to be used then the precautions shown in the current HSE guidance is to be strictly adhered to.
- Where overhead power lines are likely to cause a danger the area electrical authority will be consulted and their advice in compliance with the HSE guidance will be followed.

**NB. If necessary a Permit to Work system will be instigated.**

## **4.9 Hot Work**

- Hot work results from equipment utilising a naked flame or generating heat and sparks and all such work is to be the subject of an assessment. If it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a hot work permit system will be employed.
- An appropriate fire extinguisher is always to be positioned adjacent to the area of any hot work.

## **5.0 Contractors**

- All contractors working on Company premises or sites will be given a copy of this Health & Safety Policy Document and compliance with it shall become an integral part of their contract. They are bound by the provisions contained in it, especially the safety rules and they shall abide by it and undertake to make it known to all their employees working on our premises or plant.
- Other employees sharing our premises or sites will be made aware of this Policy document and relevant assessments.
- The company may request sub-contractors to provide it with copies of their current health & safety policies. Assessments, method statements, training records and insurances before contracts are awarded or as work progresses.
- Anyone known to be under the influence of alcohol and/or drugs shall not be allowed to work while in that condition. Persons found to be displaying symptoms of alcohol or drugs abuse will be suspended immediately and subject to further disciplinary procedures.
- The consumption of alcohol during working hours or on Company premises, sites or workplaces is not permitted.
- All employees must adhere to the smoking policy in force at their place of work.
- Employees shall not handle any electrical equipment or machinery in a manner not within the scope of their duties unless they have received specific instructions to do so. Electrical appliances and apparatus are only to be operated by those who have been trained in their use.
- Cartridge tools are provided by the Company and only authorised personnel are to operate them. No person under the age of 18 years is permitted to use any such tools.
- All electrically powered tools for use in installation work will be used with a low voltage (110 volts) transformer.
- Where mobile or heavy plant additional to the Company's own equipment is required, the policy is to engage the services of an approved contractor or operator.
- All work will be carried out so as not to endanger members of the public or visitors paying particular attention when working in occupied property and to the safety of children, the elderly, disabled or infirm.

- Equipment provided by the Company for working at heights (e.g. ladders, step ladders, trestles, mobile towers, scaffolding, mobile elevating platforms, etc.) **MUST NOT** be used without authority or without it being checked or inspected by the person in charge of the workplace or a competent person.

## **5.1 Information**

The efficient gathering, evaluation and publication of information is a basic requirement for the safe operation of the Company.

Persons seeking information on established procedures and equipment or on new methods of equipment should initially consult the reference material located at Company Office.

Information and suggestions concerning any aspect of the company's safety performance gathering by personal observation, reports from outside bodies, manufacturers, publications, etc. coming to the possession of any employees should be communicated to the Director of Safety for evaluation, publication and inclusion in the Company reference collection.

Reports of such information should be passed through normal company channels. Urgent personal or confidential matters should be communicated to the Director of Safety.

Amendments or additions to the Company Safety Policy will be published by way of Memorandum issued by Director of Safety, to all employees and others who are affected.

## **5.2 Design Safety**

Those preparing designs on the company's behalf will alert clients to the duties they may have under the [Construction \(Design and Management\) Regulations 2007](#), and follow the designer's duties as defined within the Approved Code of Practice to the Regulations.

The guiding principles for designs prepared by the Company will be to design to avoid risks to health and safety so far as is reasonable practicable, to reduce risks at source where avoidance is not possible and to include relevant information with the design.

## **5.3 Sub- Contractors**

5.3.1 All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.

5.3.2 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

5.3.3 Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors ) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.

5.3.4 Sub-contractor's employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.

5.3.5 All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information on noise levels of plant, equipment or operations to be carried out by the Sub-Contractor must be provided to our Contracts Manager before work commences.

5.3.6 No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

5.3.7 Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.

5.3.8 Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.

5.3.9 Any material or substance brought to site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided by the Contract Management.

5.3.10 Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this company's facilities in which case a certificate will be issued detailing facilities provided.

5.3.11 Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.

## **6.0 SITE ISSUES**

### **6.1 The Contractors Duties**

The [Construction \(Design and Management\) Regulations 2007](#)

Where the Company is to work as a Contractor under the Principal Contractor the following arrangements will apply to the operations/project for which the Company has been appointed as a Contractor. The Company will undertake to:

6.1.1 Comply with the Principal Contractors instructions and comply with the health and safety plan.

6.1.2 Co-operate with the Principal Contractor and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.

6.1.3 Provide the Principal Contractor and other Contractors with assessments of risks, hazardous substances, noise and any other information concerning our activities that may have effect on their operations.

6.1.4 Inform all our Employees and Self Employed Sub-contractors of those details in the safety plan that may effect their operations and any safety rules they are required to comply with whilst working on the construction site.

6.1.5 Provide the Principal Contractor with details of all health and safety training given to our Managers and Operatives and any other training information that the Principal Contractor may from time to time require.

6.1.6 Promptly provide the Principal Contractor with any information brought to our attention or discovered during construction work, that the Planning Supervisor should have inclusion in his Health and Safety file.

6.1.7 Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry to site during working hours and at any other time.

6.1.8 Ensure that our Managers attend regular site Health and Safety co-ordinating meetings during the project.

6.1.9 Ensure that all injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 1995, are promptly reported to the Principal Contractors Site Management.

## **6.2 Employment**

The company representative engaging a person for employment or having an existing employee under his supervision must ensure that:

6.2.1 The person does not suffer any illness, disability or is undergoing treatment or medication which could constitute a hazard to themselves or others when carrying out their work.

6.2.2 They are competent to carry out the work for which they are engaged or are placed under adequate supervision or given suitable training to enable their work to be safely carried out.

6.2.3 Every employee is fully conversant with the Company Health and Safety Policy and agrees to co-operate in the implementation of the Policy.

6.2.4 They are aware of first aid and emergency arrangements in their place of work.

6.2.5 All employees inform their immediate supervisor (or in the case of matters which they wish to treat as confidential, the Director of Safety) of any illness, disability or medication to which they are subject which may constitute a hazard to themselves or others in the course of their work.

6.2.6 It is a condition of employment by Underhill Group that all employees co-operate in the fulfilment of the Company Health and Safety Policy.

## **6.3 Contracts Management**

6.3.1 Understand, monitor and implementation the Health and Safety Policy of the Company and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

6.3.2 Ensure that the Health and Safety Executive (HSE) is notified on Form F10 if site operations are expected to exceed 30 days or 500 man hours.

6.3.3 Ensure that Health and Safety First Limited is notified of such sites, or those of a special or particularly hazardous nature

6.3.4 The Health and Safety Policy will be reviewed by our Consultants Health & Safety First Ltd. on an annual basis. If the Policy requires updating or in the event of procedural changes and changes in current legislation.

6.3.5 Determine at planning stage:

- The most appropriate order and method of working.
- Provision of adequate lighting and safe method of electrical distribution.
- Allocation of responsibilities between this Company and others on site.
- Hazards arising from underground and overhead services.
- Welfare facilities required.
- Fire precautions.
- Any particular training or instruction required for site personnel.
- Temporary works provision (scaffolding, excavation support, etc.)
- Any assessment of the risk involved with the use of any substance or process hazardous to health.
- Operations which may result in noise levels where action is necessary.
- Areas on sites where safety helmets must be worn.

6.3.6 Provide written instructions in unusual situations not covered by Company Policy to establish working methods and sequences, outline potential hazards at each stage and indicate precautions to be adopted. Obtain Method Statements from sub-contractors carrying out high risk activities such as demolition, steel erection, asbestos removal, etc.

6.3.7 Obtain details from sub-contractors of assessments of risk associated with substances or processes hazardous to health the intended use and check that their planned control measures will provide protection to others on site.

6.3.8 Inform sub-contractors of the proposed areas on site where safety helmets will be worn.

6.3.9 Ensure, so far as reasonable practicable, that work once started is:

- Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
- Carried out in accordance with the current legislation and other appropriate statutory requirements.

6.3.10 Reprimand any members of site supervisory staff for failing to discharge responsibilities satisfactorily.

6.3.11 Ensure that parents of young persons under 18 years of age are informed of the contents of this Health and Safety Policy and the contents of all Risk Assessments and Safe Systems of Work.

## **6.4 Site Supervision**

6.4.1 Read and understand the Company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements.

6.4.2 In possession of the required knowledge of current legislation applicable to the work on which your operatives are engaged and insist that these Regulations are observed.

6.4.3 Incorporate safety instructions in routine orders and see that they are obeyed.

6.4.4 Do not allow operatives to take unnecessary risks.

6.4.5 Ensure that new employees, particularly apprentices and young persons, are shown the correct method of working and all safety precautions.

6.4.6 Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment.

6.4.7 Commend operatives who, by action or initiative, eliminate hazards.

6.4.8 Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that others around them.

6.4.9 Report immediately any defects of plant or equipment.

6.4.10 Report any accident, however minor, to the Contracts Manager immediately.

6.4.11 Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

6.4.12 Look for and suggest ways of eliminating hazards. Bring to the notice of the Director of Safety any improvements or additions to the Company Safety Policy which you feel should be made.

## **6.5 Sub-Contractors Duties**

6.5.1 All sub contractors will sign a declaration stating that they are conversant with the:

**Health and Safety at Work etc. Act 1974,**

**Management of Health and Safety at Work Regulations 1999,** all relevant statutory provisions and **Approved Codes of Practice** that they will conduct their activities in accordance with the requirements of the Safety Policy.

6.5.2 The Special Regulations for persons under 18 years of age to all sub contracting employees.

6.5.3 Sub contractors will at pre-contract meetings submit Risk Assessments, Method Statements and Test Certificates to comply with Statutory requirements. No article or substance will be brought onto site, unless it is correctly labelled and in approved containers or packages.

6.5.4 Before work commences on hazardous operations a Permit to Work procedure will be adopted.

6.5.5 Operations specified at pre-contract meetings, as requiring Method Statements, will not commence until such time as the statements have been approved.

6.5.6 The Sub contractor and his representatives have the duty and the responsibility to ensure that all sub contracting employees comply and co-operate with all Regulations and policies embodied in this Health & Safety Policy any amendments or appendices attached thereto.

6.5.7 Operators' certificates of competencies and test certificates for the various types of plant and equipment to be used will be presented to the site management before operation commences.

## **6.6 Special Regulations for Persons under 18 Years of Age**

6.6.1 Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent persons:

- 1) Mobile Plant
- 2) Lifting Appliances
- 3) Acting as slinger / banksman in lifting operation.

## **6.7 The Site Foreman's Duties**

6.7.1 Organise and co-ordinate site work with minimum risk to health and safety, and comply with the Company Safety Policy, the Safety Plan, method statements and all relevant Regulations.

6.7.2 Ensure that methods of work, Codes of Practice, risk assessments, method statements and all registers are agreed and in place prior to commencement of works and, if not, obtain same from the Contracts Manager.

6.7.3 Ensure that all site records are kept up to date; these records to include the Construction Phase Health and Safety Plan, risk assessments, method statements, inspection reports and any other records necessary.

6.7.4 Ensure that all timesheets are up to date and accurate and are submitted to the office within the prescribed timescale.

6.7.5 Ensure that all operatives are given precise instructions in respect of health and safety and, further, to ensure that all operatives, site staff and sub contractors fully understand, and adhere to, safe methods of work and are competent to carry out their given tasks.

6.7.6 Ensure that the storage of plant, equipment, materials and substances is safe and complies with statutory requirements.

6.7.7 Maintain a tidy site access and egress and monitor site safety and procedures on an on-going basis.

6.7.8 Ensure that all plant and equipment on site is safe to use, properly maintained and is used for the purpose it was intended/supplied.

6.7.9 Ensure that all tools and plant issued to them are maintained in a serviceable condition and that items of small plant, e.g. disc cutters, are covered and secured inside their vehicles when not in use.

6.7.10 Control and co-ordinate the actions of sub contractors and others to avoid confusion with regard to the implementation of the Safety Policy and safe methods of working.

6.7.11 Ensure the supply, maintenance and correct use of safety and personal protective equipment (PPE) by all operatives.

6.7.12 Ensure that all accidents are entered in the new type Data Protection Accident Book and implement the Company's reporting procedure.

6.7.13 Report all major accidents, incidents and 'near misses' to the Contracts Director or his nominated representative (RIDDOR).

6.7.14 Meet and liaise with visitors and inspectors to the site, and appoint a competent person to take charge during temporary absence, and maintain a record of all site visitors.

6.7.15 Rectify, as a matter of high priority, all defects notified by the Safety Officer, Factory Inspector and clients' representatives.

6.7.16 Discuss with the Safety Officers any site problems in respect of health and safety.

6.7.17 Comply with Statutory Authorities.

6.7.18 Set a good example with regard to personal behaviour, and health, hygiene and safety practices.

6.7.19 Closely supervise young persons and new entrants, ensure that they have read understood the contents of the risk assessments relevant to their tasks, and ensure that adequate induction training is given.

6.7.20 Ensure that all operatives are given information, instruction and proper supervision and to ensure the safe and correct use of plant and equipment they are operating.

6.7.21 Ensure that daily maintenance is carried out on all plant and equipment in accordance with the manufacturers' instructions.

6.7.22 Ensure that all operatives report all defects in plant, equipment, tools, PPE etc and report all injuries, accidents and damage to persons or property to the Contracts Manager.

6.7.23 Ensure that all Plant Operators have the necessary statutory registers, where required, and that these are kept up to date.

6.7.24 Take disciplinary action against operatives who consistently fail to comply with the Company's safety procedures and Policy and to report this to the Contracts Manager immediately for further action.

## **6.8 The Operative's Duties**

6.8.1 Comply with the Company's Safety Policy, risk assessments & method statements.

6.8.2 Inform the Contracts Director, or his nominated representative, if they suffer from any allergy or other health problems which may affect their ability to carry out their given tasks, including manual handling.

6.8.3 Inform the Contracts Director, or his nominated representative, if they are receiving treatment or medication for an illness or disability which may affect their ability to carry out their given tasks, including manual handling.

6.8.4 Inform the Contracts Director, or his nominated representative, of any previous training undertaken and provide such proof as is necessary.

6.8.5 Ensure that their timesheets are up to date and accurate, and to report any discrepancies or entries which may result in overpayment to the Foreman or Contracts Manager immediately.

6.8.6 Be aware of notices displayed in the workplace which offer information and advice.

6.8.7 Use tools, equipment, materials, substances, safety and protective equipment correctly, and not misuse.

6.8.8 Use tools and equipment in good condition and report defects to the Foreman.

6.8.9 Ensure that all tools and plant issued to them are maintained in a serviceable condition and that items of small plant, e.g. disc cutters, are covered and secured inside their vehicles when not in use.

6.8.10 Report any accidents, injuries, dangerous occurrences or dangerous conditions to the Foreman.

6.8.11 Take care of their own health and safety and that of others who may be affected by their work.

6.8.12 Avoid improvised arrangements which may prejudice their own health and safety or that of others, and suggest safe ways of eliminating hazards.

6.8.13 Not to operate any plant or equipment unless authorised to do so.

6.8.14 Refrain from travelling as a passenger in or on a vehicle which has not been fitted with a passenger seat (s) and to wear seatbelts where fitted.

6.8.15 Observe, and comply with, all warning notices and instructions received in respect of the site and personal behaviour.

6.8.16 Ensure that guards are in position whilst plant and portable tools are in use.

6.8.17 Switch off, immobilise and secure unattended plant, and dismount from dumpers whilst loading is in progress.

6.8.18 Wear, maintain and use correctly appropriate clothing and personal protective equipment conducive to work, and report unserviceable items to the Foreman.

6.8.19 Report defective plan, vehicles and equipment to the Foreman, and do not use until repaired.

## **7.0 Protection of the Environment**

- We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far, as reasonably practicable.
- Employees will be informed on all environmental aspects and issues as they affect our undertaking, and standard operating practices will be employed to control the pollution of the working and general environment from noise, dust and hazardous substances.
- Due care and attention will be given to the protection of all waste courses from spillage and wastes arising from our workplaces.
- All waste materials from site will be handled by registered waste carriers in accordance with the 'Duty of Care' Requirements contained in the **[Environmental Protection Act](#)**.

## **8.0 Corporate Manslaughter and Corporate Homicide Act 2007**

(Which will come into force 6 April 2008)

### **The offence**

1. - (1) An organisation to which this section applies is guilty of an offence if the way in which its activities are managed or organised –
  - (a) causes a person's death, and
  - (b) amounts to a breach of a relevant duty of care owed by the organisation of the deceased
- (2) The organisation to which this section applies are
  - (a) a corporation
  - (b) a department or other body list in Schedule 1
  - (c) a police force
  - (d) a partnership, or a trade union or employers' association, that is an employer
- (3) An organisation is guilty of an offence under this section only if the way in which its activities are managed or organised by its senior management is a substantial element in the breach referred to in subsection (1).
- (4) For the purpose of this Act –
  - (a) "relevant duty of care" has the meaning given by section 2, read with sections 3 to 7;
  - (b) a breach of a duty of care by an organisation is a "gross" breach if the conduct alleged to amount to a breach of that duty falls far below what can reasonably be expected of the organisation in the circumstances;
  - (c) "senior management", in relation to an organised, means the persons who play significant roles in –
    - (i) the making of decisions about how the whole or a substantial part of its activities are to be managed or organised, or
    - (ii) the actual managing or organising of the whole or substantial part of those activities
- (5) The offence under this section is called;
  - (a) corporate manslaughter, in so far as it is an under the law of England and Wales or Northern Ireland;
  - (b) corporate homicide, in so far as it is an offence under the law of Scotland.
- (6) An organisation that is guilty of corporate manslaughter or corporate homicide is liable on conviction on indictment to a fine.

(7) The offence of corporate homicide is indictable only in the High Court of Justiciary

### **Relevant duty of care**

#### **Meaning of “Relevant duty of care”**

2-(1) A “relevant duty of care”, in the relation to an organisation, means any of the following duties owed by it under the law of negligence –

- (a) a duty owed to its employees or to other persons working for the organisation, or performing services for it;
- (b) a duty owed as occupier of premises
- (c) a duty owed in connection with –
  - (i) the supply by the organisation of goods or services (whether for consideration or not),
  - (ii) the carrying on of an organisation of any construction or maintenance operations,
  - (iii) the carrying on by the organisation of any other activity on a commercial basis, or
  - (iv) the use or keeping by the organisation of any plant, vehicle or other thing:
- (d) a duty owed to a person who, by reason of being a person within subsection (2), is someone for whose safety the organisation is responsible.

## **9.0 Health and safety Offences Act 2008**

The Health and Safety Offences Act 2008, a new piece of legislation that will give courts greater powers of sentencing and increase fines for those who breach health and safety legislation gained Royal Assent on 16th October. It will come into force in January 2009. The Act amends Section 33 of the Health and Safety at Work etc Act 1974, and raises the maximum penalties available to the courts in respect of certain health and safety offences.

The Act widens the range of offences for which an individual can be imprisoned and increases the maximum penalties that can be imposed for health and safety regulation breaches, from £5,000 to £20,000 in the lower courts. Sentences can now be more easily set at a level that will deter businesses that do not take their health and safety management responsibilities seriously and further encourage employers and others to comply with the law.

Furthermore, by extending the £20,000 maximum fine to the lower courts and making imprisonment an option, more cases will be resolved in the lower courts so that justice will be more expedient, less costly and more efficient. Whereas in the past there were more limited options, jail sentences for particularly blameworthy health and safety offences committed by individuals, can now be imposed reflecting the severity of such crimes.

There are no changes to the existing legal duties of businesses and the HSE have made it clear that their enforcement policy will target “those who cut corners, gain commercial advantage over competitors by failing to comply with health and safety law and who put workers and the public at risk.” Good employers and managers have nothing to fear.

### **Summary of New Penalties Under the Act:**

#### **Current Maxima:**

£5k or £20k for summary offence in lower courts, depending on offence; **unlimited fine** for indictable offence;

imprisonment not available for most offences (but up to 6 months in magistrates court / 2 years in Crown Court for few offences e.g. failing to comply with a prohibition notice or breaching a licensing requirement).

#### **New Maxima:**

£20k fines in lower courts for nearly all summary offences, unlimited fines in higher courts;

Imprisonment for nearly all offences – up to 12 months <sup>Footnote 1</sup> in Magistrates Courts and 2 years in the Crown Court.

There are strict guidelines which are observed by the regulators in their approach to the prosecution of health and safety offences. The HSE Enforcement Policy Statement. makes it clear that prosecutions should be in the public interest and where one or more of a list of circumstances apply. These include:

- where, death was a result of a breach of the legislation;
- there has been reckless disregard of health and safety requirements;
- there have been repeated breaches which give rise to significant risk, or persistent and significant poor compliance; or
- false information has been supplied wilfully, or there has been intent to deceive in relation to a matter which gives rise to significant risk.

Prosecutions of individuals by health and safety regulators are not undertaken lightly. Any prosecutions of individuals are subject to the same strict considerations set out above and are only taken if warranted, and not in lieu of a case against their employer.

1. To be read as a reference to a term not exceeding 6 months until the coming into force of section 154(1) of the Criminal Justice Act 2003. At present, there are no Government plans to "switch on" this clause.

## **Amendments**

1. The policy has been formatted in line with changes in our policy layout. This leaves a more easily navigated document, and fits particularly with electronic use. The content has received minor changes as a result of the re-formatting. If you have problems navigating the document please contact us.

2. The format has left a document with an easy reference system. Portions can be sectioned out and printed for specific employees, contractors etc.

3. Legislative changes referred to include:

(i) **Health and safety Offences Act 2008** (9)