



HEALTH, SAFETY & ENVIRONMENTAL POLICY & PROCEDURES MANUAL

**August
2014**

Registered office: Mayo Electrical Contractors Ltd,
109, Station Road,
Drayton,
Hampshire. PO6 1PL.

Should you have any difficulty understanding any part of this Manual ,
Contact Mr Jason Mayo, Managing Director 02392 366688 / 07949 366688

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Mayo Electrical Contractors Ltd, hereafter in all its operations & locations, is referred to as 'The Company'. Employees & self-employed operatives, in all our operations & locations referred to as 'The Employees' Contractors, sub-contractors, advisers & consultants as 'The Contractors'

1.1 POLICY - HEALTH & SAFETY POLICY STATEMENT

1a It is the policy of this Company to ensure so far as is reasonably practicable:

- (a) The health, safety and welfare of all its employees while they are at work (in whatever operation or location, whether at The Company premises, on site or in transit on authorised business), of visitors to The Company premises, operations and of others who may be affected by its actions.
- (b) The provision of safe systems of work, that remove/reduce hazards and control risks as far as reasonably practical, with the necessary supervision and control mechanisms, in place.
- (c) The maintenance of a working environment that is safe with risks to health minimised and the provision of adequate facilities and arrangements for welfare at work.
- (d) The provision of plant, machinery, equipment and vehicles, whether owned or hired in conditions that are safe and risks to health minimised and to provide systems for inspections and preventative maintenance to ensure safe conditions.
- (e) That arrangements are in place for ensuring safety and risks to health minimised, in connection with the use, handling, storage and transportation of articles and substances.
- (f) The provision of such information, instruction, training and supervision necessary to ensure the health & safety at work of employees, and information to contractors and others who may be affected by The Company's operations or products.
- (g) The provision of a safe means of access to, movement within and egress from places of work.
- (h) Co-operation with and involvement of employees in meeting health & safety objectives.
- (i) To take all action as necessary to protect the environment from our undertaking, by minimising the use of energy and reducing/recycling as far as reasonably practical the production of waste.

1b The necessary resources and input will be afforded to the achievement of the foregoing policy and to this end The Company will:

- (i) Ensure that all requirements of the Health & Safety at Work, etc. Act 1974, Regulations & Approved Codes of Practice issued under the Act, and other relevant Acts and Regulations that apply to The Company's operations are complied with.
- (ii) Provide the necessary management information and involvement, so far as is reasonably practicable, to achieve the standards laid down in this policy.
- (iii) Maintain up to date knowledge as necessary; maintain contact with relevant outside bodies, including health & safety advisory and specialist services; and keep up to date with developments in health & safety legislation, codes of practice and other technical or guidance material relating to The Company's operations.
- (iv) Disseminate such information within The Company to employees, contractors and visitors, as such information affects them.
- (v) Ensure that all health & safety factors are taken into account when new and revised systems of operation, storage, materials handling, etc. are planned and effective. Further, The Company will, when considering the organisation of operations, take account of the necessary health, safety, environment and welfare requirements for each organisation or location.
- (vi) Provide all new employees with information on health, safety, environment, welfare, fire precautions, first aid and medical matters, as appropriate to their operations and locations.

Signatures

Mr Jason Mayo (Managing Director) or Miss Julie Young (Technical Director)

For and on behalf of Mayo Electrical Contractors Ltd, this replacement Manual was first issued August 2014
Planned Reviews, (legislation changes take precedence in the form of on-going updates):

August 2016..... August 2018..... August 2020.....

1.2 ENVIRONMENTAL POLICY

Environmental Policy Statement

The electrical installation repair process has low effects on the environment by the careful use of materials and consumption of resources throughout all task processes. It is our objective to ensure that at the conclusion of any scheme an attractive and sustainable new environment that has been created by our Client has had a positive contribution from The Company.

Recognising that we have responsibilities to both limit damage to and enhance the environment, this statement sets out our policies for managing the environmental aspects across our business. Key objectives are to:

- Minimise any Harmful impacts on the environment and where possible to seek environmental enhancements, concentrating on areas where there is most room for improvement.
- Aim to meet and where practicable exceed all relevant environmental legislation and regulations.
- Remove or reduce energy wastage.
- Ensure all operatives are aware of environmental issues, including waste minimisation, by planning out wasteful processes and actively promoting recycling and the use of renewable materials.
- Ensure that our and Client environmental aims and their importance are communicated throughout The Company, including appropriate subcontractors and suppliers, and that a copy of our environmental policy is an integral part of our Health & Safety Policy & Procedures Manual.
- To actively contribute to the principles of sustainable development within the UK in partnership with our Clients.
- To actively remove or reduce environmental nuisance, by controlling noise, dust and road contaminating mud.

In addition to our key commitments The Company has identified a number of specific priority areas which we will endeavour to achieve:

- Purchase and provide materials that are both high standard and produced with positive environmental considerations taken into the overall production and supply chain.
- Meet and where possible exceed government targets for the reduction of materials and waste production by using best practice in partnership with our Clients targets.
- Consideration of reducing the impact of vandalism and theft of valuable materials by employing good security of materials.

The above is subject to economic considerations and Client specifications.

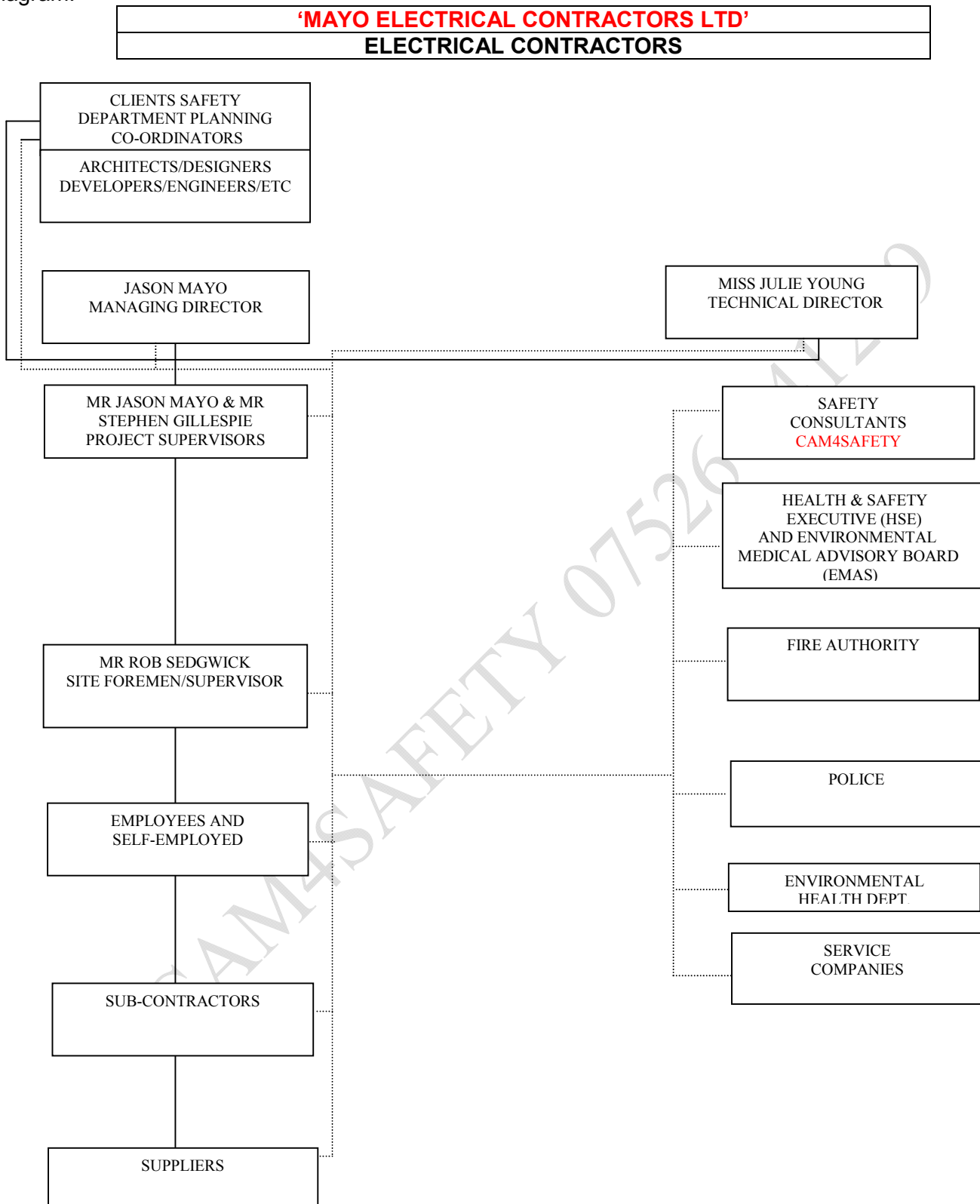
Signed by.....Date 18/08/ 2014.
Jason Mayo, Managing Director

2.0 OUR MISSION STATEMENT

Mayo Electrical Contractors Ltd are a team and we strive as that team together, our ultimate goal being supplying on time; services of high quality and excellent value for money, to all our customers. This collaborative attitude delivers for us best practice, developing intuitive ideas and a sense of ownership, whilst remembering our commitment to the environment through good use of resources and reducing our carbon footprint, all of which we share throughout our company.

3.0 HEALTH & SAFETY ORGANISATION CHART

The inter-relationship of the various parties involved in the management of safety is shown in the following diagram.



..... Indicates a routing for advice, inspection, consultation and communication.

———— Indicates Management Responsibilities

4.0 THE ORGANISATION SECTION OF THE HEALTH & SAFETY POLICY OUTLINES THE INDIVIDUAL RESPONSIBILITIES WITHIN OUR ORGANISATION

4.1 Managing Director:

- ◆ Knowledge of and compliance with, The Company Policy for Health and Safety consistent with their responsibilities and appropriate delegation of responsibilities to subordinate staff.
- ◆ The provision of adequate resources to secure compliance with the requirements of the Safety Policy on all The Company's undertakings.
- ◆ Setting a personal example on site visits and acknowledging suggestions for improvement in safety organisation where and when appropriate.
- ◆ Recognition and implementation of training for employees where necessary.
- ◆ When appropriate, initiating disciplinary action against staff at all levels who have failed to comply with their duties under the Safety Policy or statutory requirements.
- ◆ Ensuring before they start work, that all employees have knowledge of The Company's requirements for safety and health.
- ◆ Liaise with the safety consultant as required.
- ◆ Notify the safety consultants of commencement of relevant work or operations.
- ◆ Receive and disseminate as appropriate any relevant information or new legislation advised by the safety consultants.
- ◆ Establish suitable procedures and maintain records of assessments and sub-contractor safety policies.
- ◆ Arrange appropriate safety training for staff and operatives. Training advice should be available from the safety advisor.
- ◆ The hiring of plant and machinery suitable for the task required, from a competent supplier/ hire company.
- ◆ Making sure that plant, machinery, materials and personal protective equipment meet the requirements of current legislation and British Standards.
- ◆ Updating of records kept with regards to certificates and ensuring that equipment that require one, have a valid current certificate before use.
- ◆ Liaising with the Client, Designer, Planning Coordinator, and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations.
- ◆ Ensure communication and consultation is managed on a continuous basis

4.2 Technical Director:

- ◆ Read and understand the contents of the Health & Safety Policy.
- ◆ Ensure staff under your control understand the contents of the Health & Safety Policy.
- ◆ Ensure sub-contractors have completed the safety questionnaire, received and returned completed a copy of our health and safety terms & conditions and The Company declaration.
- ◆ Ensure offices/sites owned or controlled by The Company are inspected as required for reasons of health and safety.
- ◆ Ensure all staff under your control are suitably trained, records maintained and are competent to carry out their duties as follows:
- ◆ Ensure you are aware of the duties of the Managing Director for whom you will be deputising for in his absence.

4.3 Project Supervisors & Site Foremen/Supervisors:

- ◆ Read and understand the contents of the Health and Safety Policy.
- ◆ To organise contracts/contractors to fully comply with company policy.
- ◆ Carry out an assessment of risk prior to taking control of a site/undertaking
- ◆ To be familiar with and to observe all regulations applicable to the site process.
- ◆ To control all Contractors in order to ensure safe and healthy systems of work, low fire risk, proper use of shared facilities and co-operation between companies or allied trades in an unselfish and co-operative manner.
- ◆ To ensure that the integrity of the any company undertaking is maintained through good security procedures.
- ◆ To establish and maintain an adequate first aid and reporting system in compliance with current legislation.
- ◆ To accompany any visiting HSE Inspector during their tour of inspection where pertinent.
- ◆ To maintain a good working relationship with any appointed safety representative or safety committee.
- ◆ To release designated personnel as necessary for safety training.
- ◆ To ensure that work activities are only carried out by suitable and competent contractors & operatives, especially where mechanical equipment is used or installed.
- ◆ To instruct subordinates in precise terms as to the work methods, by ensuring Risk Assessments, Method Statements, COSHH Assessments & Company Induction Forms are countersigned as being fully understood by Operatives/Supervisors, and by direct supervision to ensure compliance.
- ◆ To reprimand or discipline any person who is persistently careless in regard to their own or other's safety. To encourage and reward those persons who consistently show awareness and attention to safety related matters.
- ◆ To encourage by example and instruction to subordinates the use of Personal Protective Equipment effectively, where there is a risk to health and safety that cannot be planned out.
- ◆ To be familiar with and to observe all regulations applicable to the industry.
- ◆ When written or verbal advice is given by safety personnel, to heed that advice.

4.4 Site Employees

- ◆ To be familiar with company policy and to co-operate in its implementation at all times.
- ◆ To carry out instructions given by managers and supervisors.
- ◆ To ensure they are fully aware of controls and safe systems of work by completing The Company, individual Induction Form, are aware of COSHH Assessments content, sign as understood all Risk Assessments & Method Statements pertaining to their specific work activity and assist in developing/creating safe systems of work.
- ◆ To observe safety legislation at all times.
- ◆ To take reasonable care for the safety and health of themselves, fellow team members and anyone else that may be affected by their acts or omissions; and to co-operate with others in the discharge and execution of their duties
- ◆ To wear the appropriate and approved protective equipment/clothing at all times or as otherwise instructed.

- ◆ To report all hazards to their immediate supervisor.
- ◆ To report all accidents, incidents or near misses whether persons are injured or property is damaged, to their immediate supervisor.
- ◆ NOTE: It is a criminal offence under the Health & Safety at Work Act 1974 and in pursuance of any of the relevant statutory provisions, to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety, environment or welfare.

5.0 The arrangements section of the Health and Safety Policy describes how safety is managed within the organisation.

5.1 Health & Safety Consultants

The Company has appointed **CAM4SAFETY Ltd Consultants** to act as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations.

- ◆ The consultants are expected to provide up to date, practical advice on any safety matters as requested. They may also be asked to visit sites to monitor safety performance, carry out training for management and employees, and carry out any work required to ensure that The Company comply with their duties under the Construction (Design and Management) Regulations.
- ◆ Safety advice is available from the consultants to all employees of The Company over the phone free of charge.
- ◆ **CAM4SAFETY Ltd Consultants** has prepared this Health and Safety Policy and Procedures Manual and it will be updated on a bi-annual basis, following The Company request or any significant change in company activity or legislation. Dynamic documents such as Risk Assessments, Method Statements & COSHH Assessments will change on an as necessary, rolling basis.

5.2 Arrangements for Monitoring, Auditing & Review

5.2.1 Monitoring

Site activities will be monitored by the Safety Consultants when requested to do so by The Company. This monitoring will take the form of site safety inspections. The safety advisor will inspect the site with The Company manager/supervisor for compliance with this Health and Safety Policy and with relevant legislation. A report with advice will be left with the contractor or The Company representative. The reports will be copied to the Managing Director, with particular attention drawn to serious or recurrent problems.

5.2.2 Auditing

Auditing may be carried out at regular intervals by an independent auditor. Such audits will encompass the entire safety management system, including this policy, the responsibilities of different members of the organisation, future plans for training and both office and site based documentation. Particular attention will be drawn to persons having signed as understanding risk assessments and method statements.

5.2.3 Review

This policy will be reviewed bi-annually in order to ensure that it continues to reflect the latest legislation and the scope of The Company's operations. Reviews will also take place if deemed appropriate in response to any issues raised by employees, site inspections, and changes to legislation or need revealed by auditing.

5.3 Consultation with employees

The Company management welcomes feedback from employees as it displays good interest and awareness of Health and Safety. Regular safety meetings with site supervisors will be held at the offices, during which any points raised by employees casually, during Toolbox Talks or Risk Assessment/Method Statement briefings will be discussed. Site supervisors will be responsible for gathering points that persons wish to make, although by arrangement, any employee may attend the safety meetings to promote an open and healthy safety culture. New areas of work and any other factors that will materially affect employees will be discussed at the safety meetings, and enough time will be allowed before implementing any new procedures to allow meeting attendees to report back to other employees, and further report back to management.

5.4 Training matrix and plan

Position	Course	Actioned	Duration	Provider	Refresher	
Managing Director & Technical Support Director	1	The Company H&S Manual & Induction	24/03/14	2 Hours	Consultant	Upon appointment & various
	2	IOSH Safety for Senior Executives		1 Day	EEF etc	
Projects Supervisor	1	As above	10/10/10	2 Hours	"	"
		Site Management Safety Training System (SMSTS)		5 Days		
Operatives	1	As above		2 hours	Consultant	"
		Toolbox Talks covering on the job training.		Up to 15 minutes	Supervisor or Consultant	New staff, and after long term off work or returning
	3	Site rules, RA's, MS's & CA's, refresher.		Variable		
Operatives various	4	MEWPS & other plant as required		1 Hour	Supplier	After long term away
	5	First Aid		1 Day	R/ Cross, St John	Annually

"Various providers" but should initially be an external source of training.

All our operatives are CSCS certificated.

Specialist Training:

All operatives will work within NICEIC specifications. Specific training is given to those who require it, i.e.

- Asbestos Awareness
- Working Live safely and Permits To Work Live.
- First Aid (Approved by HSE)
- Ensure records of inspections are retained on file as proof of our on-going inspection regime.
- Site Specific Risk Assessments or adjustments.

6.0 SITE SET UP

6.1 Welfare Facilities:

When The Company is working within the controls of a Principal Contractor, we will check that suitable and sufficient welfare facilities are provided to comply with the Construction (Design and Management) Regulations and Workplace Health, Safety & Welfare Regulations. This will include:

- ◆ Canteen in good order and of a sufficient size to allow access to all on site. If this is not feasible, a rotation system will be implemented at break times. The canteen should contain adequate seating with backs and tables at which to eat and will be maintained in a clean and orderly state.
- ◆ Means of heating food, either in the form of a microwave oven or gas/electric ring.
- ◆ A wholesome supply of fresh drinking water, preferably mains supplied.
- ◆ Hot water, running so far as is reasonably practicable.
- ◆ A drying room for wet clothing.
- ◆ Adequate toilets, preferably plumbed in and flushing, sufficient for the numbers on site. (A minimum of 1 toilet per 10 men)
- ◆ Sufficient items such as soap, means of drying hands and toilet paper.

6.2 Security

Company & its client undertakings will be kept secure in order to prevent theft and trespassers gaining access. The Company understands its responsibilities under both the Health and Safety at Work Act ss3 & 4, and the Occupiers Liability Act and will ensure all work carried out by them has not undermined the secure measures that should be in place i.e. fencing is continuous, gates, doors, protected, COSHH/LPG storages, etc are locked and secure. Any plant/equipment left out in the open must be left in such a way that persons illegally gaining access cannot operate it.

6.3 Signage

Adequate safety signage will be provided by The Company or contractor, to inform site operatives and others of hazards present. This will include any warning signs necessary i.e. danger Arc welding in progress etc, PPE requirements for the tasks, ear protection and eye protection zones and full protection for using chain saws. Legible signs to be kept in clearly seen areas, and securely fastened.

6.4 Inductions:

The Site Manager/Supervisor or Senior Site Representative, or other suitable representative will give everyone working on the undertaking a written/recorded induction talk before they begin work. This induction will include the site rules and draw attention to emergency procedures, competent personnel and special hazards associated with the site. Personnel will be asked to sign an induction register to indicate that they have received and understood the induction.

6.5 Statutory Notices

The following statutory documentation will be displayed on office notice boards and/or in company vehicles:

- ◆ Health and Safety Law poster
- ◆ F10 Notification of Project (if applicable)
- ◆ Certificate of Employers Liability Insurance
- ◆ (Temporary) Electrical Installation Certificate (if applicable)
- ◆ First aid information
- ◆ Fire information
- ◆ Construction Phase Health and Safety Plan (if applicable)
- ◆ Statutory Inspection Registers

6.6 Construction Health and Safety Plans

Whilst The Company always work subservient to the Principle Contractors authority, we recognise our responsibilities to comply with the Construction (Design & Management) Regulations as a Contractor & will:

Co-ordinate & co-operate, our work within the requirements of any Construction Health and Safety Plan for projects that come under that scope, ensure it is in place before starting any works. We will ensure any amendments needed to this plan due to our on-going works will be communicated to the Principle Contractor as appropriate during the project, including developing Risk Assessments & Method Statements.

Show Competence, ensuring all our operatives and supervision are suitably competent by formal trade qualifications, on-going CSCS certificates, Toolbox Talks etc.

Show resourcefulness, by preplanning, in conjunction with the Client/Principle Contractor dictates; adequate time to be allocated for the work, meetings arranged to ensure co-operation throughout the work, PPE & Supervision & materials used will be standard proprietary goods and will not deviate from the Clients specifications, should the client make changes to the specifications schedule we will fully record such changes the details of which will be handed over to the Principle Contractor throughout the project or retained for the H&S File and given to the Planning Coordinator at the end of our contract. Our Contracts Manager and site supervisors will be fully conversant with the contents of the Construction H&S Plan ensuring our compliance is fully implemented and

Demonstrating positive behaviour by, understanding & compliance with required standards, prepared to change practices to remove/reduce hazards, challenge poor practices by setting good standards, leading by example and no acceptance of poor practices.

By Consultation with all parties, we will ensure workers receive effective information through; Induction, Toolbox Talks, environmental Sustainability Toolbox Discussions and our dynamic Risk Assessments & Method Statements which are designed to achieve two way sharing of information and improvement of safety standards on a continuous basis.

7.0 SELECTION OF CONTRACTORS

We currently do not employ contractors, should this change in the future, before arranging for any sub-contractor to carry out work on behalf of The Company the competence of that sub-contractor must be established, using Appendix D, Contractor Appointment Verification. The following requirements need to be in place to ensure the competence of Contractors:

- ◆ A copy of the sub-contractor's insurance certification will be requested
- ◆ The sub-contractor will complete a Health & Safety Terms and conditions for contractors and declaration form (see appendices F & G).
- ◆ Evidence of training will be required from the sub-contractor. This will include certificates of competence to operate plant, mount abrasive wheels and any other specific training appropriate to that trade.
- ◆ The sub-contractor shall produce health & safety plans, method statements and risk assessments where applicable. The Company will examine these prior to the sub-contractor being appointed.
- ◆ Contractors should be aware of their responsibility to provide Personal Protective Equipment for their own employees. The wearing of PPE will be enforced on all company undertakings and attention should be drawn to this on orders and contracts

8.0 SITE ACTIVITIES

Activities will be managed by one of the following controlling authorities; the Production Director, Site Manager or his agent, or our Senior Site Representative (SSR). Contractors will be selected to ensure their competence for the tasks to be carried out, their skills should reflect this. Contractors shall operate within the requirements of applicable legislation; indeed it is implicit within all contracts that this is so.

The Company SSR, where not covered by the client/Principle Contractor, will have received adequate training to enable him to oversee the safety of the work on-going, they or their competent representative will be expected to complete (where applicable) statutory registers of inspections etc, if he does not feel competent to do this, he should enlist the help of a competent person who will carry out these tasks for him.

Monitoring of activities will be carried out on a regular basis, either by the SSR in time set aside for a safety inspection or by The Company's Safety Advisor, any defects noted during these inspections should be acted on in a timescale appropriate to the issue.

8.1 Traffic Management Plan including Pedestrian Segregation

- ◆ Plant, traffic and pedestrians, will be organised in such a way as to minimise risks, while reversing/manoeuvring plant /traffic and loads to reduce the risk of injuring pedestrians. Plant brought on site should be fitted with appropriate visibility i.e. reversing CCTV, warning beepers, flashing lights and mirrors. The wearing of high visibility clothing and use of safe walk routes are mandatory around such vehicle interfaces.
- ◆ Traffic routes, safe walk routes and available parking space, will be organised in the safest way possible.
- ◆ Only competent, certificated persons will be permitted to operate site plant.

8.2 Lifting Operations and Lifting Equipment

- ◆ All lifting operations will be carried out using equipment, which is suitable and sufficient for the task.
- ◆ Lifting operations will be organised and carried out in a safe manner, incorporating adequate supervision. Lifting plans will be produced by a skilled Appointed Person for non-standard lifting operations (e.g. when a mobile crane is hired in).
- ◆ Lifting Appliances will be clearly marked with their safe working load
- ◆ Any lifting appliances for lifting persons will have a thorough examination carried out every 6 months.
- ◆ Only competent persons will be permitted to operate lifting devices.
- ◆ Plant operators will be expected to complete a regular, periodic inspection of their equipment in order to comply with the Lifting Operations and Lifting Equipment Regulations.
- ◆ A Thorough Examination certificate (12 monthly) will be requested for any lifting appliances brought to site by Contractors, whether owned or hired.
- ◆ Certification will be required for any lifting accessories such as chains, lifting cradles or strops.

8.3 Scaffolding and Work at Height

Contractors will be expected to assess the correct type of access equipment for the job they are to carry out. Competent persons who have received the appropriate training will erect scaffolding provided by The Company; harnesses will be worn by scaffolders actively working on a scaffold.

The site manager will provide the scaffolders with a suitable base on which to erect his structure. This may involve compacting the ground, stoning around the edges of buildings or otherwise making the area suitable to take a scaffold.

The controlling authority (or nominated competent person) will regularly inspect the scaffold in order to comply with his legally required duty, this inspection will take place:

- ◆ Following completion of any section of scaffold.
- ◆ Following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant or materials.
- ◆ Following any addition or adaptation.
- ◆ Every 7 days.

This inspection should be entered in the scaffold register, which is held on site. This register needs to be completed in full and due weight given to the inspection report as a legal document.

All scaffolds under construction will be covered by warning signage stating SCAFFOLD INCOMPLETE DO NOT USE, which will only be removed by the scaffolders and a handover certificate provided on completion of any section of a structure.

Subcontractors are expected to maintain and leave the scaffold in a tidy state, free from debris and trip hazards. If appropriate, a debris chute will be used to remove rubbish from the scaffold, these items will be part of the scaffold inspection regime.

In no circumstances will objects be thrown from the scaffold to the ground, or into skips.

If the scaffold is left incomplete for any reason, it should display the above warning signage indicating this.

Access ladders should be removed, lockable plated or secure boarded to prevent access while the site is left at night, holidays and at weekends.

8.4 Electricity supply BS 7671:

Site power supply, As soon as is possible, arrangements will be made with The Company approved electrical contractor for a competent person to connect this supply & provide a temporary supply to site & issue a Temporary Electrical Certificate, which will be displayed in the site office. The Company office & Site Offices will have an Electrical Installation Certificate issued, this system will be regularly inspected, tested as part of the maintenance process & all such results kept throughout the working life of the electrical system (Memorandum of guidance on the Electricity at Work Reg's & the mid-2012, updated Institution of Engineering Technology (IET) Code of Practice for in-service Inspection & testing of electrical equipment refer). If The Company is supplying electricity for use by all trades on site, best efforts should be made to minimise the number of trailing leads lying across the site. If leads have to cross hazardous areas, they should be appropriately protected; any leads which pass under ground must be clearly marked.

If The Company does not supply electricity, Contractors will be expected to provide their own in the form of generators, the exhaust of which must not be allowed to enter units or low lying areas. All repairs carried out on site, will be by our qualified electricians.

The lowest possible voltage will be used at all times and by all on site. The use of battery-powered tools by The Company and employees of other contractors is to be encouraged, both to minimise electrical shock risk and to prevent trailing leads. Charger units will need to be tested every 12 months if kept in the site offices.

The Company Offices power supply integrity will be regularly inspected to a maintenance programme, such maintenance will be monitored by the Project Supervisors. Appliance electrical testing will be carried out as appropriate. For power tools used on construction sites, a Portable Appliance Test is recommended every 3 months. For fixed installations, an electrical safety check is required every 6 months, and every 12 months for equipment in site offices (fax machines etc).

Electrical safety notice.

Under current Legislation, The Company have a duty to maintain electrical equipment used at work on all our undertakings. The Company's require explicit compliance and all appliances will be inspected on a regular basis by skilled electricians.

In addition to the above, company personnel are advised under no circumstances, are they to undertake any repairs to any equipment they are not qualified to do so. If they find fault with equipment it must be made safe by isolation or repair where qualified to do so, where not part of the job specification reported immediately to The Projects Supervisor/Site Supervisor

GUIDE TO WHAT TO LOOK FOR AND REPORT

Please Note:- Equipment should be disconnected before inspection

1. Damage to Electrical Cables; cuts, splits or abrasions
2. Damage to the plug; cracks, bent or loose pins
3. Electrical Outlets (switch plates) which are cracked, are loose or the switches are inoperative
4. Outer cover on the cable not being gripped where it enters the plug or equipment. (Check to see if coloured insulation of inner cables is showing, if so report it)
5. Damage to the outer cover of equipment, loose parts or screws
6. Overheating of equipment, staining or burn marks
7. Electrical equipment which is faulty/not working
8. Any other matter you feel may affect the safety of your electrical equipment

Electrical Equipment.

Inspection/Testing, suggested Intervals

Equipment	User Check	Formal Visual Inspections	Combined Inspection, Testing and Records
Information Technology: e.g. Desk Top Computers, VDU Screens	No	Yes 2-4 years	No, if double insulated otherwise up to 5 years
Photocopiers, Fax Machines: NOT Hand Held, Rarely Moved	No	Yes 2-4 years	No, if double insulated otherwise up to 5 years
Double Insulated Equipment: NOT Hand Held. Moved occasionally, e.g. fans, table lamps, projectors	No	Yes 2-4 years	No
Double Insulated Equipment: Hand Held, e.g. wet floor cleaners	Yes	Yes 6 months-1 year	No
Earthed Equipment: e.g. electric kettles, some floor cleaners	Yes	Yes 6 months-1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes 6 months-4 years, depending on the type of equipment connected to it	Yes 1-5 years depending on the type of equipment connected to it
Site & workshop plant & machinery	Yes	Yes 6 months	Yes 6 monthly

9. **In addition** to the above, it is a requirement to have a current NIC Certificate covering the electrical insulation of the office, including an examination of the electrical system carried out every 5 years.

8.5 Use of Vibrating Tools (Not generally used in our field of work unless core drilling)

The Company recognises that the use of vibrating tools can have serious and long-term effects on employees and others' health. For this reason, those using vibrating tools on site will only be permitted to use them for a period not exceeding the manufacturer/suppliers recommendations. Gloves should be worn to keep the hands warm and to dampen the vibration. Information will be sought from suppliers of vibrating equipment on safe durations of use. Tools with minimal vibration risk should be chosen over equipment with a higher risk factor.

8.6 Noise, (Not generally a problem in our field of work (see above) but noise generated by others will be covered by removal from the source or the issuing effective hearing protection)

The Company is aware of the general requirements of the Noise at Work Regulations, current limits will be applied. If Company employees consider any noise level at work to be excessive then the Managing Director must be informed. Excessive noise levels can generally be described as:

If people have to shout, or have difficulty in being understood by an individual two metres away.

Should the same difficulties persist at one metre then it is likely the noise level is excessive and appropriate action will be taken. Such action may include the reduction of the noise at source or the wearing of appropriate hearing protection.

Should Company employees work within a designated ear protection zone then they must wear the appropriate hearing protection. The Company's safety advisors will be asked to carry out noise assessments on specific equipment if a high noise level is suspected. Advice from the safety consultant on controlling noise will be sought and implemented by The Company.

8.7 Use of Abrasive Wheels (Not generally used in our field of work)

Abrasive wheels are common on construction sites and can be very hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs should be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

All persons using abrasive wheels will wear PPE. Competent users should not need telling about the devastating effects of a burst wheel. Goggles should be worn to comply with BSEN 166(B)

Ear protection is essential when using disc cutters, as they tend to produce approximately 114 dB(A). These noise levels are very high and will give a day's noise dose in less than 2 minutes, noise levels will increase dramatically when hollow metal box work is worked on.

Dust should be controlled if at all possible by damping down the cutting operation. Many disc cutters are fitted with hose attachments and they should be fitted and used effectively. If this is not possible, FFP3 face fit dust masks should be used, suitable vacuum extraction must be fitted.

Petrol powered disc cutters must be re-fuelled in a safe area, which will not create an increased fire risk. Users should be aware of the fire hazards associated with spark travel, spilt fuel and Carbon Monoxide (CO) from all combustion engine exhaust fumes.

8.8 Asbestos

If asbestos is found on site, it should be removed by a competent, licensed contractor

The Company is aware of the hazardous nature of this substance and the need to protect personnel and others from the dangerous health hazards it poses, to this end we will enforce compliance with the Control of Asbestos Regulations 2012. Where the building works to be carried out is on a building constructed before the year 2000, we will prior to the tender stage check and ensure that there is a type 3 intrusive survey in place, whether any asbestos is in the areas to be accessed by the planned work, where it is, what type & what condition. Where we are to oversee asbestos removal as part of our contract package we or the Client will appoint a certificated asbestos removal contractor to cover the Safe System of Work required to remove asbestos, secure all asbestos arising's, clean down areas of contamination, dispose of asbestos waste & any contaminated PPE etc through a regulated asbestos waste stream and leaving all areas safe from contamination prior to handing over for the completion of the planned work. Any asbestos that is deemed safe to remain must be clearly marked, protected and operatives made aware of its condition and position.

If any person on site believes that they may have encountered asbestos, hypodermic needles etc, work in the area should stop and the area sealed off, they should inform The Company SSR, who will inform the Managing Director immediately. The area will be inspected by a competent person, who will take action appropriate to the hazard, which may include competent laboratory tests.

8.9 Power tools, equipment & plant

It is the responsibility of The Company management to ensure the right kind of tools equipment & machinery are used on company projects and that they are properly used. Information concerning the safe use of tools should always be requested from the manufacturer/suppliers that by law are required to provide such information. Tools should be regularly checked on issue from & on return to the store.

Operatives should only use equipment they have been thoroughly trained to use. Use the correct tools for the job. Ensure that equipment supplied is safe and fully efficient. Equipment must have all guarding & other safety devices intact & tested in accordance with all the current regulations. Defects in equipment & tools will render them unfit for use, reject back to the store & reported immediately to your Superior.

Do not use defective tools & equipment until it has been put back into a good safe condition. Do not attempt to repair, modify or maintain such tools or equipment unless you are fully trained to do so, particularly when it may involve the removal of safety guarding or live electrics. Ensure that guard protection is always in place as designed. Ensure the working environment meets the necessary safe conditions for this type of equipment or tools you intend to use, i.e. adequate space, lighting, dry etc.

9.0 EMERGENCY PROCEDURES

Site working:

Site Supervisor will have the following responsibilities and duties when not provided by others:-

- ◆ Act as Fire Marshal and Deputy Fire Marshal respectively
- ◆ The Fire Marshal & Deputy will carry out regular fire protection inspections and record those inspections (no greater than monthly) for detectors, alarms, extinguishers, escape route signage, escape routes safe storage etc.
- ◆ Ensure first aid systems are in place and effective
- ◆ Ensure the Reporting of Incidents, Disease & Dangerous Occurrences Regulations are strictly adhered to.
- ◆ Ensure that the Health & Safety notice board signs & posters are maintained in good condition & legible.

9.1 Fire Procedures

The Company appreciates the risk of fire, both in its offices and on sites under The Company's control. A fire plan will be posted on all sites, which will contain the following information:

- ◆ How to raise the alarm in the event of fire
- ◆ The address of the premises or site (for passing to the Fire Brigade)
- ◆ Assembly points
- ◆ The location of fire fighting equipment in the vicinity.
- ◆ Fire Marshall & deputy where acting as Principle Contractor

All company premises, whether offices or sites will be supplied with an appropriate number of fire extinguishers. These should be serviced annually and maintained in good order. If they are discharged, the Site Supervisor/Manager should be informed so that they can be re-charged/replaced. When fire extinguishers are supplied to Construction Sites, an assessment shall be made of the activities on that site and the type of extinguishers required.

Different types of fire extinguisher:

Please note that all new extinguishers are red or silver. The label is in the following colours:

Label Colour

Water
Dry Powder
Carbon Dioxide
Foam

What can it be used for and how does it work?

Paper, wood, textiles – carbon based material
Cools & starves the fire of heat.

Never use on Electrical or flammable liquid fires such as cooking oil/fat.

Any type of fire including electrical up to 10,000v
Blocks Oxygen

Electrical fires, can be used on any fire
Cools and blasts Oxygen out of the way

Flammable liquids, Blocks Oxygen

Never use on Electrical Fires

All necessary precautions will be taken to avoid fire. These will include the following:

- ◆ Those carrying out hot works will have a fire extinguisher with them. This includes those using abrasive wheels, which create spark travel and include spark shielding.
- ◆ The canteen will be kept in a tidy state. Newspapers and other litter will not be allowed to build up; clothing will not be placed directly onto heaters, all of which can cause a fire hazard.
- ◆ Contractors on site will be expected to clear up after themselves as they work. Efforts should be made to remove debris, particularly packaging materials to a safe place of disposal
- ◆ Compressed gas cylinders such as Butane, Propane and Acetylene must be treated with respect. They should be stored upright outside. Those using LPG (Liquefied Petroleum Gases) on site must do so in a responsible manner. Flash back arresters must be used on both cylinders.
- ◆ Smoking will be prohibited on site, except for designated areas at the discretion of the Site Manager/Foreman/Contracts Manager.
- ◆ Continual monitoring of fire protection will form part of the day to day inspections supported by a formal no less than fortnightly recorded inspection using Appendix I of this Manual.

NOTICE BOARD INFORMATION POSTER
ACTION IN THE EVENT OF FIRE

1. RAISE THE ALARM:

Break glass of the nearest call point and shout Fire Fire Fire
 Dial 999 and ask for the fire brigade giving the correct address:-

2. ON HEARING THE FIRE ALARM:

Leave the building by the nearest fire exit
 Do not stop to collect personal belongings

The Contracts/Workshop Manager, will check to ensure the building is cleared of staff/persons but only if safe to do so.

Assemble outside The Company premises on the footpath:-

You may attack the fire with appropriate extinguishers provided, only if the fire is small and it is safe and you are trained to do so.

A ROLL CALL WILL BE TAKEN BY:-

The Project Supervisor, or in their absence by:-

They will also be responsible for liaising with the fire brigade

Fire protection checks	Checks	Date	Combined Inspection, Test
Smoke alarm	Monthly		Yes
Emergency lighting	Monthly		Yes
Escape routes clear & door opens freely	Continuous		No
Electrical equipment	Monthly		Page 12 refers
Electrical domestic appliances	Monthly		Page 12 refers
Fire extinguishers in good conditions	Monthly		No
Fire extinguisher not due for formal inspection	Monthly		Annual

9.2 First Aid

Site Managers will be qualified in First Aid in accordance with the First Aid at Work Regulations. A fully stocked first aid box shall be kept on all sites and company offices. A notice containing the following information will be displayed on all sites:

- ◆ Location of the First Aid Box
- ◆ Identification of the qualified First Aider
- ◆ Site address in case of calling the Emergency Services
- ◆ Nearest Accident & Emergency Hospital

If any items are used from the First Aid Box, it is the responsibility of the trained first aider to replace these items as soon as possible.

The location of the closest Accident and Emergency Hospital will be contained within any Construction Phase Health and Safety Plan required for the site and office H&S noticeboard.

These Company Employees have received the following First Aid training:

Name	Level of qualification	Expiry date

9.3 Contacts with Emergency Services

In order to ensure that in the case of an emergency, the emergency services shall be able to reach the site quickly and easily, the following procedures will be implemented:

- ◆ A telephone will be provided on all sites where The Company are acting as Principal Contractor. If for any reason this is not possible, the use of mobile telephones is only allowed if it is safe to do so, signal reception is strong enough and batteries are kept charged.
- ◆ Close to the telephone, the site address will be clearly displayed
- ◆ The location of the nearest Accident and Emergency Hospital will be on the on the H&S notice board and in the Safety Plan.
- ◆ Access to the site will be kept clear so as to enable emergency vehicles to reach injured persons or the seat of a fire. This includes site roads and gates/entrances.

9.4 Accident Prevention & Reporting

The Company will endeavour to prevent accidents by the following means:

- ◆ Pre-planning, good management practices and appropriate supervision.
- ◆ Ensuring that the premises, plant, materials, systems of work and access and egress are as safe as practically possible. This will be facilitated by carrying out realistic risk assessments with the aid of experienced personnel and fully understood by all personnel as part of The Company Safe Systems of Work.
- ◆ Adequate supervision at all times as directed by senior management
- ◆ Competent and trained personnel, the use of training as and when necessary.
- ◆ Safe person strategy
 - a/ use and care of personal protective equipment
 - b/ personal hygiene
 - c/ careful conduct for the safety of the individual and others
- ◆ Employees have the right to invoke The Company Refusal to Work Policy should they feel that a system or task is unsafe
- ◆ Employees will be encouraged to report hazards to their site supervisor or contracts manager

9.5 Accident and Incident Reporting

The Company recognises that accident prevention, and any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors.

The Directors of The Company will ensure the investigation of all incidents, accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. Appendix E, Reporting Form refers, including the Incident Contact Centre details.

Site Supervisors/Managers are required to report the incident to company management, who will decide if the incident is reportable under the RIDDOR regulations to the enforcing authority, an appointed member of The Company management will inform the Incident Contact Centre and will be responsible for acquiring the facts leading to the incident, accident or near miss and reporting this back to the Managing Director.

The safety consultant will investigate accidents when requested to do so by the Managing Director. The purpose of the investigation is not to apportion blame or fault, though this may inevitably emerge from the investigation. Results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them.

The Company hopes that near misses will be reported so that an investigation can be carried out and the possibility of an accident occurring at a later date eliminated.

9.6 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

1. ACCIDENTS

- 1) As a company we are required to report all accidents where a person is off work because of the incident (currently) over seven days, not counting the day of the accident or days they could have returned to their normal work but chose not to, this is done by Company Management to the HSE Incident Report Centre using the F2508IE, electronic proforma, notification of serious incidents can be actioned by telephoning the HSE on 0845 3009923 between the hours of 8.30am and 5.00pm, out of office hours reporting on 0151 9229235, can only be carried out for the following incidents:
 - Following a workplace fatality.
 - Following a serious incident involving multiple casualties.
 - Following an incident causing major disruption e. g. evacuation of people, closure of roads or large numbers of people going to hospital etc.
- 2) All accidents including minor ones, must be entered in the accident book kept in the site office and where resulting in absence from work, reported to company management without delay, report form attached, to investigate the accident and report to the HSE as necessary.
- 3) In addition to the above requirement there are certain major injury accidents which must be reported immediately to the HSE by phone which are as follows.

ACCIDENTS CAUSING:

- 1) Any fracture, other than to the fingers, thumbs or toes.
- 2) Any amputation.
- 3) Dislocation of the shoulder, hip, knee or spine.
- 4) Loss of sight, whether temporary or permanent.
- 5) A chemical, metal burn to the eye or any penetrating injury to the eye.
- 6) Any injury caused by electrical shock, electrical burn including arcing products burn, leading to unconsciousness requiring resuscitation or hospital admittance for more than 24 hours.
- 7) Any other injury requiring:-
 - a) treatment for hypothermia, heat induced illness or unconsciousness
 - b) resuscitation
 - c) admittance to hospital for more than 24 hours.
- 8) Loss of consciousness due to asphyxia or exposure to a harmful substance or biological agent.
- 9) Either of the following conditions resulting from absorption of any substance via inhalation, ingestion or through the skin:-
 - a) Acute illness requiring medical treatment or
 - b) Loss of consciousness

2. DANGEROUS OCCURRENCES

The following dangerous occurrences must be reported to the HSE, by The Company, employees & the contractors are therefore advised in the event of any of these incidents occurring, that it is mandatory to inform The Company senior staff immediately:

i) LIFTING MACHINERY:

- a) Lift or hoist.
- b) Crane or derrick.
- c) Mobile powered access platforms.
- d) Access cradle or window cleaning cradle.
- e) Excavator.
- f) Pile driving frame/rig having an overall height, when operating of more than 7 metres or
- g) Fork Lift Truck.

ii) OVERHEAD ELECTRIC POWER LINES:

Any unintentional incident in which plant or equipment either;

- a) Makes contact with an un-insulated overhead power line where it exceeds 200 volts or
- b) Causes an electrical discharge from such a power line by coming into close proximity to it.

iii) ELECTRICAL SHORT CIRCUIT:

Electrical short circuits or overloads attended by fire or explosion which results in the stoppage of the plant involved for more than 24 hrs, or has the potential to cause the death of any person.

iv) BREATHING APPARATUS:

Any incident in which breathing apparatus malfunctions;

- a) While in use, or
- b) During testing immediately prior to use, such as had the malfunction occurred whilst the apparatus was in use it would have posed a danger to the health or safety of the user.

This paragraph shall not apply to breathing apparatus while it is being;

- a) Used in a mine.
- b) Maintained or tested as part of a routine maintenance procedure.

v) COLLAPSE OF SCAFFOLDING:

The complete collapse or partial collapse of any scaffold which is;

- a) More than 5 metres in height which results in a substantial part of the scaffold falling or overturning, or
- b) Erected over or adjacent to water in circumstances such that there would be a risk of drowning to a person falling from the scaffolding into the water, or
- c) The suspension arrangements (including any outriggers) of any slung or suspended scaffold which causes a working platform or cradle to fall or pitch the occupants off.

vi) COLLAPSE OF A BUILDING OR STRUCTURE:

Any unintended collapse or partial collapse of;

- a) Any building or structure (above or below ground) under construction, reconstruction, alteration or demolition which involves a fall of more than 5 tonnes of material.
- b) Any floor or wall (above or below ground) used as a place of work; or
- c) Any false work.

vii) EXPLOSION OR FIRE:

An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or the suspension of normal work in those premises for more than 24 hrs, where the explosion or fire was due to the ignition of any material.

viii) ESCAPE OF FLAMMABLE SUBSTANCES:

The sudden uncontrolled release;

- a) Inside a building
 - Of 100 kilogrammes or more of flammable liquid.
 - Of 10 kilogrammes of a flammable liquid at a temperature above its normal boiling point.
 - Of 10 kilograms or more of flammable gas.
 - b) In the open air, of 500 kilograms or more of the substances referred to in sub-paragraph a) above
- In this paragraph, "flammable liquid" & "flammable gas" mean respectively a liquid or gas so classified in accordance with regulation 5 (2), (3) or (5) of the Chemicals (Hazardous Information & Packaging for Supply) (CHIP) Regulations.

ix) ESCAPE OF SUBSTANCES:

The accidental release or escape of any substances, in a quantity sufficient to cause the death, major injury or any other damage to the health of any person.

x) DISEASE:

There is a duty to report diseases as listed in schedule 3 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations on the HSE F2508EA, electronic proforma. Anyone who believes they have a reportable disease must report the fact to The Company Managing Director Mr Jason Mayo as soon as possible so that we can comply with this legal requirement.

3 INCIDENT REPORTS

It is a Company requirement that all accidents/incidents that cause damage to plant, equipment, or property on site are reported on The Company Incident Report Form, at Appendix E of this procedures manual and forwarded to The MD immediately.

10.0 PERSONAL PROTECTIVE EQUIPMENT

The Company shall ensure that suitable PPE is provided to their employees who may be exposed to a risk to their health and safety while at work, except where and to the extent that such a risk has been adequately controlled by other means that are equally or more effective. PPE must: -

- ◆ Be appropriate for the risks involved & conditions at the work place where the exposure to risk may occur.
- ◆ Take into account the state of health of persons wearing it.
- ◆ So far as is reasonably practicable, be effective in preventing or adequately controlling the risks involved, without increasing the overall risk.
- ◆ Be compatible with other risk reducing measures.

Examples are shown below.



Type	Standard
Hard hat	BSEN 397
Goggles	BSEN 166 B
Ear defenders	EN 352 At least 30dB(A) attenuation
Gloves	EN 388 As required by COSHH Assessments
Respiratory protection	FFP3
High Viz jacket or vest	EN 471
Boots	EN 345 Impact resistant Steel toe caps and midsoles

The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practicable, whenever the task, hazards or legislation changes, the Risk Assessment shall be reviewed.

11.0 COSHH PROCEDURES

To comply with the Control of Substances Hazardous to Health Regulations, The Company will apply the following:

- ◆ Keep an inventory of all the paint, varnishes, removal substances, cleaning chemicals etc used.
- ◆ Identify the point of use for each substance.
- ◆ Whenever possible rationalise the use of chemicals.
- ◆ Obtain information/retain on file, hazard data sheets from the manufacturers or suppliers of each substance.
- ◆ Carry out a COSHH Assessment stating control measures required to remove or control the hazards effectively.
- ◆ Monitor the effectiveness of the above.
- ◆ Develop and commence a training programme informing users of risks.
- ◆ Any personal protective equipment required during the use of the substance shall be provided and maintained by The Company. Employees are required to notify the Project Supervisor where the PPE is no longer serviceable.
- ◆ Employees shall co-operate with The Company and comply with the Regulations.
- ◆ Keep records and documentation on each assessed substance.
- ◆ Keep all chemicals in safe places locked, and identified as necessary.
- ◆ Any chemical identified as requiring special needs other than described above will be stored as per relevant regulations/ manufacturers recommendations.

It is most important that the information on hazardous substances reaches those persons who will be using the substances. COSHH Assessments for site substances will be kept on site and brought to the attention of site workers by the Project Supervisor or the site/job SSR as applicable.



OLD SYMBOLS

NEW INTERNATIONAL SYMBOLS

Symbol	Meaning
Toxic – skull and crossed bones	Substances that in small or very small quantities will cause death or serious acute or chronic damage if inhaled, swallowed or absorbed by the skin.
Flammable or Highly flammable	Substances with a low flashpoint – they will easily ignite in temperatures less than room temperature (flammable) or less than 0°C (highly flammable)
Harmful	Substances that may cause death or serious acute or chronic damage if inhaled, swallowed or absorbed by the skin.
Irritant	Substances that may cause itching, inflammation or otherwise irritate the skin, eyes or respiratory system
Corrosive	Substances that destroy living tissues after contact (e.g. chemical burns)
NEW INTERNATIONAL ADDITIONS	
Symbol No 1	Same as European, harmful to the environment including marine life.
Symbol No 3	Gases under pressure.
Symbol No 5	Explosive, self-reactive, organic peroxide.
Symbol No 7	Harmful skin irritation, serious eye irritation.
Symbol No 8	Same as European, oxidising gases, liquids or solids.
Symbol No 9	Respiratory sensitiser, mutagen, carcinogen, reproductive, systemic organ failure & aspiration hazard.

12.0 MANUAL HANDLING

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques. The Manual Handling Regulations which came into force to implement European Directive 90/269/ EEC of the manual handling of loads.

The Company will comply with these regulations by carrying out the following:

- ◆ Avoiding hazardous manual handling operations as far as is reasonably practicable, by pre-planning.
- ◆ By making a suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
- ◆ By reducing the risk of injury from those operations so far as is reasonably practicable - with particular consideration being given to mechanical assistance.
- ◆ Individual assessments will be made where required to assess the suitability of a person for the task.
- ◆ Training in kinetic manual handling techniques will be arranged for all staff in accordance with the Regulations.
- ◆ The handling of fluorescent tubes will be strictly controlled by Risk Assessment 01 & its Method Statement.

13.0 ENVIRONMENTAL CONSIDERATIONS

13.1 Diesel Bunds

All diesel tanks must ensure that they are banded to 110% of their capacity in case of accidents or spillage. Best efforts must be made to minimise drips and leakage from fuel hoses on site.

13.2 Tree Protection

If trees are required to be retained under a Tree Protection Order, then The Company will ensure that this is carried out. Trees will be fenced off and signed to indicate that they are protected. Care will be taken when considering traffic routes on site, particularly for high vehicles passing close to trees.

13.3 Burning on Site

There will be no burning of waste materials on site unless this is specifically agreed with the Local Authority/Client/Principle Contractor. Burning is a standard procedure for cleaning tarmac/asphalt tools, this process can only be carried out in metal containers, capable of being extinguished quickly in an emergency, and sparks must not be generated.

13.4 Noise and Dust:

Noise and dust have a serious effect on those on site and those living and working nearby who may be disturbed by site activity. The Company recognises the need for courtesy and consideration for site neighbours and so seeks to minimise noise and dust production by reducing risks at source. This may include providing noise enclosures and damping down operations which are known to cause dust.

Operations will only operate at reasonable times of the day, the details of which may vary from site to site depending on its location.

13.5 Contamination of Water Courses

The Company will conduct its operations in a responsible manner to protect watercourses from contamination. This will include protection from run-off from site activities, by ensuring chemical substances used will not be allowed to enter watercourses.

14.0 DISPLAY SCREEN EQUIPMENT

The Company will comply with the provisions of the Display Screen Equipment Regulations by ensuring the following:

- ◆ Work Stations will be analysed assessed to reduce risks to health and work Stations will comply with the requirements of schedule 1 of the regulations in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- ◆ User daily work routines allow for breaks away from the screen and/or changes in activity, eye and eyesight tests carried out by competent persons are provided on a regular basis, for employees who are classed as Display Screen Equipment users.
- ◆ If deemed appropriate by the person carrying out the tests, The Company will provide corrective visual appliances, where this is required under the regulations.
- ◆ Training in the use of Display Screen Equipment will be provided to users and information on all aspects of health and safety relating to work stations will be provided to users. This will include any risk control measures and information on any hazards associated with the equipment.

15.0 SAFE SYSTEMS OF WORK

15.1 Dynamic Risk Assessments (8)

Those put at risk due to any undertaking by **Mayo Electrical Contractors Ltd**, are given equal protection status throughout our operations, should our site Risk Assessments identify vulnerable sections of the community such as special needs members of the public, school children, close proximity sports stadia etc who could affect or be affected by our operations then we would address this appropriately at the planning stage, the same as our Fire Risk Assessments.

15.2 Dynamic Composite Method Statements (1)

15.3 COSHH Assessments (6)

NOTES:

Dynamic = This safety document has the ability to be altered via the mid-section of our Risk Assessments & end section of our Method Statements to reflect unplanned or naturally occurring changes, to reduce the risk from any hazards arising from these developments, all such changes must be authorised prior to the task continuing.

Composite = A document that covers a number of tasks that are directly linked i.e. High voltage, low voltage, jointing, core drilling etc.

CLIENT.....SITE..... DATE ISSUED.....

General Site Operations

RA 01

HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Being struck by vehicles or materials	M	Compulsory site induction to include: traffic management, parking, off-loading and storage restrictions, site rules, storage & protection of the public especially children. Site pedestrian routes must be used where in place, if mobile phone use is permitted, they must not be used whilst walking around site, site traffic awareness is paramount. Never walk or work under suspended loads.	Operatives & supervision	M/L
Slips, trips & falls on the level, poorly protected holes and excavations	M	Operatives must undergo basic training in the safe working and clearing away after each task and avoiding naturally occurring hazards of a building site such as excavations, any considered to be unsafe must be reported to the site management.	As above	M/L
Falls into stairwells, riser holes, etc.	H	Care should be taken near openings, stairwells, excavations; these should be guarded and or effectively boarded over to work on or near. Where protective boarding is removed to fit cabling, effective guarding at the top & bottom and warning signage must be in place.	As above & other trades	M/L
Injury/electrocution from plant & equipment	H/M	All plant & equipment brought onto site must be in a safe and serviceable condition, as per the Provision & Use of Work Equipment Regulations, electrical equipment must be PAT Tested at legally required intervals.	As above	M
Manual Handling injuries	H/M	Power cables that require pulling over long distances through ducts etc should be assessed for manual handling by the SSR, so that operatives do not put themselves at risk of musculoskeletal injuries and the work carried out by breaking the distance into manageable runs or the use of mechanical means employed.	Operatives	M
Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by : Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

The above information has been briefed to me and I understand all requirements.			
Operative print name	Signature	Job description	Date

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives.

CLIENT.....SITE..... DATE ISSUED.....

Working Live

RA 02

LIVE OR CHARGED WORKING SHOULD BE AVOIDED AND MUST ONLY BE CARRIED OUT WHERE THERE IS NO OTHER OPTION AND IT IS FULLY PLANNED AND DOCUMENTED.				
HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Death or Injury from live conductor contact or proximity	H	Operatives are to be fully trained electricians, trained in the safety measures required for safe live working, within The Company Permit to Work Live constraints. All Personal Protective Equipment must be used and in good condition. Where distance from a live/charged conductor removes the risk from the hazard this must be calculated on the power known to be present in such conductors before work can commence and the Permit To Work live document raised which includes the minimum distance with warning signage and barriers in place to enforce the distance. A First Aider will be in attendance at all times of live working	Operatives, supervisors & rescue workers	M
Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by : Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

The above information has been briefed to me and I understand all requirements.			
Operative print name	Signature	Job description	Date

Note: The above is an uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives.

CLIENT.....SITE..... DATE ISSUED.....

Working at Height, temporary access equipment

RA 03

HAZARD	RISK	PROTECTIVE MEASURES Bearing surfaces must be stable & safe	THOSE AT RISK	RESIDUAL RISK
Falls from height, using ladders, system steps, podium access platforms.	H	Ensure ladders are Industrial grade, remain in good repair & are regularly inspected (see Appendix C) and only used for short duration, up to < 30 minutes, for light duty, no carrying of materials/tools in hands while climbing.no leaning out sideways when working from ladders, of a suitable height. Only class 1 step ladders to be used, no standing on the top platform shelf, they must have leg splay protection intact and have slip resistant feet. Proprietary access equipment such as system steps and podium access platforms must be suitable for the task, guard rails intact and no standing on the guard/hand rails. Basic training in the assembly, safe use, identification and the replacement of damaged or unsuitable access equipment will be given. Including the use of the podium user check list at Appendix C2	Operatives, supervisors & other trades	M
Falls from low level hop-ups.	M	All hop-up access steps must be fit for purpose and in good condition; box type are usually the most stable having the greater bearing area.	Operatives	L
Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by : Mr Title.....

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CLIENT.....SITE..... DATE ISSUED.....

Working from scaffold

RA 04

HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Free standing and tower scaffold: Collapse of, falling from, falling of plant, equipment, materials and debris off or through the scaffold. Falls through fragile roofs etc.	H	Scaffold to only be erected, altered and dismantled on a stable surface, by skilled competent persons to current scaffold standards, if possible secured to another structure, rakers or other stabilising methods employed where necessary, inspected at least once a week or more regularly following poor weather or damage, industrial grade ladders will be secured to the scaffold and where practical internally, the scaffold will not be overloaded for electrical task purposes but may be shared by others, conditions will be assessed and usage adjusted by the Senior Site Representative (SSR). All scaffold above 1.2 Metres, double hand rails, toe boards, scaffold boards tight boarded, and brick guards, clear access and egress shall be maintained at all times, safe exclusion zones may have to be set up using suitable barriers and signage, signage available should include 'Danger scaffold incomplete and Danger operatives working overhead, platforms should be sheeted where higher risk to the other site workers or members of the public. Roofs must be capable of bearing all operatives weight including tools, materials & equipment, where access is needed in the course of their work, where this is the case, suitable protection measures must be taken to prevent falls through weak roofs and skylights etc.	Operatives, supervisors, other trades & Members of The Public in the near vicinity	M
		Scaffold towers as above and erected in strict accordance with the manufacturers specification, at a height ratio of : 4 X 1 for stationary internal and 3 X 1 for mobile external towers, maximum height 9.6 Metres, 12 Metres if tied into a structure, access only via a ladder fixed internally to the tower and hinged floor section, inspected prior to use, wheels must be locked prior to use, mobile towers will only be moved by pushing and pulling the base having risk assessed any overhead obstructions or hazards that may exist, mobile towers must never be moved while personnel or unsecured materials are on the tower.	As above	
Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by: Mr.....Title.....

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The above information has been briefed to me and I understand all requirements.			
Operative print name	Signature	Job description	Date

Note: The above is an uncomplicated risk assessment, designed to achieve easy communication, safe working and a record of understanding

CLIENT..... SITE..... DATE ISSUED.....

Working from Trestle Platforms

RA 05

HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Collapse of, falling from, overturning.	H/M	Trestles to be maintained in good order, only used on level, clean and obstruction free surfaces, trestles set at 1 Metre centres, to be fully boarded and boards not to extend more than 150 mm past end supports, overloading is not an issue for electricians purposes and therefore should not be shared at the same time with other trades, trestle platforms must be kept clean, tidy and free from trip hazards. The height of the trestle scaffold is from the height of the platform to any hole/incline it is possible to fall down and not just top to base. Any trestle scaffold above standard block lift (600mm), must have double hand rails, toe boards, scaffold boards tight boarded, raker support should be considered, clear access and egress shall be maintained at all times. Trestle scaffolds must not be used on top of other platforms. They should be inspected for safe condition prior to use. Knowledge and use of the information contained here should serve as a training requirement.	Operatives, supervisors & other trades	M/L
Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by: Mr..... Title.....

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Operative print name	Signature	Job Description	Date

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, safe working and a record of understanding.

CLIENT..... SITE..... DATE ISSUED.....

Using Mobile Elevated Working Platforms (MEWP)

RA 06

HAZARD	RISK	PROTECTIVE MEASURES NO WORKING BELOW RAISED MEWPS	THOSE AT RISK	RESIDUAL RISK
Scissor lifts, Cherry Pickers and Mast Climbers, Falling from. Striking persons or property.	H	Only operated by certificate trained operatives, two man operation minimum i.e. driver operative and task operative, platform operatives to wear harnesses clipped on to a platform anchor point, task operatives are not to over reach/stretch out of platform. The access route will be inspected by the driver as clear and safe to use with obstructions that need extra care noted, the machine is then driven to the work area with the use of a banksman to guide the driver, where used in a public area (particularly school premises), effective barriers will be installed to segregate pedestrians from the machine once the machine is in the protected working area, materials and tools will be loaded and the working platform raised to the work position. On completion of the task, the platform will be lowered and the MEWP driven to the next work area following the same process. Mast climbers provided as part of site equipment will be used by operatives after strict briefing and control by site management.	Operatives, supervisors, other trades & Members of The Public in the near vicinity.	M/L
Falling materials overturning, electric shock.	H	Plant drivers must ensure: Delivery safety documentation is checked and kept secure. Safety features such as warning beacons and movement alarms etc where fitted are fully functioning. Plant is inspected once a week and recorded. Maintained in good repair at all times and inspected prior to use. No overhead lines are present in the work area or they are protected by a goal post system or better. Ensure that wind speeds are not excessive. Ground conditions are suitable, stable, where necessary deploy outriggers/stabilisers. Ensure safe work loads are not exceeded. Signs and barriers are erected to prevent unauthorised access into the working area. Ensure all tools and equipment are secure from falling. Ignition keys are removed and brakes engaged when not attended.	As above	M
Other hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by: Mr..... Title.....

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The above information has been briefed to me and I understand all requirements.

Operative print name.	Signature	Job Description	Date

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, safe working and a record of understanding.

CLIENT.....SITE..... DATE ISSUED.....

Power Tools, Plant & Equipment

RA 07

HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Noise induced hearing loss, vibration tissue damage, respiratory damage from inhaling dust in general & silica dust in particular. Injury/electrocution from revolving/moving parts, moving heavy equipment or electric shock.	H	All plant & equipment brought onto site must be supplied with noise and vibration levels as low as possible, in a safe and serviceable condition, as per the Provision & Use of Work Equipment Regulations, electrical equipment must be PAT Tested at legally required intervals. Operators must be competent and trained in the safe use of any plant or equipment they are expected to use. To reducing the generation of dust cutting wheels on grinder/cutters should be diamond blade not old style carborundum, these should be used with liquid suppressant, FFP3 face fit respirators worn & eye protection, operatives who replace wheels must be trained in this operation. All heavy equipment must be delivered mechanically to the nearest point of use and other lifting aids used, where not practicable, two man or group lifts will be carried out by operatives trained in kinetic lifting techniques. Short term chasing out/core drilling should involve damp suppressant and PPE as above, extra care must be taken in confined areas such as enclosed loft spaces.	Operatives, supervisors & other trades	M
Working in lofts, falls through trusses & loft hatches.	H	Loft truss cords must be boarded or temporarily made safe by suitable load bearing equipment, loft hatches & other openings should be temporary covered whilst working in these areas or effectively guarded particularly if working on or near them.	Operatives	M/L
Other Hazards relevant to the current site but not identified by the above standard risk assessment to be added below			Amendment Date	Circle new risk
	H/M/L			M/L
	H/M/L			M/L
	H/M/L			M/L
Total overall risk to be entered in the end column →				

Briefed by : Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

The above information has been briefed to me and I understand all requirements.			
Operative print name	Signature	Job description	Date

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives.

CLIENT.....SITE..... DATE ISSUED.....

Young Persons/Apprentices

RA 08

HAZARD	RISK	PROTECTIVE MEASURES	THOSE AT RISK	RESIDUAL RISK
Lack of awareness or over exuberance leading to injury etc.	M	The YP/Apprentices, will be met at site entrance by The Company Senior Site Representative (SSR) by pre-arrangement, who will ensure they are wearing minimum standard PPE i.e. Safety Foot wear, Hi Vis Vest, & Hard Hat, escort them to the signing in station, induction course, following this they will be briefed The Company Health & Safety, Policy & Procedures Manual content (if not already actioned)	Themselves	M
Lack of respect for the dangers constantly on-going on site, with respect to their duties.	H	A mentor must be allocated the YP who is both experienced and responsible in writing. Operatives must undergo basic training in the safe working and clearing away after each task and avoiding naturally occurring hazards of a building site such as excavations, they will not be allowed to Working At Height unless under strict, constant Supervision. They must know it is their duty to report any unsafe conditions or practices to the site management.	Themselves & others going to their assistance.	M
Injury to health	H	All YP's and Apprentices below the age of 18 years will not be allowed to use substances that come under the COSHH Regulations unless fully trained in their use.	Themselves	M/L
Injury/electrocution from plant & equipment	H/M	All YP's & Apprentices below the age of 18 years will not be able to use plant & equipment until trained in the safe use by a responsible person and that training recorded. Formal certificated training in the use of some plant and equipment is mandatory i.e. mobile ride on plant, cartridge fixing tools, angle grinders, as is the lifting & manoeuvring of heavy loads i.e. above 20kg, kinetic lifting techniques will be given.	Themselves & others going to their assistance.	M

Appointed Mentor: _____ **Deputy Mentor:** _____
Date appointed: _____ **Date appointed:** _____

It is mandatory for anyone below the age of 15 years & 8 months for this Risk Assessment to be presented to their parent or guardian

Below conditions, plant & equipment and substances have been used by the above & they are found competent to use.

Plant & Equipment Operative/user	Date first used	Second date	Third date	Extra training date or restrictions	Competent		Mentor Signs
					Yes	No	
Power hand tool use, cuts, entanglement, noise, dust							
Working at height: Ladders, scaffolding							
Roof work							
Hot Works: Hot Works Permit understanding, Soldering							
Working with COSHH substances: solvent/acid based, cleaners, abrasives, mastics, lead, flux							
Total overall risk to be entered in the end column →							

The Mentor must sign this document to permit site working

Briefed by : Mr Title.....

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

The above information has been briefed to me and I understand all requirements.			
Young Person/Apprentice print name	Signature	Job description: circle description	Date
		Trainee or Apprentice	
Parent/Guardian permission.	Signature		Date

Note: The above is uncomplicated risk assessment, designed to achieve easy communication, understanding and records of briefing to operatives.

COMPOSITE METHOD STATEMENT

CLIENT.....SITE..... DATE ISSUED.....

Signed by: J. Mayo**MAYO Electrical Contractors Ltd**, are CHAS accredited and an NICEIC registered company.

DESCRIPTION OF WORK & GENERAL SEQUENCE OF OPERATION.

This contract is a rolling task of commercial and domestic electrical installation as specified in the clients contractual document, which is committed to materials & installation to trade specifications and current IEE wiring Regulations. All operatives will, ensure they go through the Site induction process, which is mandatory, understand all Risk Assessments, Method Statements and COSHH Assessments, apply them and bring to the attention of company management any flaws or improvements considered needing review. Materials, plant & equipment shall be delivered mechanically to the point of use; operatives must not climb onto or work from the surface of unprotected flatbed vehicles, or individually lift weights heavier than 25Kg. All material used will be installed in accordance with the manufacturers guidelines. (COSHH related substances; Safety Data Sheets and Assessments refer). All plant, equipment cables & tools will be inspected on a regular basis. Electrical tools to be 110v or battery driven and PAT tested at 12 week frequencies. Operatives will use all access equipment correctly and in accordance with current regulations. (Working at height Risk Assessments refer). Operatives shall wear Personal Protective Equipment as stipulated by the Client, usually Hard Hat, High Visibility Vest and Safety Footwear and any other PPE deemed necessary by any specific Risk Assessment required by the current or developing conditions. Breaches of strict site or Client establishment rules are considered a gross breach of conduct and may result in instant dismissal.

SUPERVISION, CONTROL & MONITORING.

All work will be directly controlled by The Company, Senior Site Representative (SSR) who will ensure that the safe means of working required will be complied with including planned testing of services. The SSR will liaise with the Client/Principal Contractor, particularly with any overlapping or other contractor issues. In the event that site safety issues are not being upheld the SSR will correct the infringement where possible, inform one of The Company Directors usually Mr Jason Mayo and or the Client/Principle Contractors representative.

OPERATOR TRAINING & PLANT.

All operatives will be required to comply with the requirements of any Site Induction Training given by the Client/Principal Contractor as well as The Company coverage. All operatives employed or sub-contracted to The Company, will be experienced and trained in the work that they are undertaking. Any trainees/Young Persons will be supervised by experienced operatives at all times. Further training will be provided if it is found to be required. Power tools will be checked at regular intervals & a visual inspection carried out before use.

SAFETY OF THIRD PARTIES

All employees and contractors will be made aware during site induction of any additional hazards and accompanying risks their work can impose on others in the vicinity. Work will be undertaken so as to remove the hazards, minimise the risks or put in further protection as necessary. The SSR will liaise with the Client/Principle Contractor; to ensure the risk of falling equipment or materials is prevented by employing adequate protection.

ENVIRONMENTAL ISSUES

Every effort will be made to keep noise, dust and waste levels to a minimum and that they do not cause a hazard or become a nuisance to others. While the nature of our work is generally adequately ventilated, silica dust from chasing/core drilling channels and openings are potentially dangerous, when working in close regular proximity, adequate ventilation must be in place and protection measures put in place Risk Assessment 07 refers. Working areas will be tidied regularly and waste removed to bins provided.

PERSONAL PROTECTIVE EQUIPMENT, FIRST AID AND EMERGENCY PROCEDURE.

PPE. All Persons working on behalf of The Company will wear Personal Protective Equipment in accordance with site rules, usually: hard hat, safety footwear and high visibility clothing. Discretion may be used by the SSR to relax these rules when working inside buildings or where the risks are minimal i.e. not a building site. Other PPE such as hand, eye, hearing, respiratory or other protective clothing will be issued and used as required.

ACCIDENT & EMERGENCY

Accidents, First Aid. As part of any working live procedure, a full First Aider at Work certificated operative will be in attendance in support of the operative carrying out the work. During normal work conditions at least one member of the working party will be an Appointed Person for the purposes of making an injured party comfortable and calling the emergency services, otherwise the Client/Principle Contractors First Aid procedures will apply; RIDDOR Reporting Procedure Appendix E refers.

Fire. Fire procedures involve the adoption of the Client/Principle Contractors site/curtilage controls & include the removal of flammable materials, oil or spirits etc at the end of the working day to an on-site, safe containment or off site. In the event of a fire, Company operatives will, where the fire is not of a minor nature and easily extinguished, call the Emergency Services and Client/Principle Contractor. Accidents which are notifiable to the Health and Safety Executive will be recorded and the necessary information passed within 10 days to the HSE.

PREPARATION

1. Report to site, sign register, attend induction, collect Working Live Permit where required & don PPE as specified.
2. Check all plant, equipment & tools are in good, serviceable condition & suitable for the task before starting, carry out statutory inspections & recoding, prior to taking them to work areas, set up task lighting as necessary.
3. Do not leave the above unattended, where the unauthorised could start, use them or access restricted areas & ensure areas are clear after each shift.
4. Ensure work area has adequate, clear access/egress & escape routes for operatives & others who could be affected by the work, during & after completion of the work.

INSTALLATION OF EQUIPMENT

1. Locate all services to the property(s), isolate equipment & lock off as necessary & using warning signs..
2. When stripping out old services consideration must be given for the extra hazards of old rotting electrical cables that may be live from another source, cable avoidance tests must be carried out and damage to live services remaining are avoided.
3. Power tools will be 110v or battery powered, where, however, heavy duty boring tools are needed and are 240v, a Residual Current Device RCD will be used, all such tools will be isolated when unattended.
4. Power cables that require pulling over long distances through ducts etc should be assessed for manual handling by the SSR, so that operatives do not put themselves at risk of musculoskeletal injuries and the work is carried out by breaking the distance into short manageable runs, gang hauling or the use of mechanical means.
5. To work live for unavoidable live testing purposes, the following MANDATORY conditions must be strictly followed:
 - SSR to raise a Working Live Permit which will include rubber gloves BS697 & rubber mats BS921.
 - SSR to brief operatives in the requirements of the Working Live Permit and RA 02.
 - Operatives to work strictly to the restrictions of the above permit.
 - Where a condition arises that would require working outside of the Working Live Permit, work will cease until the SSR has reassessed the new requirements, a new Working Live Permit must be issued to cover the changes.

ROOF & LOFT WORK

THERE MUST BE NO ACCESS ALLOWED ONTO OPEN JOISTS OR TRUSS CORDS FOR ANY REASON

- 1. The Principle Contractor will; as ladders are not usually suitable for this task, provide a safe working access platform i.e. scaffold.
 - 2. Truss cords must be either permanent or temporarily boarded effectively, to remove the risk of falls between the trusses. When removing temporary boards these should be removed carefully working back to the access/egress point.
 - 3. A suitable, secure system must give safe access to the loft where it is enclosed.
- Unforeseen hazards or situations discovered by the site risk assessments or revealed at the briefing will be added below and brought to the attention of the Site Controller as a deviation from the original.

Briefed by : MrTitle.....

Discovered hazards and requirements needed to continue:

- Conditions:**
- Waste:**
- Personnel:**
- Training:**
- Plant & equipment:**
- Other:**

DO NOT SIGN THIS DOCUMENT IF YOU DISAGREE WITH THE CONTENT

I understand all the requirements necessary to carry out the work safely.			
Print Name	Signature	Job Description	Date

COSHH ASSESSMENT

CA 01

FLORESCENT TUBE REPLACEMENT.

Operatives must understand & follow this COSHH Assessment

- Method of creation:** No longer functioning, danger from breakage during removal.
- Location of use:** Internal to disposal. WEEE Regulations stipulate a recycling waste stream.
- Persons at risk:** Operatives & Occupants.
- Hazards:** Tube breaking, dangerous dust released to the atmosphere & cuts.
- Risk Potential:** Inhalation, damage to mental health, internal organs, respiratory failure & death.
- Risk Level:** High
- Control Measures:** Keep all tubes intact when removing/replacing. Avoid all contact with the tubes by wearing gloves and FFP2 respirator, where tubes are damaged and dust can leach out a face fit FFP3 respirator, cut resistant gloves & disposable overalls must be worn, a vacuum system specially designed for this work, should be used where vandalism etc has caused a large scale release.
- Personal Protective Equipment:** Barrier cream, overalls, safety footwear, dust mask & gloves.
- First Aid:**
1. In general where exposure to this material is not minor, seek medical attention.
 2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, as below, consult doctor.
 3. Impaired peripheral vision, lack of coordination, pins & needles & muscle weakness these symptoms should be treated with caution.
- Fire:**
1. Not applicable
- Spillage containment:**
1. Do not allow dust, slurry/paste to enter water courses, ponds, lakes, sewers, drains, waterways or ditches.
 2. This is a highly toxic product.
- Handling & Storage:**
1. Always store intact for disposal with any wrappings removed in a purpose provided, secure, fluorescent tube recycling container.

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium

COSHH ASSESSMENT

CA 02

MARSHALL TUFFLEX or OSMA 4S/D383. 4S/384 Solvent Adhesive

Supplier Data Sheet included on file: Yes, company office

Industrial Adhesives Ltd, Moor Road, Chesham, Bucks. HP5 1SB Tel 0494 784444

Method of application: Brush or Spatula onto plastic fittings to be joined.

Location of use: External & Internal.

Persons at risk: Operatives & other workers.

Hazards: Fumes, Vapour, liquid & Flammable.

Risk Potential to: Skin, ingestion, eye contact, inhalation & highly flammable, flash point 18° to 21°

Risk Level: Medium

Control Measures:

Activity: Avoid inhalation, keep physical contact to a minimum by using good quality brushes & spatulas, keep only enough at the work place for immediate use, observe good housekeeping with materials, contaminated cloths etc no smoking whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear & neoprene or nitrile rubber gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor.
4. Skin, remove contaminated clothing, wash off thoroughly with soap & water or skin cleaner, no thinners etc.
5. Ingestion: If swallowed, do not induce vomiting, go to hospital immediately.

Fire:

1. A small, insignificant fire can be put out using an appropriate fire extinguisher: Carbon Dioxide, dry powder or water foam (**NOT WATER JET**) but only where trained in their use.

Spillage containment:

1. Eliminate all sources of ignition. Warn others of danger.
2. Suitable hand protection should be worn.
3. Absorb with sand or other inert absorbent material & collect into a closed lid container
4. Do not allow this material or containers into ponds/lakes, sewers/drains or waterways
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not place containers in builders Skips, as this is a special waste, disposal must be by approved waste contractors to a licenced site.
7. Wear Respiratory Equipment where spillage is in a confined space.

Handling & Storage

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium/Low

COSHH ASSESSMENT

CA 03

45379 4S/D380 4D381 Plusolv T8, Solvent Cleaner or diluent

Supplier Data Sheet included on file: Yes, company office

Industrial Adhesives Ltd, Moor Road, Chesham, Bucks. HP5 1SB Tel 0494 784444

Method of application: Brush or dip fittings to be cleaned & pre-treated parts.

Location of use: External & Internal.

Persons at risk: Operatives, staff & other workers.

Hazards: Fumes, Vapour, liquid & Flammable.

Risk Potential to: Skin, ingestion, eye contact, inhalation & fire, flash point 40°.

Risk Level: Medium/High

Control Measures:

Activity: Avoid inhalation, keep physical contact to a minimum by using good quality brushes, keep only enough at the work place for immediate use, observe good housekeeping with materials, contaminated cloths etc no smoking whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal

Protective Equipment:

Barrier cream, overalls, safety footwear & neoprene or nitrile rubber gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor immediately.
4. Skin, remove contaminated clothing, wash off thoroughly with soap & water or skin cleaner, no thinners etc.
5. Ingestion: If swallowed, do not induce vomiting, go to hospital immediately.

Fire:

1. A small, insignificant fire can be put out using an appropriate fire extinguisher: Dry powder or water foam (**NOT WATER JET**) but only where trained in their use.

Spillage containment:

1. Eliminate all sources of ignition. Warn others of danger.
2. Suitable hand protection should be worn.
3. Absorb with sand or other inert absorbent material & collect into a closed lid container.
4. Do not allow this material or containers into ponds/lakes, sewers/drains or waterways.
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not place containers in builders skips, as this is a special waste, disposal must be by approved waste contractors to a licenced site.
7. Wear Respiratory Equipment when spillage is in a confined space.

Handling & Storage

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids away from sources of heat.
3. Store in a secure, cool, dry, well ventilated container
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium

COSHH ASSESSMENT

CA 04

Everflux Active Flux Paste

Soldering Flux

Supplier Data Sheet included on file: Yes, company office

The Wiseman Co, P.O. Box 58, High Street, Ingatestone, Essex. Tel: 0277 353330

Method of application: Soldering Iron.

Location of use: External & Internal.

Persons at risk: Operatives.

Hazards: Zinc Chloride Fumes.

Risk Potential to: Lung damage by inhalation, exacerbated by smoking.

Risk Level: Medium

Control Measures:

Activity: Avoid unnecessary inhalation, use in well ventilated areas, use good quality brushes, never smoke whilst using this product, ensure you are aware of the current site Fire Procedure.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, remove contact lenses, irrigate copiously with clean fresh water, for at least 15 minutes holding the eye lids apart, consult doctor.
4. Skin, wash off thoroughly with soap & water or skin cleaner.
5. Ingestion: If swallowed, do not induce vomiting, drink Bicarbonate of soda in water/milk, immediately call doctor.

Fire: 1. Non flammable.

Spillage containment: 1. Flush to drains with lots of water.

Handling & Storage:

1. Avoid physical contact with liquid.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium/Low

COSHH ASSESSMENT

CA 05

Regular Soldering Flux Paste

Supplier Data Sheet included on file: Yes, company office

LA-CO Industries, Inc. 1201 Pratt Boulevard, Elk Grove Village IL. Emergency CHEMTREC (800) 424-9300

Method of application: Soldering Iron.

Location of use: External & Internal.

Persons at risk: Operatives.

Hazards content: Hydrochloric Acid, 2-aminoethanol, Ammonium Chloride & Stearic Acid .

Risk Potential to: Lung damage by inhalation, ingestion. Causes Burns but not considered harmful in normal use.

Risk Level: Medium

Control Measures:

Activity: Avoid unnecessary inhalation, use in well ventilated areas, never smoke whilst using this product, ensure you are aware of the current site Fire Procedures.

Personal

Protective Equipment: Barrier cream, overalls, safety footwear.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Eye, may irritated if a foreign object, irrigate with warm clean fresh water for 5 minutes, hold the eye lids apart, consult doctor if irritation continues.
3. Skin, non-irritating.
4. Ingestion: If swallowed, do not induce vomiting, immediately call doctor.

Fire:

1. Use water spray, dry powder or foam.
2. Combustion gives off Carbon dioxide, carbon monoxide, ammonia, hydrochloric acid fumes, smoke and other toxic fumes may be formed.
3. Fire fighters to wear self-contained breathing apparatus & standard PPE.

Spillage containment:

1. Wear impervious overalls, gloves, respirator and eye protection
2. Flush to drains with lots of water.

Handling & Storage:

- 1..Keep unauthorised personnel away, barrier off.
2. Suitable hand, respirator, overalls and eye protection should be worn.
3. Absorb with sand or other inert absorbent & collect into a close lid container.
4. Don't allow this material/containers into ponds/lakes, drains or waterways.
5. If this material gets into any of the above, inform the local authority and contain as much as possible.
6. Dispose of as per local authority regulations, do not placed containers in builders skips.
7. Wear Self-contain breathing apparatus when spillage is in a confined space.

Handling & Storage

1. Avoid breathing fumes, use with adequate ventilation.
2. Keep in designed containers with firmly closed lids.
3. Store in a secure, cool, dry, well ventilated container away from incompatible materials.
4. Smoking, eating, drinking, sources of ignition and sleeping are prohibited from any storage containers.

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium/Low

COSHH ASSESSMENT

CA 06

Silica Dust

Operatives must understand & follow this COSHH Assessment

Method of creation: Cutting, grinding, drilling masonry, usually core drilling.

Location of use: Internal.

Persons at risk: Operatives, Occupants and Staff.

Hazards: Dust in close proximity.

Risk Potential to: Inhalation.

Risk Level: High

Control Measures: Avoid unnecessary inhalation, **use dust suppression**, use diamond cutting tools where feasible to reduce dust production, observe good housekeeping with materials and strict smoking policy.

Personal Protective Equipment: Barrier cream, overalls, safety footwear, dust mask & gloves.

First Aid:

1. In general where exposure to this material is not minor, seek medical attention.
2. Inhalation discomfort, remove to fresh air, keep warm and at rest, where symptoms persist, consult doctor.
3. Flu-like symptoms should be treated with caution, consult your doctor.

Fire: 1. Not applicable

Spillage containment: 1. Do not allow dust, slurry/paste to enter water courses, ponds, lakes, drains, waterways or ditches.

2. Collect into a container and dispose of as general builders waste.

Handling & Storage: 1. Not applicable.

Authorised by: Jason Mayo, Managing Director

Date: August 2014

Residual Risk: Medium

Company Induction Form Private & Confidential Appendix A

Operatives Name :- National Insurance Number:- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Company:- MAYO ELECTRICAL CONTRACTORS LTD	AGE:- CSCS/CPCS CARD HOLDER YES/NO Registered No
--	---

Item	Tick Boxes as Appropriate	Yes	No	Comments.
1.	Have you worked on a Construction Site before.			
2.	Have you successfully completed any training before.			
3.	If YES what skill and with whom			
4.	Do you hold a current driving licence.			
5.	If YES for what class of vehicle.			
6	Do you suffer or have been affected by the following :-			
	(a) CHEST PAINS OR ANGINA.			
	(b) HEARING PROBLEMS.			
	(c) VISUAL DEFECTS.			
	(d) EPILEPSY OR FITS.			
	(e) OTHER SERIOUS ILLNESS.			
	(f) CLAUSTROPHOBIA.			
	(g) ALCOHOLISM or DRUG ABUSE.			
	(h) PHYSICAL HANDICAP.			
	(i) DERMATITIS or other skin problems.			
	(j) OTHER OCCUPATIONAL DISEASES.			
	(k) BACK PROBLEMS.			
	(l) DIABETES.			
	(m) ASTHMA.			
	(n) VERTIGO			
7.	Are you taking any prescribed medication.			
	If YES please give details.			

This information will only be used to avoid exposing you to further injury or aggravating a previous condition, should an emergency incident arise and then only in confidence, where such information passed to the Emergency Services, could well aid your recovery.

PLEASE TICK BELOW IF YOU ARE SATISFIED THAT YOU HAVE BEEN TOLD ABOUT THE FOLLOWING AT YOUR INDUCTION.

TRAINING AND CERTIFICATION.	WELFARE AND FIRST AID.	
ALCOHOL AND DRUGS.	ACCESS, EGRESS & THE WORKPLACE.	
TESTING OF EQUIPMENT AND REPAIRING.	MANUAL HANDLING.	
AUTHORITY OF OTHERS.	LIVE SERVICES.	
EMERGENCY PROCEDURES.	PPE: Hard hat, Safety footwear, Hi viz vest.	
ACCIDENTS, INCIDENTS & DANGEROUS OCCURRENCES.	SITE FIRE PLAN & SMOKING POLICY.	
LEPTOSPIROSIS. (if Required)	PERMITS TO WORK.	
SITE RULES.	COSHH. CA 01 to 06	
WASTE MANAGEMENT/HOUSEKEEPING.	H&S, P&P Manual, RA's 01 to 08 & MS 01	

I HAVE RECEIVED AND UNDERSTOOD THE COMPANY INDUCTION AND AGREE TO ABIDE BY THE RULES.

Signed :-

Print Name :-

Name of Inductor :-

Date :-

Name of interpreter if appropriate.....Language.....

SITE RULES

Appendix B

The following site rules will be implemented on all Company controlled contracts. They supplement the standard rules contained within the health and safety policy and procedures. These rules can ONLY be deviated from with prior written authority from The Company Senior Site Representative (SSR).

1. All persons must report to the SSR to confirm their presence and receive induction/registration.
2. Where internal Client/ Principle Contractor rules apply Hard Hats, High Visibility Vest and Safety Footwear must be worn, except when in site accommodation or as directed by the SSR.
3. Other Personal Protective Equipment will be worn as dictated by specific Risk Assessment.
4. Urinating or defecating anywhere other than the designated toilet facility is gross misconduct.
5. Damaging, misusing any plant, equipment or site property will not be tolerated.
6. Deliveries at certain times is not permitted, where allowed on site the speed limit is 10 MPH maximum, utmost caution by crawl driving may be required.
7. Work areas are to be kept clean and tidy and waste kept to a minimum and placed in designated containers
8. All ladders must be industrial grade and secured against slipping.
9. No person may erect, alter, modify scaffolding unless authorised by the SSR.
10. All persons on site have a duty to report any accident or dangerous occurrence to the SSR.
11. Only 110 volt electrically powered tools may be used on site. RCD protected equipment may be used as necessary following authority from the SSR.
12. Driving on site is by permission of the Client/SSR.
13. Welfare facilities will be kept clean and serviceable at all times, report any problems to the SSR.
14. Smoking will only be permitted in designated areas, not at all on projects like school property.
15. All persons on site must co-operate with SSR and Client authority with regard to H&S matters.
16. No person will be allowed to work at height alone on site.
17. Operators of plant and equipment and scaffold operatives must provide evidence of their skills competence for the type of plant and equipment they will operate and scaffold types covered.
18. No person under the age of 18 years will be allowed to work on site without written prior permission and a Young Person's risk assessment completed by the SSR.
19. Violent conduct, including verbal abuse, is designated gross misconduct.
20. Radios are not normally allowed on site, permission must be authorised by the SSR.

Client, Children etc Protection Policy Below infringements are classed as strict gross misconduct.

21. Unrestrained foul language i.e. deliberate usage to Clients staff or members of the public.
22. Taking photographs of unauthorised, Client premises, staff or members of the public.
23. Deliberately engaging children in conversation, crude remarks or gestures are not considered acceptable behaviour, only a polite response to questions from children is deemed acceptable conduct.
24. Not answering work related questions asked by the Client or their staff etc politely.
25. Being in possession of alcohol or illegal drugs on Client premises.
26. Being impaired by drink or drugs on site.
27. Taking crude newspapers, literature or photographs on to Client premises.

Ladder inspection

Appendix C1

Person carrying out inspection,		Date of inspection:	Print name:		Signature
Type: Industrial Timber	 Comment	Type: Industrial Steel/Aluminium	 Comment
Rotten timber	Yes No		Unacceptable corrosion	Yes No	
Split Stiles (Uprights)	Yes No		Cracked split stiles	Yes No	
Loose rungs/treads	Yes No		Loose rungs/treads	Yes No	
Missing rungs/treads	Yes No		Missing rungs/treads	Yes No	
Broken rungs/treads	Yes No		Broken/bent rungs/treads	Yes No	
Rope/hinge damaged	Yes No		Hinge damaged	Yes No	
Not suitable type	Yes No		Not suitable type	Yes No	
Not secured from slipping	Yes No		Not secured from slipping	Yes No	
Stiles uneven based	Yes No		Stiles uneven based	Yes No	
Ground unstable	Yes No		Ground unstable	Yes No	
Twisted Stiles	Yes No		Distorted stiles	Yes No	
Splintering	Yes No		Rough spiky finish	Yes No	
Paint obscured timber	Yes No		Stales heavily dented	Yes No	
Very slippery rungs	Yes No		Very slippery rungs	Yes No	
Rivets, bolts loose/lost	Yes No		Rivets, bolts loose/lost	Yes No	
Leg spread brace, weak	Yes No		Leg spread brace, weak	Yes No	
Unofficial repair	Yes No		Unofficial repair	Yes No	
Ladder not long enough	Yes No		Ladder not long enough	Yes No	

Circle Yes or No, where a No answer, the ladder must be taken out of use for repair/replacement before further usage.

Where a Yes answer and the problem is not dangerous but an effective temporary repair over comes the immediate problem, a comment must be made to that effect before the ladder may be used.

Podium Access Platform Inspection

Appendix C2

Person carrying out inspection, Print name:Signature.....Date.....

Type: Industrial Aluminium or Steel Inventory No:			Comment
Have all staff who use them been trained in the safe assembly & usage for the heights to be reached?	Yes	No	Training is valid for both steel & aluminium
Is the ground bearing surface flat & stable?	Yes	No	
Is the work area free from obstacles, cables & debris?	Yes	No	
Have you checked that step up treads are in good service?	Yes	No	
Have all welds been checked for cracks etc?	Yes	No	
Are tubes free of excessive damage?	Yes	No	
Is the working platform free from slip or damage hazards?	Yes	No	
Is it free from sharp edges or splinters?	Yes	No	
Are outriggers fitted and serviceable?	Yes	No	
Are all fittings to the designed, approved standard?	Yes	No	
Are all castor wheels serviceable & secured firmly?	Yes	No	
Do all wheel brakes operate & fully lock the wheels?	Yes	No	
Is there free movement of hinge points of the steps?	Yes	No	
Is the Safe Working Load sufficient for one person plus tools & materials?	Yes	No	
Unofficial repair	Yes	No	
Platform not long enough	Yes	No	
Deliberately left blank	Yes	No	
Ditto	Yes	No	

- Circle Yes or No, where a No answer, the ladder must be taken out of use for repair/replacement before further activity.
- Where a Yes answer and the problem is not dangerous but an effective temporary repair over comes the immediate problem, a comment must be made to that effect before the ladder may be used.

Appendix D

CONTRACTOR HEALTH AND SAFETY VERIFICATION		Contractor:	
QUESTION	COMMENTS		SCORE *
1. Carried out similar works	Company Company Company (List three where possible)	Year Year Year	
2. Client check			*
3. Policy brought to attention of staff.	How	How often repeats	*
4. In house safety practitioner. External safety Consultant/Adviser Enclose certificate of appointment.	Name Qualifications number Contact Telephone		*
5. Prosecutions, enforcement notices	Result taken	Notice Rectification	
6a. Fatality/severe accidents	Type Circumstances Rectification taken		*
6b. Accident investigation/HSE report			
7. Specific health and safety training Specify:- who & what training			*
8. CSCS skills certification Enclose example	Management Subcontractors	% Operatives %	
9. Operative induction training carried out Enclose example			*
10. SafeMark/CHAS Accredited YES/NO Enclosed copy of certificate			*
11. Risk Assessments/Method Statements COSHH Assessments, enclose copies.			*
12. Health & Safety Policy.	Enclose a copy of your H&S Policy statement & arrangements.		*
CONTRACTOR SUITABILITY	Yes No Provisional (Circle)		

CHECKED BY..... POSITION.....

SIGNED..... DATED.....

Reporting of Incidents, Disease & Dangerous Occurrences Procedure.

Appendix E

Company Accident Report Form

PERSON FILLING OUT THIS FORM Print Name:		
SITE ADDRESS:		
SITE MANAGER:		TELEPHONE:
DATE OF ACCIDENT:	TIME OF ACCIDENT:	PLOT No/LOCATION:
NAME OF INJURED PERSON:		
ADDRESS:		
AGE:	TELEPHONE No:	
FATALITY/MAJOR INJURY/RECORDED: OVER 3 DAYS & WHERE OVER 7 DAYS, REPORTABLE.		
CIRCLE TYPE OF INCIDENT.		
EMPLOYEE/SELF EMPLOYED/SUBCONTRACTOR/OTHER--CIRCLE TYPE OF OPERATIVE.		
TRADE:		
NAME & TEL No OF SUBCONTRACTOR WHERE APPLICABLE:		
DETAILED ACCOUNT OF THE ACCIDENT:		
NAMES OF WITNESSES:		
DETAILS OF INJURIES, INCLUDING LEFT OR RIGHT WHERE APPLICABLE:		
DETAILS OF ACTION TAKEN TO PREVENT A RE-OCURRENCE:		

NOTE: WHILST SAFETY OF THE INJURED PARTY & OTHERS IS THE PARAMOUNT OBJECTIVE, THE SCENE OF THE ACCIDENT MUST BE PRESERVED AS MUCH AS POSSIBLE FOR ACCIDENT INVESTIGATION PURPOSES. TELEPHONE: Mr Jason Mayo on 02392 366688 / 07949 366688

HEALTH AND SAFETY TERMS AND CONDITIONS
FOR SUB-CONTRACTORS

Appendix F

GENERAL

It is a condition of this Contract that the Contractor must adhere to the requirements of Health and Safety at Work Act 1974 and any statutory re-enactment or amendments thereof, together with the relevant Statutory Provisions and Codes of Practice; and in accordance with this company's Health and Safety Policy, copies of which may be viewed at The Company's head office or at any site office.

The following notes set out in broad principle the main subjects on which this company will require a Contractor to provide evidence that due allowance has been made to ensure compliance with health and safety legislation.

Regulation 11 of the Management of Health and Safety at Work Regulations requires co-operation and co-ordination on health and safety between employers and/or self-employed persons who share a workplace. Unless another specific appointment is made, this company's Site Manager will act as the Health and Safety Co-ordinator for the site.

INFORMATION TO BE PROVIDED

Prior to the commencement of work, the Contractor must provide this company with the following information and/or copies of their documents, where applicable:-

Safety policy and arrangements

Contractors employing 5 or more persons must have a written Health and Safety Policy and Arrangements for Health and Safety, which has been brought to the attention of their employees.

Health and safety assistance

All employers must appoint one or more competent persons to assist them on health and safety matters, by virtue of regulation 7, of the Management of Health and Safety at Work Regulations, Contractors must provide this company with the names and telephone numbers of the following persons:-

- a) The Contractor's Safety Officer, or
- b) The Safety Officer or Consultant who will inspect the works, together with the expected frequency of such visits, or
- c) The Contractor's full time resident employee on the site who will be responsible for health and safety supervision

Insurance

Contractors must have adequate Employers Liability cover together with Public Liability Insurance.

Method Statements

In most circumstances, written method statements will be required, detailing the proposed method of work. The following activities will normally be subject to this requirement:

- a) Excavation work deeper than 2m
- b) Entry into confined spaces
- c) Work under or around overhead cables
- d) Investigation/clearance of contaminated land
- e) Removal of asbestos
- f) Demolition Works.
- g) Steel structural work
- h) Pre cast floor works
- i) High level floor slab works
- j) Timber frame erection
- k) Roof works
- l) Piling works
- m) Any working at height
- n) Working around stairwells
- o) All other works with a high risk factor

Risk Assessments

All Contractors employing 5 or more people must make suitable and sufficient assessment of the risks to health and safety of their employees.

COSHH Assessments

Under the Control of Substances Hazardous to health Regulations employers have a duty to prepare assessments where materials used may involve a risk to health. This information must be passed on to the employees.

Noise Assessments

Noise assessments must be carried out where employees are likely to be exposed to noise levels above the statutory Action Levels which start at 80db(A).

Hand arm vibration (HAV)

All contractors must ensure assessments are made on plant & equipment to prevent/reduce the exposure of hand arm vibration.

None English Speaking Operatives

All contractors employing none English speaking operatives are responsible to ensure these operatives can understand our health and safety induction and have effective communication, to ensure the health and safety of themselves and others working on site. Where operatives fall short of this requirement they must be accompanied at all times by an interpreter who is fluent in both English and their native tongue.

Certificates of Training

Evidence must be provided that the following classes of employees are trained and competent when required.

- a) Plant Operators (including Dumper, F/Lift, Excavator operators etc must have an up to date CITB licence or similar recognised qualification.
- b) Scaffolders must hold a CITB card
- c) Abrasive wheel mounters must hold a certificate of training
- d) Cartridge tool operators must hold a certificate of training

Waste Carriage or Disposal

Any Contractor who may carry building waste from site must be a registered waste carrier.

SITE SAFETY

Where this company, as the main contractor establishes site rules the Contractor must ensure that he and/or his employees comply with those rules. Special rules may be introduced for individual sites, but it should be noted that four rules apply to all our site undertakings;-

- a) Safety helmets and protective footwear with mid sole and toe cap protection must be worn on all sites.
- b) Reflective waistcoats/jackets must be worn out on site
- c) Chain Saws are not to be used on site.

SCAFFOLDS AND ACCESS EQUIPMENT

A Contractor may, at his own risk, have free use of scaffolding, ladders and trestles which may be on site already in position. It is the Contractors responsibility to take steps to satisfy himself that the scaffold or access equipment is stable and meets the statutory requirements before such use by himself or his employees. You are also reminded you are not permitted to interfere with or alter any scaffolds on site.

SCAFFOLD CONTRACTORS

All scaffolders must be trained and competent and hold the relevant certificates of training and scaffolder licence card and all scaffolders must apply the requirements of the TG 20 & NASC SG 4 guidance's which includes the wearing of a safety harness when working on scaffolding.

EXCAVATIONS

Contractors carrying out excavation work must ensure that sufficient quantities of support materials are available before digging commences. Excavations deeper than 1 metre must be either supported or battered back to a safe angle. Excavations left open or likely to contain water must be securely fenced off or covered.

ELECTRICITY "General"

All employers and self-employed persons have a duty to take precautions against the risk of death or personal injury from electricity. Equipment must be regularly checked and kept in good repair. Only 110v or battery powered equipment to be used on Company controlled sites

UNDERGROUND/OVERHEAD ELECTRIC CABLES

Contractors engaged in operations where underground cables may exist must take adequate steps to locate and protect such cables. No mechanical excavation must take place within 500mm of underground cables. Any work in the vicinity of overhead power cables must be carried out in accordance of the agreed method statement.

Confined Spaces

Contractors must ensure that there is no hazard to health and safety from lack of oxygen; presence of suffocating, toxic or flammable atmosphere before they or their fully skilled employees enter any confined space such as a manhole, sewer or deep excavation.

Plant and Equipment.

All Contractor's plant and equipment, including items hired must comply with the Work Equipment Regulations and any other legislation which may be applicable. All plant must be locked/ immobilised at the end of the working day.

IMPORTANT NOTE: It is also required that mobile plant is fitted with mirrors or a camera to aid the drivers all round vision.

Site Tidiness and Storage

Contractors must ensure that their workplaces are kept tidy. Contractors supplying their own materials on site must ensure it is safely stacked to ensure stability and freedom from collapse. Items which could roll such as pipes, manhole rings etc. should be chocked/laid over to prevent movement.

Fire Prevention

Contractors must ensure that all flammable substances, including fuel supplies are stored correctly. No fires are allowed on site without the express permission of the Projects Supervisor.

Manual Handling

Contractors should be aware of the requirements of the manual handling Operations Regulations which place a duty on employers and self-employed persons to avoid the need for manual handling operations which involve risk of injury as far as is reasonably practicable. Where such operations cannot be avoided, a suitable assessment must be undertaken and appropriate steps taken to reduce the risk. Employees should be given information about the weight and balance of the loads to be handled.

Safety Equipment and Clothing

Personal Protective Equipment (PPE) is to be used only as a last resort when other available measures do not reduce the risk sufficiently to avoid damage to a person's health and safety.

Contractors are responsible for providing suitable PPE for their employees. In the event of a Contractor failing to supply appropriate PPE when necessary The Company reserves the right to stop the work.

Young Persons

Young persons between the age of 16-18 years must not operate any items of plant on site (e.g.) Dumper, Excavator etc or substances hazardous to health.

Children

Children are not permitted on any Client site except for properly arranged and supervised educational visits.

HEALTH AND WELFARE

Welfare facilities will be provide by this company and available for use by Contractors where our Company are principal contractor. The Contractor will be responsible for any necessary facility not so provided by us.

Hazardous Substances

The Contractor must give this company information about any risk to health the materials he may be using on site may cause, having carried out the required assessments.

Diesel storage

Contractors are responsible for ensuring diesel storage out on site is safe and complies with current legislation with regard to preventing spillage and the need to provide secure locks to prevent unauthorised access. Contractors will be held accountable for any spillage on our Company sites.

ACCIDENTS AND FIRST AID

Accidents and Dangerous Occurrences

All accidents must be reported to the site Manager and recorded in this company accident book

A Contractor must report any accident to the Health and safety Executive (e-form 2508IE) whereby an employee is absent from work for (Currently) more than 7 days as a result of that accident.

A Contractor must notify the Health and Safety Executive immediately by telephone if any employee sustains "major injuries" as defined by the regulations.

The Contractor must also inform this company's Site Manager of any such reportable incident occurring on our site and supply him with a copy of the report F2508IE or for a case of disease F2508AE.

NB: A report must be received by the HSE of the reportable incident.

For incidents resulting in over seven day incapacitation of a worker, you must notify the enforcing authority within 10 days of the incident, using the appropriate online form.

FIRST AID

A first aid box is kept in our site office and will be available during normal working hours.

SAFETY INSPECTIONS, ENFORCEMENT

Safety Inspections

This company's Safety Officer/Consultant will visit site and carry out safety inspections. All Contractors and their employees are required to co-operate in these inspections. They must accept the authority of the Site Manager, Safety Officer/Consultant and ensure that all defects noted are rectified and recommendations made relating to health, safety and welfare are complied with.

Health and Safety Enforcement.

The Contractor must co-operate with any inspection or investigation being undertaken by an Inspector of the Health and Safety Executive.

In the event of an Improvement or Prohibition Notice being served on a Contractor, our company must be notified immediately. The Contractor must comply with the terms of such a notice

Health and Safety Training

Contractors remain responsible for providing all necessary health and safety training for their employees and other persons working under their control.

Legislation

It is the duty of the Contractors to have a working knowledge of the relevant health and safety legislation and to take account of it in planning and execution of his work

ACCEPTANCE AND TERMINATION

Where it can be clearly shown that a Contractor has committed a serious breach of health and safety legislation, or consistently failed to meet the standards required in this document, our Company reserves the right to terminate the contract.

ACCEPTANCE OF TERMS AND CONDITIONS

Once the health and safety terms and conditions for Contractors have been read, understood and accepted, you are required to complete the attached declaration and provide the information requested and return it to our head office marked for the attention of:-

Mr Jason Mayo

Position: Managing Director

DECLARATION

Appendix G

We confirm receipt and acceptance of your Health and Safety Terms and Conditions for Contractors and enclose the following information as requested:	
HEALTH AND SAFETY POLICY	YES/NO
COMPLETED HEALTH AND SAFETY QUESTIONNAIRE	YES/NO
PROCEDURE FOR MONITORING HEALTH AND SAFETY	
NAME OF SAFETY MANAGER/CONSULTANT	
NAME OF PERSON RESPONSIBLE FOR REPORTING: Accidents, Ill Health and Dangerous Occurrences, which are reportable to the HSE	
COSHH ASSESSMENTS ON MATERIALS	YES/NO
RISK ASSESSMENTS	YES/NO
WASTE CARRIERS REGISTRATION CERTIFICATE (COPY) FOR THOSE CARRYING WASTE OFF SITE	COMPULSORY
EMPLOYERS LIABILITY INSURANCE (COPY)	COMPULSORY
PUBLIC LIABILITY INSURANCE (COPY)	COMPULSORY

SIGNED

DATED

NAME (Print)

STATUS

COMPANY NAME

COMPANY ADDRESS

PERMIT TO WORK LIVE

Appendix H

This permit is intended to avoid danger from live/charged conductors, during unavoidable live work necessary for testing purposes.

The permit controls the operation and timescales involved.

NO MODIFICATION WILL BE ACCEPTED TO THIS ISSUED PERMIT, CHANGES NEEDED WILL BE COVERED BY A REASSESSMENT AND REISSUE OF A NEW PERMIT. THIS WORK CAN NOT BE CARRIED OUT IN WET/DAMP CONDITIONS.

TO BE COMPLETED BY MAYO ELECTRICAL CONTRACTORS LTD's. SENIOR SITE REPRESENTATIVE (SSR) WITH THE SITE CONTROLLER.

SITE DETAILS			
Company:			
Site Name:			
Site Address:			
DETAILS OF WORKING LIVE ACTIVITY			
Location of activity:			
Protection method: PPE or safe distance protection (Circle)			
System/section to be tested:		Extra PPE needed to provide a safe system of work	
Building:		Rubber gloves	
Plot Number:		Rubber mat	
Depth			
GENERAL INFORMATION			YES
Can this work be carried out dead. If yes no Permit needed.			NO
Written confirmation has been received from the utility services to confirm, where applicable, the isolation and/or disconnection of their services have taken place.			
Give the exact reason for having to work live:			
Details of relevant instructions/information given to ensure the safe carrying out the work:			
DURATION OF THE PERMIT:		FIRST AIDER covering this work:	
Start Date / Time	Finish Date / time	Name:	
DECLARATION BY SITE CONTROLLER ISSUING THIS PERMIT			
I am satisfied with the information provided by MAYO Electrical Contractors Ltd. Senior Site Representative responsible and that their reason for carrying out this Live Working is necessary and that all work will be carried out in accordance with the relevant current H&S legislation.			
Name:		Signature:	
Appointment:		Date:	
PERMIT CANCELLATION BY SITE CONTROLLER			
Reason:			
Name:		Signature:	
Appointment:		Date:	

Fire Prevention Inspection

Appendix I

Site or Location:			Date:			Name:		
						Signature:		
<input checked="" type="checkbox"/>	Items to be Checked		Position			Results of Check		Action to be Taken
1. Fire Extinguishers								
	Office	Storeroom	Welfare					
Suitability for likely fire								
Condition								
Adequate Number								
2. Fire Warning System								
Detection Devices								
Alarms								
3. Escape Routes								
Identified and Signed								
Lighting								
Free from Obstruction								
Stairways/ ladders available for escape			Stairs	Routes	Doors			
4. Compartmentalisation								
Can compartments be closed off to stop spread of fire?								
5. Procedure for Calling Fire Brigade								
In Place?								
6. Access for Emergency Vehicles								
In Place and clear?								
7. Fire Drill / Muster Point								
Carried out In last 6 Months?								
Fire muster point appropriate and clearly marked?								
8. Housekeeping								
Is rubbish cleared daily?								
Are areas clean and tidy? Detail all areas requiring attention.								
Are there stockpiles of combustible materials or packaging?								
9. No Smoking Policy								
Is there evidence of smoking inside the building?								
Have smoking areas been established and sign identified?								
Is there heat resistant waste bins								
Correct Type and suitable location?								
Good Condition								
11. Hot Works Tasks								
Permit to work used?								
Fire extinguisher available nearby?								
Surrounding area clear of combustible material?								
12. LPG and Propane								
Containers kept in cage externally?								
Flash back arresters fitted?								
Are gas bottles left in the building overnight? (They should be removed to the cage).								
13. Storage of Combustible Materials								
Not Accumulating								
Away from Heat Source								
14. Fire Warden & Deputy appointed								
Fire Wardens identified on posters								
15. Training								
Induction includes evacuation alarm, assembly point, and use of fire fighting equipment?								
Fire warden training								
16. Other Items (Specify)								
Fire Hydrant Signs								
Neighbouring Occupants Warning Procedure								

Safety Policy Communication:

Appendix J

It is the duty of every employer to prepare and update as necessary a policy for Health, Safety and Welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuing safety on site, both employees and contractors will be expected to read, understand and adhere to this policy.

It is important that you read through the policy carefully, as it will contain important information on company safety procedures and safe systems of work. It also contains responsibilities for you to undertake and comply with.

If you have any questions about the Safety Policy, please ask our staff. If you have any suggestions as to how safety could be improved for this company, please pass these on also.

After you have read through this safety policy, please detach this sheet, sign and date it and pass it back to Mr Jason Mayo or The Company Technical Director Miss Julie Young.

Name	
Date	
Occupation	
Signature	