



Health and Safety Policy

1st January, 2010

The Management of Health and Safety at Work Regulations require that health and safety arrangements are reviewed at suitable intervals. To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown above.

If this Policy is issued later than 12 months after the date shown Cope Safety Management Limited will no longer be responsible for providing Health and Safety advice to the above named Company.

**Second Drove
Meadow Lane
St. Ives
Huntingdon
Cambridgeshire
PE27 4YQ**

**Tel: (01480) 498099
Fax: (01480) 498077**

This section includes a copy of the signed Health and Safety Policy Statement and details the specific health and safety responsibilities of everyone associated with the organisation.

Policy & Organisation

This section details the various arrangements in place for managing, and monitoring, health and safety, including Training.

Health & Safety Management

This section deals with the Workplace (Health, Safety and Welfare) Regulations 1992.

Workplace Safety

This section deals with the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Pressure Systems (Safety) Regulations 2000.

Work Equipment

This section deals with the Manual Handling Operations Regulations 1992.

Manual Handling

This section deals with the Display Screen Equipment Regulations 1992.

Display Screen Equipment

This section deals with the Personal Protective Equipment Regulations 1992.

Personal Protective Equipment

This section deals with the Electricity at Work Regulations 1989.

Electrical

This section deals with the Control of Substances Hazardous to Health Regulations 2002.

COSHH

This sections deals with the Control of Noise at Work Regulations 2005.

Noise

This section deals with the Regulatory Reform (Fire Safety) Order 2005.

Fire Precautions

This section deals with First Aid provision, First Aiders and accident reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

First Aid & Accident Reporting

This section deals with the Control of Asbestos Regulations 2006.

Asbestos

This section deals with the Work at Height Regulations 2005.(as amended)

Work at Height

This section deals with the Quarries Regulations 1999.

Quarry Regs.

This section deals with the Construction (Design and Management) Regulations 2007.

Construction (Design & Management)

This section deals with the Confined Spaces Regulations 1997.

Confined Spaces

This section deals with the Supply of Machinery (Safety) Regulations 1992 and the Supply of Machinery (Safety) (amendment) Regulations 1994.

CE Marking

This section deals with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

DSEAR

This section deals with the Vibration at Work Regulations 2005.

Vibration

1. **GENERAL STATEMENT OF INTENT**

The Policy Statement overleaf constitutes the General Statement of Intent of Mick George Limited in accordance with the Health and Safety at Work Act 1974.

1.1 **ORGANISATION FOR CARRYING OUT THE POLICY**

1.2 **Company Overview**

Mick George Limited business activities include quarrying, haulage, landfill, recycling, skip hire / waste management, waste transfer, demolition, excavation and contracting. The Company employ approximately 210 personnel.

The address, telephone and fax number of Mick George Limited, Head Office, is:

Second Lane
St. Ives
Huntingdon
Cambridgeshire
PE27 4YQ

Tel: (01480) 498099
Fax: (01480) 498077

Quarrying and landfill activities are currently being undertaken at the following sites:

Southorpe Landfill
High Farm
Southorpe
Lincs
PE9 3BZ

Tel : (01780) 782659

South Witham Quarry and Restoration
Mill Lane
South Witham
Lincs
NG33 5QB

Tel : (01572) 767170

Cross Leys Quarry & Restoration
Leicester Road
Thornhaugh
Peterborough
Cambridgeshire
PE8 6NH

Tel : (01780) 783170

Thrapston Quarry and Landfill
Titchmarsh Road
Thrapston
Northants
NN14 4NS

Tel : (01832) 730059

Kennett Hall Farm Landfill Site
Dane Hill Road
Kennett
Cambridgeshire
CB9 7QX

(No Land Line)

Thornhaugh Quarry
Leicester Road
Thornhaugh
Peterborough
Cambridgeshire
PE8 6NH

(No Land Line)

Farcet Farm Quarry
Kings Delph
Gate Farm
Farcet Fen
Cams

(01733 247342)

Mepal Landfill & Washing Facility
Withcam Meadlands
Block Fen
Mepal
Chatteris
Cams
CB6 2AY

(Mobile: Bob 07771 685515)

One further site at Wansford is likely to become active within the next six months.

Waste transfer operations are completed at the following sites;

Peterborough Waste Transfer Station Welland Road Dogsthorpe Peterborough PE1 3TD (07718 790127)	Northampton Waste Transfer Station 23 Crow Lane Industrial Estate Lower Ecton Lane Great Billing Northamptonshire NN3 9BX Tel: (01604) 411389
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Cowley Road Transfer Station Cowley Road Cambridge CB4 0DL Tel : (01223) 425553	Rushton Landfill / Transfer Station Oakley Road Rushton Kettering Northants NN14 1RS Tel: 01536 710811
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Workshop and Waste Transfer operations are also completed at:

Second Drove
St. Ives
Huntingdon
Cambridgeshire
PE27 4YQ

Tel: (01480) 498099
Fax: (01480) 498077

Any queries reference to these sites should be directed to the Head Office, i.e. St. Ives.

1.3 Responsibilities of the Managing Director

The Managing Director, Mr Mick George, recognises and accepts his overall responsibility for health and safety, and will ensure that the following arrangements are in place to satisfy the health and safety regulations and codes of practice that are applicable to their business.

The general responsibilities are to:

1. Ensure adequate resources are provided to allow the organisation's safety policy to be effective.
2. Understand, initiate and monitor the effectiveness of the implementation of the Health and Safety Policy.
3. Ensure that suitable plant and equipment is provided and maintained and conforms to all relevant statutory provisions (e.g. periodic testing of lifting equipment, etc.).

4. Ensure that all tools and equipment used are suitable for the purpose and comply with all relevant statutory provisions (i.e. suitable guarding, electrical testing etc).
5. Ensure first aid, fire fighting and any other relevant emergency equipment is provided and readily available.
6. Take appropriate action when statutory and/or company standards are breached.

1.4 Responsibilities of Managers and Supervisors

The personnel listed below are responsible for ensuring that all health and safety arrangements are implemented and adhered to in the area of work for which they have control and responsibility:

Name	Position/Responsibility
Mick George	Managing Director, Quarry Manager
Peter Newman	Engineering Director
Geoff Craven	Logistics Director
Jon Stump	Finance Director
Neil Johnson	Technical and Waste Director
Michael George	Site Contracts Manager
Phil Hayden	Contracts Manager / Sales Manager
Mick Prestidge	Transport Manager
Andy Campion	Health and Safety Co-ordinator
Non Operational	Southorpe Quarry Supervisor
Steve Stimson	Thrapston Quarry Supervisor
Dave Brown	South Witham Quarry Supervisor
Dave Brown	Cross Leys Quarry Supervisor
Dave Norman	St Ives Recycling Centre Supervisor / Yard Supervisor
Trevor Brock	Rushton Landfill
Mick George	Rushton Transfer Shed
Kamil Michalak	Cowley Road Transfer Station
Neil Jackson	Farcet Quarry
Kevin White	Mepal Washing Facility
Bob Eagle	Mepal Landfill
Boaz Smith	Northampton Transfer Station
Lloyd Fillingham	Peterborough Transfer Station

1.5 Responsibilities of Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy. All employees have a legal duty to ensure their own safety and the safety of others (for example their fellow workmates, contractors working on the same premises and customers and visitors to the premises) under the Health and Safety at Work Act 1974. Employees must therefore:

- 1. Not operate machinery that they are not competent and authorised to use.**
- 2. Report all safety hazards, accidents, injuries and dangerous occurrences to Supervisor / Manager.**
- 3. Ensure that appropriate action is taken to rectify unsafe systems or actions.**
- 4. Not misuse anything provided in the interests of health and safety.**

Other responsibilities are detailed in the following sections of this Health and Safety Policy.

1.6 ARRANGEMENTS FOR IMPLEMENTING THE POLICY

The following sections of Mick George Limited's Health and Safety Policy deal with relevant regulations and details specific arrangements for the management of health and safety at Mick George Limited.

N.B. The order in which the arrangements are covered, is purely arbitrary. They are not in order of either increasing or decreasing importance.

Arrangements are periodically reviewed in accordance with Section 2. paragraph 2.5.

Arrangements should be amended, or new arrangements added, as working practices change.

IF YOU ARE UNSURE ABOUT ANYTHING IN THIS SAFETY POLICY, OR ABOUT ANY OTHER HEALTH AND SAFETY MATTER - PLEASE ASK!

2. HEALTH AND SAFETY MANAGEMENT

THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

The Management of Health and Safety at Work Regulations 1999 came into force on 29 December 1999. The general requirements are outlined below, together with details of the corresponding arrangements in place at the company.

2.1 Intentionally left blank.

2.2 Intentionally left blank.

2.3 Risk Assessment - Regulation 3

The Management of Health and Safety at Work Regulations 1999 require, in part, an assessment of the risks to the health and safety of employees and to anyone else who may be affected by the operations of the business. Employers having five or more employees are required by law to record the significant findings of the assessments.

Risk assessments are recorded and dealt with in one of two ways:-

1. Photographic Risk Assessments

Photographic risk assessments provide a visual record of hazards. As remedial actions are taken, and risks are managed, the risk assessment form is 'closed out'. This shows that monitoring and review is taking place in accordance with Regulation 5 below. It is recommended that Photographic Risk Assessments are filed in the appropriate file section as identified on the Risk Assessment form.

2. Other Risk Assessment Procedures

Other risk assessments may be compiled using a number of different written formats. For example, a Supervisor may undertake risk assessments using their own risk assessment proforma or alternatively a risk assessment form proposed by another organisation may be used. Risk assessments may also exist as concise written statements or as more formal bound reports. Whatever form the risk assessment takes, it is the responsibility of the Supervisor to take the appropriate actions. As with Photographic Risk Assessments above, it is recommended that, wherever possible, all risk assessments are filed in the most appropriate file section.

2.4 Implementation of Preventive and Protective Measures - Regulation 4

Regulation 4 requires that where an employer implements any preventative and protective measures he shall do so on the basis of the schedule below.

- i. Avoid risks;
- ii. Evaluate the risks which cannot be avoided;

- iii. Combat the risks at source;
- iv. Adapt the work to the individual (workplace design, choice of equipment, choice of production and working methods with a view to alleviating monotony and predetermined work-rates to reduce effects on health);
- v. Adapt to technical progress;
- vi. Replace the dangerous by the non dangerous or less dangerous;
- vii. Develop a coherent overall prevention policy;
- viii. Give collective protective measures priority over individual measures ;
- ix. Give appropriate instructions to employees.

2.5 Health and Safety Arrangements - Regulation 5

Regulation 5 requires that arrangements are put into place to control health and safety risks, and that these arrangements are reviewed at suitable intervals to ensure their continuing effectiveness.

To ensure the validity of this policy, it is recommended that this document is reviewed within 12 months of the date shown on the front page.

2.6 Health Surveillance - Regulation 6

Regulation 6 requires that employees undergo health surveillance where appropriate.

Arrangements for health surveillance, where appropriate, are detailed in the Sections on Personal Protective Equipment and COSHH.

2.7 Appointment of Health and Safety Assistance - Regulation 7

Regulation 7 requires that the employer appoints one or more competent persons to assist him in complying with the relevant statutory provisions.

Cope Safety Management (Health and Safety Consultants) are appointed as Safety Assistants. Their appointment is limited to providing guidance in fulfilling the statutory criteria. This is strictly an advisory role and does not involve any operational or executive authority.

2.8 Procedure for Serious and Imminent Danger - Regulation 8

Regulation 8 requires that employers shall establish appropriate procedures to be followed in the event of serious and imminent danger. This is generally taken to mean procedures in case of fire.

It is the responsibility of the Managers and Supervisors named in the Policy and Organisation Section to ensure that fire procedures are communicated onsite (e.g. by posting a copy of the fire procedures notice in the weighbridge office or rest area, or verbally during induction etc). Fire notices are displayed at appropriate locations at Mick George Limited.

The fire assembly points are:

Head Office	Rear car park
St Ives Yard	Outside main gate
South Witham	Old front gate
Mepal	Site Office
Farcet	Front gate
Northampton	Front gate
Cowley Road	Front gate

When arranging for personnel to carry out work, it is the responsibility of Management to satisfy themselves that the personnel involved are both capable and competent to undertake the work in question.

2.14 Employee Responsibilities - Regulation 14

Regulation 14 requires that employees use all equipment in the correct manner and bring to the attention of Management any matter that represents a shortcoming in the health and safety arrangements.

Employees are reminded of these duties in the Health and Safety Booklet.

2.15 Temporary Workers - Regulation 15

Regulation 15 requires that temporary workers are afforded the same rights as full-time and part-time employees and regular agency workers.

This includes the provision of induction training and the issuing of a copy of the Health and Safety Booklet.

2.16 Risks to New or Expectant Mothers - Regulation 16

Regulation 16 requires that the risk assessments detailed in paragraph 2.3 above shall include an assessment of the risks to the health and safety of a new or expectant mother or to that of her baby. The employer shall, if it is reasonable to do so, and it would avoid the risks, alter her working conditions or hours of work. If it is not reasonable to avoid any such risks by altering her working conditions or hours of work, then she must be suspended from work for as long as is necessary.

2.17 Certificate from registered medical practitioner for New or Expectant Mothers - Regulation 17

Regulation 17 is concerned with the suspension from work of those new or expectant mothers who would normally work at night, but who have a G.P's or registered midwives certificate advising against this. Where a certificate from a registered medical practitioner shows that it is necessary for her health and safety, that she should not be at work for any period identified by the certificate, then she must be suspended from work for as long as is necessary.

2.18 Notification by New or Expectant Mothers - Regulation 18

It is the responsibility of a new or expectant mother to inform their employer of their condition in writing, and produce a certificate where requested, within a reasonable time so that appropriate action can be taken.

2.19 Protection of Young Persons - Regulation 19

Regulation 19 requires every employer to ensure that all employees under 18 years old are protected from any risks to their health and safety, which may result from their lack of experience, awareness of existing or potential risks, or lack of maturity.

This includes; work beyond their physical or psychological capability, work involving exposure to specified substances, exposure to radiation, extreme temperatures, noise or vibration. An exception will be made for young persons old enough to leave school where it is necessary for their training, provided that they are adequately supervised and that the risks are reduced to the lowest level reasonably practicable.

It is the responsibility of Managers to ensure that the work carried out by those under 18 years old e.g. students, holiday staff and those on work experience, satisfies these requirements.

2.20 Intentionally left blank.

2.21 Provisions as to liability - Regulation 21

Nothing in the relevant Regulations shall operate as to afford an employer a defence in criminal proceedings for a contravention of those provisions, by reason of any act or default of an employee of his or a person appointed by him under Regulation 7.

2.22 Health and Safety (Consultation with Employees) Regulations 1996

Under the Health and Safety (Consultation with Employees) Regulations 1996 employees should be consulted by their employers, where a decision could affect the health and safety of employees. Matters where consultation must be carried out include:

- Changes in work procedures or equipment, or the introduction of new technology.
- Employer's arrangements for getting competent people to assist or provide advice to them on satisfying health and safety laws.
- Planning of health and safety training.

Employers do not have to provide information; arising from legal proceedings, that would harm the business, or about someone who has not given their permission for it to be given out. Employees cannot be dismissed or have other action against them because they have taken part in consultation procedures.

Employees should consult initially with their Manager/Supervisor with regards to health and safety matters.

Health and Safety Booklet

Induction and Training Record forms

INDUCTION TRAINING CHECKLIST

Name of Employee:	Employment Start Date:
Department/Job Function :	Date of Birth:

TICK BOX TO INDICATE ISSUES BROUGHT TO THE EMPLOYEE'S ATTENTION.

1)	Health and Safety Information Issued:		
	Health and Safety Booklet	<input type="checkbox"/>	
	Driver Induction Package	<input type="checkbox"/>	
	Other information (please specify)	<input type="checkbox"/>	
2)	Organise Personal Protective Equipment (PPE) and outline the arrangements for replacement PPE.		
	Hard Hat <input type="checkbox"/> High Visibility Clothing	<input type="checkbox"/>	
	Gloves <input type="checkbox"/> Goggles/Eye Protection	<input type="checkbox"/>	
	Hearing Protection <input type="checkbox"/> Overalls/waterproofs	<input type="checkbox"/>	
	Boot Allowance explained <input type="checkbox"/> Face/mask/dust respirators (Workshop & Demolition)	<input type="checkbox"/>	
	Other (please specify)		
3)	Authority to drive plant given?		<input type="checkbox"/>
	(If authority is given, a copy of relevant Certificate of Training Achievement must be witnessed and kept with employee records.)		
4)	Authority to drive company vehicles given?		<input type="checkbox"/>
	(If authority is given, a copy of the driving licence must be kept with employee records.)		
5)	Introduction to company first aiders and where first aid kit is situated.		
6)	Explain the procedure for accident reporting and recording in the Accident Book.		<input type="checkbox"/>
7)	Explain the fire risks, the fire emergency procedure and location of nearest fire point.		<input type="checkbox"/>
8)	Explain the importance of good standards of housekeeping in preventing accidents.		<input type="checkbox"/>
9)	Employee to know who directly responsible to, hours of work and break periods in department. Show employee where meals and breaks can be taken.		
10)	Make sure Employee is aware of equipment they are required to use and has been suitably trained.		
11)	Make sure Employee is aware of the Emergency Plan and COSHH assessments.		
12)	Demonstrate correct method of lifting and outline dangers of moving plant and machinery. Ask employee if any questions on any safety matters connected with job or department		
13)	Other special safety aspects related to the department (identify the main hazards:		<input type="checkbox"/>

Employee's Signature:	Date:
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Name of Supervisor completing this form:

Supervisor's Signature:

Training Recommendations:

3. WORKPLACE SAFETY

THE WORKPLACE (HEALTH, SAFETY & WELFARE) REGULATIONS 1992

The Workplace (Health, Safety and Welfare) Regulations came into force on 1 January, 1993. The general duties of the Workplace (Health, Safety and Welfare) Regulations require employers to address requirements in four broad areas:

Working Environment

- Temperature, ventilation, lighting (including emergency lighting) in indoor places.
- Room dimensions and space and suitability of workstations and seating.

Safety

- Safe passage of pedestrians and vehicles, e.g. traffic routes must be wide enough and marked where necessary.
- Windows and translucent doors and partitions (use of safety material and markings).
- Doors, gates and escalators.
- Floors (construction and maintenance, obstructions and slipping and tripping hazards).
- Falling a distance and falling into dangerous substances and objects.

Facilities

- Toilets, washing, eating, clothing storage and changing facilities.
- Rest areas.
- Rest facilities for pregnant women and nursing mothers.

Housekeeping

- Maintenance of the workplace, equipment and facilities.
- Cleanliness.
- Removal of waste materials.

3.1 Responsibilities

It is the responsibility of Managers for ensuring Workplace Safety at Mick George Limited.

It is the responsibility of every employee to ensure that arrangements for workplace safety are adopted and complied with.

It is the responsibility of employees to follow a 'clean as you go' policy to ensure that the work area is free from hazards.

3.2 Arrangements

3.2.1 Risk Assessments

Workplace risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

3.2.2 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information regarding the use of work equipment in the workplace.

4. WORK EQUIPMENT

THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998

The Provision and Use of Work Equipment Regulations came into force on 5 December 1998. The general duties of the Provision and Use of Work Equipment Regulations require employers to:

- Make sure that equipment is suitable for the use that will be made of it.
- Take into account the working conditions and hazards in the workplace when selecting equipment.
- Ensure that equipment is used only for operations for which, and under conditions for which, it is suitable.
- Ensure that equipment is maintained in an efficient state, in efficient working order and in good repair.
- Give adequate information, instruction and training.
- Provide equipment that conforms with EC product safety directives.
- Ensure the safe use of mobile work equipment.

Specific requirements cover:

- Guarding of dangerous parts of machinery.
- Control systems and control devices.
- Warnings and markings.
- Isolation of equipment from sources of energy.
- Stability of equipment.
- Lighting.
- Maintenance operations.
- Persons carried on mobile work equipment.
- Roll-over of mobile work equipment.
- Forklift trucks.
- Fitting and use of restraining systems.
- Self propelled and remote controlled self propelled work equipment.
- Drive shafts.

4.1 Responsibilities

It is the responsibility of Mick George, Peter Newman and Mick Prestidge to ensure that the arrangements for the safe use of plant and machinery are adopted and complied with.

It is the responsibility of employees to use any plant and machinery provided as listed above in the correct manner and to inform their Manager / Supervisor about faulty or broken equipment.

In addition, all plant, machinery and other work equipment and tools brought onto site by contractors must be in a safe condition.

4.2 THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

The Lifting Operations and Lifting Equipment Regulations came into force on 5 December 1998 and cover the lifting of loads and any work equipment used for lifting or lowering loads and includes any attachments used for anchoring, fixing or supporting the equipment. Lifting equipment includes any lifting accessories that attach the load to the machine in addition to the equipment which carries out the lift.

A load can include any material, person, or combination of the two, which are lifted or lowered by the lifting equipment.

The Lifting Operations and Lifting Equipment Regulations require employers to:

- Ensure that lifting equipment is of adequate strength and stability for each load to be lifted.
- Ensure that lifting equipment used for lifting persons is suitable to prevent a person being crushed, struck, trapped or falling from the carrier.
- Ensure that non mobile lifting equipment is positioned or installed to reduce as far as is reasonably practicable, the risk of the equipment or load striking a person.
- Ensure that equipment and accessories for lifting loads are clearly marked to indicate their safe working load.
- Ensure every lifting operation is adequately planned by a competent person, supervised and carried out in a safe manner.
- Ensure that lifting equipment is thoroughly examined by a competent person as follows:
 - * at least every 6 months for lifting equipment for lifting persons or an accessory for lifting;
 - * at least every 12 months for all other lifting equipment;
 - * following an accident or dangerous occurrence;
 - * after significant change in its conditions of use;
 - * after long periods out of use;
 - * after significant modification or repair.

4.2.1 Responsibilities

It is the responsibility of Mick Prestidge to ensure that all lifting operations are suitably planned and all employees involved are provided with adequate information, method statements etc.

In addition when lifting equipment is brought on to site Management must:

- check 6 monthly inspections certificates for equipment used for lifting persons and lifting accessories.
- check 12 monthly inspection certificates for all other lifting equipment.
- ensure that weekly inspections are carried out.
- ensure that drivers, operators, banksmen, load slingers etc. are competent to carry out the work.

4.3 PRESSURE SYSTEMS SAFETY REGULATIONS 2000

The Pressure Systems Safety Regulations 2000 came into force on 21 February 2001 and require that all safety critical components associated with pressure systems are subject to a written scheme of examination and periodic inspection and testing.

Pressure systems should be checked in accordance with the written scheme of examination by a specialist contractor and records of inspection retained accordingly.

4.4 Arrangements for Work Equipment and Lifting Operations & Lifting Equipment

4.4.1 Risk Assessments

Work equipment risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

4.4.2 Maintenance of Plant and Machinery

Maintenance of plant and machinery is the responsibility of Peter Newman.

Vehicle and plant operators are responsible for carrying out daily checks and completing vehicle defect sheets. A weekly check is undertaken and records maintained by the appropriate Manager. Competent persons carry out periodic checks and the certificates kept for inspection.

4.4.3 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information regarding the use of work equipment, and lifting operations/lifting equipment.

FORKLIFT TRUCK WEEKLY CHECKLIST

TYPE OF TRUCK:						
MONTH OF:			SERIAL NO:			
ITEM	CHECK FOR	W/comm.	W/comm.	W/comm.	W/comm.	W/comm.
FORKS	Cracks, distortions, pins secure					
CARRIAGE PLATE	Stop bolts - damage					
MAST	Foreign objects and distortion					
LIFT CHAIN	Dirt, missing or damaged links					
WHEELS	Wear, damage, wheel nuts secure,					
TYRES	Pressures, wear, damage					
BATTERY LIDS	Secure					
BATTERY LEADS	Loose connections					
BATTERY	Fully charged, fluid levels					
O/HEAD GUARD	Secure – damage					
SEAT	Fixed securely, adjustable Seat belt fitted/working					
COCKPIT	Cleanliness, damaged controls					
HYDRAULIC OIL / ENGINE OIL / HOSES	Correct levels, leaks					
BRAKE FLUID	Correct levels, leaks					
WATER	Correct levels, leaks					
ALL CONTROLS	Ignition switch					
	Hydraulics - In/Out, Up/Down, Tilt, Forward/Backward					
	Direction – Forward/Backward					
	Brakes – Foot/Parking					
LIGHTS, HORN, GAUGES	Working					
STEERING	Excessive play, tightness					
ATTACHMENTS	Correct operation & fitting					
COMMENTS:						
INITIALS OF PERSON INSPECTING FLT						
INITIALS OF MANAGER/SUPERVISOR						

5. **MANUAL HANDLING**

THE MANUAL HANDLING OPERATIONS REGULATIONS 1992

The Manual Handling Operations Regulations place duties on employers to assess manual handling operations which take place in the workplace. The Regulations establish a clear hierarchy of measures to avoid risk of injury as follows:-

1. Avoid hazardous manual handling operations, so far as is reasonably practicable.
2. Assess manual handling operations that cannot be avoided.
3. Reduce the risk of injury, from manual handling operations, so far as is reasonably practicable.

Manual Handling Arrangements

The arrangements for reducing the risks from Manual Handling Operations are as detailed in the Policy for Manual Handling Operations overleaf.

Risk assessments are undertaken using the proforma overleaf.

Policy for Manual Handling Operations

Manual handling operations undertaken at work may result in a number of ill health conditions or injuries. Personnel who are engaged in manual handling, as a significant part of their normal work, may be at risk. The purpose of this policy is to state who is responsible, and what they must do, in order to minimise any possible health and safety risks associated with manual handling activities.

Manager responsibilities

1. You must ensure that, in the work areas for which you have responsibility, manual handling operations are avoided, so far as is reasonably practicable. This may involve ensuring that mechanical handling equipment is available, maintained and used appropriately by those in your control.
2. You must ensure that, where manual handling operations cannot be avoided, you have assessed the task and satisfied yourself that the manual handling operation cannot be avoided. This may involve carrying out a risk assessment using the proforma overleaf.
3. You must ensure that, for those manual handling operations which remain, health and safety risks are reduced so far as is reasonably practicable. This may involve introducing job rotation schemes or ensuring that team lifting practices are employed etc. Manual handling training courses are widely available and must also be considered.

Employee responsibilities

1. You must use the appropriate mechanical handling equipment, where it is available, to avoid the need for manual handling. Any deficiency in the equipment must be reported to your Manager.
2. You must assist your Manager in carrying out manual handling risk assessments detailed above.
3. You must ensure that, for the manual handling tasks which remain, that they are undertaken in accordance with any training and instruction you have received. You must be mindful of your own abilities when lifting and carrying etc., and not put yourself at increased risk.

Authorised by: _____

Date: _____

Print Name: _____

6. DISPLAY SCREEN EQUIPMENT

THE HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 AS AMENDED BY THE HEALTH AND SAFETY (MISCELLANEOUS AMENDMENTS) REGULATIONS 2002.

The Health and Safety (Display Screen Equipment) Regulations (DSE) place duties on employers to:

- Assess display screen workstations and reduce any risks that are discovered.
- Make sure that the workstations satisfy minimum requirements which are set for the display screen, keyboard, desk and chair, working environment and task design and software.
- Plan display screen equipment usage so that there are breaks or changes of activity.
- Provide information and training for users of display screen equipment.

The table shown overleaf may be used to decide who is a ‘user’ (or ‘operator’) under the DSE Regulations.

Display Screen Equipment Arrangements

The arrangements for ensuring the safe use of Display Screen Equipment are as detailed in the Policy for Display Screen Equipment to be found overleaf.

Risk assessments are undertaken using the proforma overleaf. A record of DSE users is maintained using the proforma overleaf.

Table to decide who is a ‘user’ (or ‘operator’) under the DSE Regulations.

Job Example	Does the jobholder’s DSE work involve:							Decision
	Continuous spells of an hour or more	Daily use of DSE?	Fast information transfer?	High attention and concentration?	High dependency on the DSE?	Little choice whether or not to use the DSE?	Special training or skills?	
Word processing	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	Definitely ‘users’ or ‘operators’
Secretary	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Data Input operator	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
News sub-editor	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Journalist	Yes	Yes	Yes	Maybe	Maybe	Maybe	Yes	
Telesales / complaints / enquiries	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Assembly/testing operative	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
TV editing technician	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
CCTV control room worker	Yes	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Air traffic controller	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Financial dealer	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Graphic Designer	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Librarian	Yes	Yes	Yes	Maybe	Yes	Yes	Yes	
Scientist/technical adviser	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	May be ‘users’ or ‘operators’
Client manager	Maybe	Yes	Maybe	Maybe	Maybe	Yes	No	
Banking customer support	Maybe	Yes	Maybe	Maybe	Yes	Yes	Maybe	
Airline check-in clerk	Maybe	Yes	Maybe	Maybe	Yes	Yes	Yes	
Community care fieldworker	Maybe	Maybe	Maybe	Maybe	Maybe	Maybe	No	
Receptionist (first example)	Maybe	Yes	Maybe	No	Maybe	Yes	Yes	
Senior manager (first example)	No	Yes	No	Maybe	Maybe	Maybe	No	Not ‘users’ or operators’
Senior manager (second example)	Maybe	No	No	Maybe	Maybe	No	No	
Receptionist (second example)	No	No	No	No	No	Maybe	No	

Yes means this does apply on a typical working day (not necessarily on all days).

Maybe means either this applies to the job on some days but not others, or that it applies to some such jobs but not others.

In either case, there may be a need for further thought or investigation to reach a decision.

No means this never applies, or there are only occasional days in the year when it applies.

Policy for Display Screen Equipment

The use of display screen equipment (DSE) at work may result in ill effects which include the following:

- Upper limb pains and discomfort;
- Eye and eyesight effects;
- Fatigue and stress.

Personnel who habitually use display screen equipment, as a significant part of their normal work, are defined as 'users' under the Display Screen Equipment Regulations. The purpose of this policy, is to state who is responsible and what they must do in order to minimise any possible health and safety risks to users which are associated with display screen equipment work.

Manager Responsibilities

1. You must ensure that for all users, for which you have responsibility, a DSE risk assessment is carried out and a record kept in the 'Display Screen Equipment' section of the Health and Safety Policy. In practice this means that there will be a completed risk assessment form for each workstation and this will identify whether the associated personnel are users or not. Risk Assessments should be carried out in conjunction with the user so as to provide training.
2. You must progress reasonable requests from users for any items identified as a result of carrying out the DSE risk assessment and, which will significantly reduce any ill effects associated with DSE work.
3. Where users request an eye and eyesight test, you must arrange for this to be undertaken and the costs of the eye and eyesight test and of 'special' corrective appliances, ie: those prescribed solely to undertake DSE work, should be reimbursed. 'Normal' corrective appliances are at the expense of the individual.
4. You are responsible for maintaining a record of DSE users.

DSE user responsibilities

1. You must co-operate with your manager and assist them in carrying out the DSE risk assessment detailed above.
2. You must notify your manager if you become aware of any ill effects associated with your DSE work so that the DSE risk assessment may be reviewed.

Authorised by: _____

Date: _____

Print Name: _____

RECORD OF DSE 'USERS'

Name	Date Assessed
Jane Hinchcliffe	09.08.04
Mick George	11.08.04
Karen Stephenson	13.09.04
Neil Atkinson	06.09.05
Richard Bull	05.05.06
Catherine Bell	28.07.06
Hazel Bannister	16.08.06
Julie Feetham	21.08.06
Fiona Vidale	07.12.06
Pete Newman	07.12.06
Neil Johnson	07.12.06
Trevor Holden	11.05.07
Nat Davies	11.05.07
Hilary Smith	11.05.07
Joe Gossage	26.06.09
Chris McLaughlin	14.05.07
Vincent Tarbox	14.05.07
Emma Purcell	14.05.07
G Craven	26.06.09
Leslie Adams	11.06.08
Anna Kisielowski	11.06.08
Lee Palombo	26.06.09
R Bull	11.06.08
Amber Woolmington	11.06.08
Georgina Moore	12.06.08
Barbara Wright	12.06.08
B Craven	12.06.08
Margaret Jeeps	12.06.08
Peter Kennelly	25.06.09
Neil Johnson	12.06.08
Jolene Vinn	12.06.08
Janusz Graczyk	12.06.08
Emmanuel Kreme	26.06.09
Maria Sintalova	12.06.08
Julie Gentry	12.06.08
Sonia Sibley	12.06.08
Mick Prestidge	12.06.08

Karen Bower	12.06.08
Iwona	12.06.08
Bev Smith	12.06.08
Paul Whitworth	12.06.08
Wayne Minney	26.06.09
Kristy Wright	26.06.09
Kirsty Vassallo	12.06.08
Jodie Smith	12.06.08
Dellyn Dennis	26.06.09
Teresa Simpson	26.06.09
David Dace	12.06.08
Chris Mardell	12.06.08
Chris Dakin	12.06.08
Debbie Mantell	12.06.08
Michelle Stephens	12.06.08
George Broughton	12.06.08
Jon Stump	13.06.08
Denise Bayliss	13.06.08
Nancy Watson	20.06.08
Benson Downey	25.06.09
Lee Cox	25.06.09
Chris Gunkel	25.06.09
Hannah Kirkpatrick	25.06.09
Michael Amol	25.06.09
Neil Addams	25.06.09
Alison Songhurst	26.06.09
Carol Murgatroyd	13.06.09
Debbi Mantel	26.06.09
Lisa Clarke	25.06.09
Emma Arnold	25.06.09
Alex Richardson	25.06.09
Katie Halligan	25.06.09
Shaun Darg	25.06.09
Emily Allen	25.06.09
Linzy Whiting	25.06.09
Yanick Maple	25.06.09

AUDIT / REVIEW

Manager Name	Date
N M Atkinson	07.12.06
J Cooper	14.05.07

7. PERSONAL PROTECTIVE EQUIPMENT

THE PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992

The Personal Protective Equipment at Work Regulations 1992 came into force on 1 January 1993.

Personal Protective Equipment (PPE) should only be relied upon as a last resort. Where risks are not adequately controlled by other means, employers have a responsibility to ensure that suitable PPE is provided, free of charge, to employees exposed to those risks.

Employers also have responsibilities to:

- Assess the risks and the PPE to be issued to ensure that it is suitable.
- Maintain, clean and replace PPE.
- Provide storage for PPE when it is not being used.
- Ensure that PPE is properly used.
- Give training and instruction to personnel on its use and how to look after it.

7.1 Responsibilities

It is the responsibility of Mick Prestidge to provide all employees with suitable and sufficient PPE, free of charge, and the responsibility of Managers / Supervisors to issue personal protective equipment and ensure its correct use.

The use of PPE is further covered in the Sections on COSHH and Noise.

It is the responsibility of employees to:

1. Use all PPE in accordance with the instructions and training given.
2. Report any fault or deficiency in any PPE provided immediately to their Supervisor who will arrange for it to be exchanged.
3. Return PPE to its proper accommodation after use.

7.2 Arrangements

7.2.1 Risk assessments

PPE risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

7.2.2 Provision of information

Please see the Health and Safety Booklet for information regarding the safe use of Personal Protective Equipment.

8. ELECTRICAL

THE ELECTRICITY AT WORK REGULATIONS 1989

The Electricity at Work Regulations 1989, came into force on 1 April, 1990. The purpose of the Electricity at Work Regulations is to ensure precautions are taken against the risk of death or personal injury from electricity in work activities.

One of the requirements of the Electricity at Work Regulations is that all electrical apparatus and conductors shall be adequately maintained. Maintenance does not simply mean general care and cleanliness but implies a system for regular inspection and testing to ensure serviceability.

The frequency of maintenance and the necessary competence of those carrying it out, depends upon the type of equipment, its location and the work it is called upon to do. Records should be kept of all maintenance and the results of any testing.

8.1 Responsibilities

It is the responsibility of Peter Newman to ensure that the arrangements for the safe use of electrical equipment are adopted and complied with.

It is the responsibility of all employees to follow safe systems of work for the safe use of electrical equipment.

8.2 Arrangements

8.2.1 Risk Assessments

Electrical equipment risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

Electrical inspection and test of fixed installation and Portable appliance testing is carried out by:

Cope Safety Management Limited
Unit 6
Vale Court
Vale Road Industrial Estate
Spilsby
Lincs
PE 23 5HE

Tel: 01790 754740

8.2.2 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information regarding the use of Electrical Equipment.

9. COSHH

THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

The Control of Substances Hazardous to Health Regulations 2002 came into force on 21 November 2002 and require, in part, that no work which is liable to expose anyone to substances hazardous to health, shall be carried out unless a risk assessment has been undertaken. The risk assessment has to:

- Evaluate the risks to health arising from work involving substances hazardous to health.
- Establish what has to be done to meet the requirements of the whole of the COSHH Regulations, in terms of minimising risk by the use of appropriate control measures (substitution of substance, provision of PPE, etc.).

Under COSHH, employers must ensure that exposure to substances hazardous to health is prevented or, where this is not reasonably practicable, adequately controlled. The control of exposure to hazardous substances follows a set hierarchy of measures (shown below), with PPE being considered a last resort:

1. Substitution of the substances involved with less hazardous substances.
2. Where this is not possible, engineering controls to control the hazard at source.
3. If this is not possible, the issue of Personal Protective Equipment as a last resort.

9.1 Responsibilities

It is the responsibility of Managers to ensure the safe use of hazardous substances.

It is the responsibility of employees to use the appropriate control measures when working with hazardous substances. E.g. use of suitable personal protective equipment.

9.2 Arrangements

9.2.1 Risk Assessments

COSHH risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

9.2.2 Provision of Information

Please see the Health and Safety Booklet for information regarding the safe use of Substances Hazardous to Health.

10. **CONTROL OF NOISE AT WORK**

THE CONTROL OF NOISE AT WORK REGULATIONS 2005

The Control of Noise at Work Regulations came into force on the 6 April 2006. They do not apply to members of the public exposed to noise from non-work activities, or those making an informed choice to visit a noisy place. However, the general duties extend to the safeguarding of persons who are not employees such as students, visitors, voluntary workers and members of the public, who are exposed to noise out of or in connection with work.

The main requirements of the regulations apply where exposure is likely to be at or above any of the exposure limit and exposure action values: -

The lower exposure action values are:

- A daily or weekly personal noise exposure of 80dB(A);
- A peak sound pressure of 135dB(C).

The upper exposure action values are:

- A daily or weekly personal noise exposure of 85dB(A);
- A peak sound pressure of 137dB(C).

The exposure limit values are:

- A daily or weekly personal noise exposure of 87dB(A);
- A peak sound pressure of 140dB(C).

The daily exposure action values are the levels of exposure to noise at which employers are required to take certain actions. Employees may not be exposed to noise levels above the exposure limit values (taking account of the reduction of noise provided by the wearing of hearing protection).

Exposures may be calculated over a week rather than a day in circumstances where noise exposure markedly varies from day to day (Regulation 4(4)).

Employers are required to assess the risk to health and safety created by exposure to noise at work (Regulation 5), to include the measurement of noise levels as confirmation of compliance with action and limit values or the efficiency of control measures. A competent person must complete both assessment and measurement.

Primary responsibility for the elimination or control of exposure to noise in the workplace lies with the employer (Regulation 6). Regulation 6(1) states that 'the employer shall ensure that risk from the exposure of his employees to noise is either eliminated at source or, where this is not reasonably practicable, reduced to a low a level as is reasonably practicable'.

Regulation 6(2) states that 'if any employee is likely to be exposed to noise at or above an upper exposure action value, the employer shall reduce exposure to as low a level as is reasonably practicable by establishing and implementing a programme of organisational and technical measures, excluding the provision of personal hearing protectors, which is applicable to the activity.

Regulation 7 deals with personal hearing protection. Personal hearing protection should only be used to provide additional protection beyond that achieved through noise control measures, or as an interim whilst developing such controls.

Where an employee is exposed to noise at or above a lower exposure action value, personal hearing protection should be provided on request. Where an employee is exposed to noise at or above an upper exposure action value, personal hearing protection should also be provided, but its wearing is mandatory.

Employers are required to designate hearing protection zones, which are demarcated and identified by means of a mandatory hearing protection sign.



Under Regulation 8 the employer shall ensure that control measures, including personal hearing protection, is used and maintained. Employees have a duty to comply with and use the measures provided.

Regulation 9(1) requires an employer to provide health surveillance where a risk assessment indicates a risk to workers health (without taking account of the reduction of noise provided by the wearing of hearing protection). Health surveillance usually means regular hearing checks (audiometric testing), and should be provided to workers regularly exposed above the upper exposure action values. Where exposure is between the lower and upper action values, health surveillance may also be appropriate for workers sensitive to noise, for example, those who have a past medical history or if there is a family history of becoming deaf early in life.

Every employer shall provide each of his employees, who are likely to be at or above any of the lower exposure action values with suitable and sufficient information, instruction and training (Regulation 10). This is to include, the risks that exposure may cause; what steps the employee can take to minimise those risks; where the employee can obtain hearing protection; and ultimately the duty imposed on the employee to use the protective equipment.

10.1 Arrangements for the Control of Noise at Work

The arrangements for ensuring the control of noise at work are as detailed in the Policy for the Control of Noise at Work to be found overleaf.

Policy for the Control of Noise at Work

Working in a noisy environment may result in the ill health of employees, which include the following:

- Temporary or permanent damage to hearing, including noise induced hearing loss;
- Fatigue and stress;
- Tinnitus (ringing, whistling, buzzing or humming in the ears), a distressing condition that can lead to disturbed sleep.

All of the above may result in lower than normal performance in the workplace and so in addition to preventing ill health there are real commercial benefits to be obtained from a noise control programme.

The purpose of this policy is to state the responsibilities for noise control at work, such that any ill health risks are eliminated or reduced to as low a level as is reasonably practicable.

Manager Responsibilities

1. You must ensure that all noise hazards within your area of control are identified. In addition you must estimate, and where necessary measure, the likely exposure.
2. You must identify relevant control measures and record you findings in an action plan. The aim is to protect your employees by eliminating or reducing risks using good practice and ensuring that no legal limits are exceeded
3. You must provide hearing protection for those at risk (having already given consideration to other means of noise control) as well as providing and managing hearing protection zones.
4. You must consult workers, and/or their representatives and allow their participation and provide information, instruction and training about the noise risk to employees, control measures in place, the hearing protection provided and safe working practices. You must provide health surveillance (hearing checks) for those at risk and use the results to review controls and further protect individuals.
6. You must maintain any noise-control equipment and hearing protection, and ensure that anything supplied is fully and properly used.
7. You must review the arrangements for control of noise at work whenever there is a change to a work practice, a change in noise exposure or new ways are uncovered to reduce risks.

Employee Responsibilities

1. You must co-operate with the arrangements for the control of noise at work, including attending for hearing checks.
2. You must use the noise control measures provided and report any defects.
3. You must make full and proper use of the hearing protection provided, especially where its use is mandatory.

Authorised by: _____

Date: _____

Print Name: _____

11. FIRE PRECAUTIONS

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Regulatory Reform (Fire Safety) Order came into force on the 1 October 2006. The Order replaces previous fire safety legislation, for example, any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. The Order covers general fire precautions and other safety duties that are needed to protect persons, for example, employees, visitors, contractors and members of the public, from fire in non-domestic premises. The Order requires reasonable and practicable fire precautions to be put into place where justified in the circumstances.

Responsibility for complying with the Order rests with a responsible person. In a workplace this is likely to be the employer, however it may be the person in control of the premises, for example, the building owner. In all other premises it will be the person, or persons in control of the premises who are responsible. If there is more than one responsible person in a premises, for example, shared occupancy buildings, all must take reasonable steps to co-ordinate and co-operate with each other (Article 22).

The responsible person must carry out a fire risk assessment to cover the risks to all relevant persons, and paying particular attention to those at specific risk, for example, persons with a disability, young persons, and must include consideration of any dangerous substance liable to be on the premises. The fire risk assessment will identify risks that can be removed or reduced and help decide on the nature and extent of additional fire precautions required, and must be reviewed as often as necessary to keep it up to date (Article 9). Where five or more persons are employed, the premise is licensed or is under the requirements of an alterations notice the significant findings of a fire risk assessment must be recorded (Article 11).

The following general fire safety duties are to be applied:

- The risks from dangerous substances must be eliminated or reduced so far as is reasonably practicable. Else, the handling, storage and transportation of dangerous substances must be such that the risks are controlled and the detrimental effects of a fire mitigated. Additional measures may be necessary to safeguard persons during an accident, incident or emergency (Articles 12 and 16).
- Where necessary, the premises are to be equipped with appropriate fire-fighting equipment, and fire detection and warning systems that are suitable and sufficient for the features of the premises, the activity carried on there and hazards present. Non-automatic fire fighting equipment must be easily accessible, simple to use and indicated by a sign. The competent person(s) must, where necessary in the discharge of this duty nominate competent persons to implement the aforementioned measures and arrange any necessary contact with external emergency services, particularly as regards fire-fighting and rescue (Article 13).
- Routes to and from emergency routes and exits must be clear at all times, lead as directly as possible to a place of safety. In the event of danger, persons must be able to evacuate the premises as quickly and as safely as possible, therefore the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons present at any one time. Emergency routes and exits must be signed and may require illumination (Article 14).
- Procedures must be in place for areas of serious and imminent danger. These are to include an evacuation plan and safety drills (Article 15).

- The premises and any facilities, equipment and devices must be subject to a suitable system of maintenance and be maintained in an efficient state, in efficient working order and in good repair (Article 17).
- One or more persons may be appointed to assist the responsible person in the undertaking the preventative and protective measures, dependant on the size and nature of the activities undertaken at the premises. Arrangement must be made for ensuring the adequate co-operation of appointed persons (Article 18).
- Employees must be provided with comprehensible and relevant information on the risks to them from fire, and the preventative and protective measures in place. This duty is extended to non-employees, for example, visitors and contractors. When a dangerous substance is present additional information must be provided, for example, a data sheet. Employees must be provided with adequate safety training at the time when they are first employed, and on their being exposed to new or increased risk, for example, a change to responsibilities, work equipment or system of work. It may be appropriate for training to be repeated periodically (Articles 19-21).
- Employees are assigned duties to take reasonable care of themselves and other relevant persons who may be affected by their acts of omissions at work. Employees must co-operate with their employer and inform them of any serious or imminent danger, or shortcomings in fire safety arrangements that may lead to danger (Article 23).

11.1 Arrangements for Fire Precautions at Work

The arrangements for fire precautions at work are as detailed in the Policy for Fire Precautions at Work to be found overleaf.

Policy for Fire Precautions at Work

Fires cost money. The cost of a serious fire can be high and many businesses fail to recover. The consequences of fire include property and stock damage, lost business and increased insurance premiums – moreover fire can seriously injure and kill.

The purpose of this policy is to state the responsibilities for fire safety at work, such that any fire risks are identified, evaluated, removed or reduced to ensure persons are protected, so far as is as reasonably practicable.

The responsible person(s) is, in a workplace, likely to be the employer, however, it may be the person in control of the premises, for example, a building owner. In all other premises it will be the person, or persons in control of the premises who are responsible for fire precautions. Relevant persons include employees, visitors, contractors and members of the public.

Responsible Person(s)

1. You must carry out a suitable and sufficient fire risk assessment, considering the presence of dangerous substances, ignition and oxygen sources, and the risk(s) presented to persons from fire, to determine whether further precautions are required to remove or reduce the risk and protect persons.
2. You must record the significant findings of your fire risk assessment if you employ five or more persons and ensure this is communicated to relevant persons.
3. You must nominate one or more competent persons, depending on the size and use of your premises to carry out the precautions identified by the risk assessment. A competent person is someone with the knowledge, training and/or experience to implement the precautions properly.
4. You must provide employees, and other relevant persons, with clear and relevant information, instruction and training on the risk of fire and the measures taken to protect them. There is particular emphasis on those persons at specific risk, for example, persons with a disability, young persons, etc.
5. You must co-operate and co-ordinate with other responsible persons for shared premises.
6. You must establish a suitable means of contacting the emergency services and providing relevant information regarding the risk from dangerous substances, and liaise with the emergency services and enforcing authority where necessary.
7. You must ensure that the premises and any equipment provided in connection with fire detection and warning, fire fighting, emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, working order and good repair.

Relevant Persons

1. You must co-operate with the responsible person(s) to ensure the workplace is safe from fire and its effects, and must not do anything that will place yourself or others at risk.
2. You must inform the responsible person(s), or other person with specific responsibility, of any work situation presenting a serious and immediate danger, or shortcoming in arrangement that may result in such danger.

Authorised by: _____

Date: _____

Print Name: _____

Summary of Fire Precautions at Work

Nominated Persons

Name	Location/Area (if appropriate)	Date of Training (if appropriate)
Mick George	Managing Director	
Peter Newman	Engineering Director	
Geoff Craven	Logistics Director	
Jon Stump	Finance Director	
Michael George	Site Contracts Manager	
Mick Prestidge (FM)	Transport Manager / St Ives Office Block	15.12.07
Andy Champion	Health and Safety Co-ordinator	
Tony Parkerson	Southorpe Quarry Supervisor	
Steve Stimson	Thrapston Quarry Supervisor	
Dave Brown	South Witham Quarry Supervisor	
Lesley Wilson (FM)	St Ives Recycling Centre	15.12.07
Kofi Twumasi (FM)	St Ives Workshop	15.12.07
Kamil Michalak (FM)	Cowley Road	15.12.07
Derick Owusu (FM)	St Ives Yard	15.12.07
Steve Moulds (FM)	Driver	15.12.07

(FM) Fire Marshall

Details of Fire Extinguisher Service Provider

<p>Russell Extinguishers 25 Second Drove Industrial Estate Fengate Peterborough PE1 5XA Tel: 01733 310469</p>

Details of Fire Alarm Provider

<p>Russell Extinguishers 25 Second Drove Industrial Estate Fengate Peterborough PE1 5XA Tel: 01733 310469</p>

Date of Fire Risk Assessment Review

Name of Responsible / Nominated Person	Date



IF YOU DISCOVER A FIRE...

- 1. If you discover a fire, no matter how small, immediately raise the alarm by shouting “fire, fire, fire”.**
- 2. Attack the fire, if possible, using the appliances provided but without taking personal risk.**

IF YOU HEAR THE ALARM...

- 3. Leave the building or area by the nearest exit.**
- 4. Assemble at the fire assembly point, trying to ensure that there is clear access for emergency vehicles. Report to the senior member of staff so a roll call can be made.**
- 5. Your Manager/Supervisor will ensure the Emergency Services have been called.**



DO NOT TAKE RISKS AND DO NOT EXPOSE YOURSELF TO DANGER.

DO NOT RE-ENTER THE BUILDING, OR AREA OF THE FIRE, UNTIL AUTHORISED TO DO SO.

12. FIRST AID AND ACCIDENT REPORTING

THE HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981

The purpose of first aid is to preserve life, prevent a condition from becoming worse and promote recovery. The Health and Safety (First Aid) Regulations 1981 place a legal duty on all employers to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work.

An employer should make an assessment of first aid needs appropriate to the circumstances of each workplace to ensure that sufficient first aid personnel, equipment and facilities are available. A checklist is provided overleaf.

Based on the assessment, where an employer provides first aiders in the workplace, they should have a valid certificate of competence in either first aid at work (*FAW*) or emergency first aid at work (*EFAW*). *EFAW* training enables a first aider to give emergency first aid to someone who is injured or becomes ill at work, whereas *FAW* training additionally equips a first aider to deal with a range of injuries and illnesses. An appointed person is not a first aider, but someone to look after the first aid equipment, facilities and call the emergency services when required.

The following table serves as a guide as to how many first aiders or appointed persons are needed.

Degree of Hazard	Numbers employed at any location	Suggested number of first aid personnel to be available at all times people are at work
Low Hazard e.g. offices, shops and libraries	Less than 25	At least one appointed person
	25 – 50	At least one first aider trained in <i>EFAW</i>
	More than 50	At least one first aider trained in <i>FAW</i> for every 100 employed (or part thereof)
Higher Hazard e.g. light engineering and assembly work, food processing, warehousing extensive work with dangerous machinery or sharp instruments, construction and chemical manufacture	Fewer than 5	At least one appointed person
	5 – 50	At least one first aider trained in <i>EFAW</i> or <i>FAW</i> depending on the type of injuries that might occur
	More than 50	At least one first aider trained in <i>FAW</i> for every 50 employed (or part thereof)

In addition to the above, employers must account for:

- Additional training to deal with injuries resulting from special hazards;
- Inexperienced workers or employees with disabilities;
- Employees who work remotely or alone;
- Employees who work shifts or out of hours;
- Workplaces remote from emergency medical services;
- Employees working at sites occupied by other employers;
- Planned and unplanned absences by first aiders or appointed persons; and
- Members of the public who visit the workplace.

First Aid Arrangements

First Aid responsibilities and arrangements are as detailed in the Policy for First Aid and Accident Reporting to be found overleaf.

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) specify reporting procedures and require an injury or disease or dangerous occurrence to be reported to the Incident Contact Centre. At the end of this section there is a Guidance Note providing details on when such reporting is necessary. If in doubt contact Cope Safety Management who will provide assistance.

RIDDOR Reporting Arrangements

Riddor reporting arrangements are as detailed in the Policy for First Aid and Accident Reporting to be found overleaf.

Useful Addresses

**Cope Safety Management Limited
Unit 6, Vale Court
Vale Industrial Estate
Spilsby
Lincs.
PE23 5HE**

**Tel: (01790) 754740
Fax: (01790) 754741
Email: coesafety@jwcope.co.uk**

**Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG**

**Tel : 0845 300 9923
Fax : 0845 300 9924
Email : riddor@natbrit.com**

**Health and Safety Executive
14 Cardiff Road
Luton
Beds.
LU1 1PP**

Tel: (01582) 444200

**EMAS
14 Cardiff Road
Luton
Beds.
LU1 1PP**

Tel: (01582) 444200

Policy for First Aid and Accident Reporting Policy

Under the Health and Safety (First Aid) Regulations 1981, all businesses must have appropriate means for enabling first aid at work. Following any such accident there is a requirement for the employee to report accident details to the employer. The employer then has duties to investigate and to notify the accident to the enforcing authorities where appropriate. The purpose of this policy therefore is to state who is responsible and what they must do in order to ensure adequate First Aid provision and Accident Reporting.

Manager responsibilities

1. You are responsible for ensuring that an ambulance or other professional help is summoned as soon as possible by the most appropriate means or other arrangements are made, as necessary.
2. You are responsible for ensuring that you have an adequate number of First Aid Personnel in your area, and the number of First Aid Personnel is monitored and reviewed. See Note⁽¹⁾.
3. You are responsible for ensuring that there are an adequate number of first aid boxes in the workplace, and that they are suitably stocked, and properly identified. See Note⁽¹⁾.
4. You are responsible for providing means for the accident to be recorded and to check that the accident details are a full and correct account of the accident. See Note⁽¹⁾.
5. You are responsible for following up accidents and ensuring that any remedial actions, where required, are carried out, to prevent recurrence.
6. You are responsible for ensuring that the Incident Contact Centre are notified where appropriate using the HSE form F2508.
7. You are responsible for monitoring and reviewing accidents for your area and the Policy for First Aid and Accident Reporting.

Employee Responsibilities

1. You are responsible for advising management of all accidents. When you are injured at work, the law says that you must tell your employer as soon as possible. You do this by ensuring that details of the accident are recorded in the Accident Book.
2. You are reminded of your responsibilities to look after your own safety and the safety of others who may be affected by your acts or omissions, to use work equipment and personal protective equipment correctly, and not to misuse any item of equipment. If an accident does occur report it to your Manager immediately.

Note⁽¹⁾

Details of First Aid Personnel, First Aid Box(es) and Accident Book(s) are to be found on the Summary of First Aid Provision Sheet which should be read in conjunction with this Policy.

Authorised by: _____

Date _____

Print Name: _____

SUMMARY OF FIRST AID PROVISION**FIRST AID PERSONNEL**

Name	Location/Area (if appropriate)	Level and Expiry Date of First Aid Qualification
Mick Prestidge	Office (Second Drove)	27.02.10 (FAW)
Hannah Kirkpatrick	Office (Second Drove)	15.11.11 (AP)
Teresa Simpson	Office (Second Drove)	15.11.11 (AP)
Jodie Smith	Office (Second Drove)	15.11.11 (AP)
Kelly Howe	Office (Meadow Lane)	04.11.11 (AP)
Iwona Trzcionka	Office (Meadow Lane)	04.11.11 (AP)
Barbara Wright	St Ives Yard	27.02.10 (FAW)
David Norman	St Ives Yard	26.01.10 (AP)
Leslie Wilson	St Ives Yard	26.01.10 (AP)
Emmanuel Kumi	St Ives Yard / Offices	26.01.10 (AP)
Adam Duroe-Mayo	St Ives Yard	26.01.10 (AP)
Kofi Twusami	St Ives Yard	15.11.11 (AP)
Neil Sumpter	Contracting	26.01.10 (AP)
Nathan Gardner	Contracting	15.11.11 (AP)
George Broughton	Thrapston	28.09.10 (FAW)
Steve Stimpson	Thrapston	22.08.10 (AP)
Dave Brown	South Witham	27.02.10 (FAW)
Mark Gould	South Witham	26.01.10 (AP)
Simon Miller	Cowley Road	04.11.11 (AP)
Graham Broughton	Cross Leys	28.09.10 (AP)
Tony Parkerson	Southorpe	07.12.10 (AP)
Robert Eagle	Mepal	(AP)
Boaz Smith	Gt Billing	04.11.11 (AP)
Gary Vinall	Plant Operator	26.01.10 (AP)
Ray Dunmore	Plant Operator	15.11.11 (AP)
Gordon Jackson	Plant Operator	15.11.11 (AP)
Kevin White	Farcet	17.04.10 (FAW)
Neil Jackson	Farcet	15.11.11 (AP)
Trevor Brock	Rushton	13.07.10 (AP)
TBC	Kennett	(AP)
TBC	Dogsthorpe	(AP)
TBC	Thornaugh	(AP)

AP = Appointed Person

FAW = First Aid at Work

FIRST AID BOX(ES) LOCATION

Head Office Ground floor office corridor	St Ives Weighbridge
Site Cabin / Canteen at all other sites	St Ives Workshop Reception
St Ives Workshop	St Ives Waste Transfer Station
Office of each floor of new Office Block	

ACCIDENT BOOK LOCATION(S)

Notice Board	All Weighbridges / Site Cabin
St Ives Workshop Office	St Ives Head Office Noticeboard
Office of each floor of new Office Block	

AUDIT / REVIEW

Manager Name	Date

GUIDANCE NOTE

THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1995

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) specify reporting procedures and require an injury or disease or dangerous occurrence to be reported to the Incident Contact Centre in the following cases:-

Injuries

Death or major injury:

If there is an accident arising out of or in connection with work and;

- An injury not covered elsewhere on this list, which results in the injured person being away from work or unable to do their work for more than three days (including non-work days);
- your employee, or a self employed person, is killed or suffers a notifiable injury or disease; or
- a person not at work on your premises e.g. a visitor or customer etc., is killed or removed to hospital for treatment.

Where, as a result of the accident, he or she suffers from one or more of the following:-

Major Injuries:-

- Any fracture, other than fingers, thumbs or toes
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (whether temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye

- Any injury resulting from an electric shock or electric burn (including any electric burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

- Any other injury –
 - a) leading to hypothermia, heat-induced illness or to unconsciousness
 - b) requiring resuscitation, or
 - c) requiring admittance to hospital for more than 24 hours

- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent

- Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:
 - a) acute illness requiring medical treatment, or
 - b) loss of consciousness

- Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected materials.

- Reportable injuries on public roads, regardless of whether they have already been notified to the police or emergency services.

Dangerous Occurrences

Dangerous occurrences, irrespective of any personal injury resulting, should also be reported to the Incident Contact Centre. The list below gives a brief guide to the types of dangerous occurrences which should be reported.

- Lifting Machinery
- Pressure Systems
- Freight Containers
- Overhead electric lines
- Electrical short circuit
- Explosives
- Biological agents
- Malfunction of radiation generators
- Breathing apparatus
- Driving Operations
- Collapse of scaffolding
- Train collisions
- Wells
- Pipelines or pipeline works
- Fairground equipment
- Carriage of dangerous substances by road
- Collapse of Building Structure
- Explosion or fire
- Escape of Flammable Substances
- Escape of Substances

Reporting Injuries, Diseases and Dangerous Occurrences:

Fatal and major injuries, and dangerous occurrences, must be reported immediately, by the quickest practicable means which is usually the telephone and reported in writing on Form F2508 to the Incident Contact Centre within ten days.

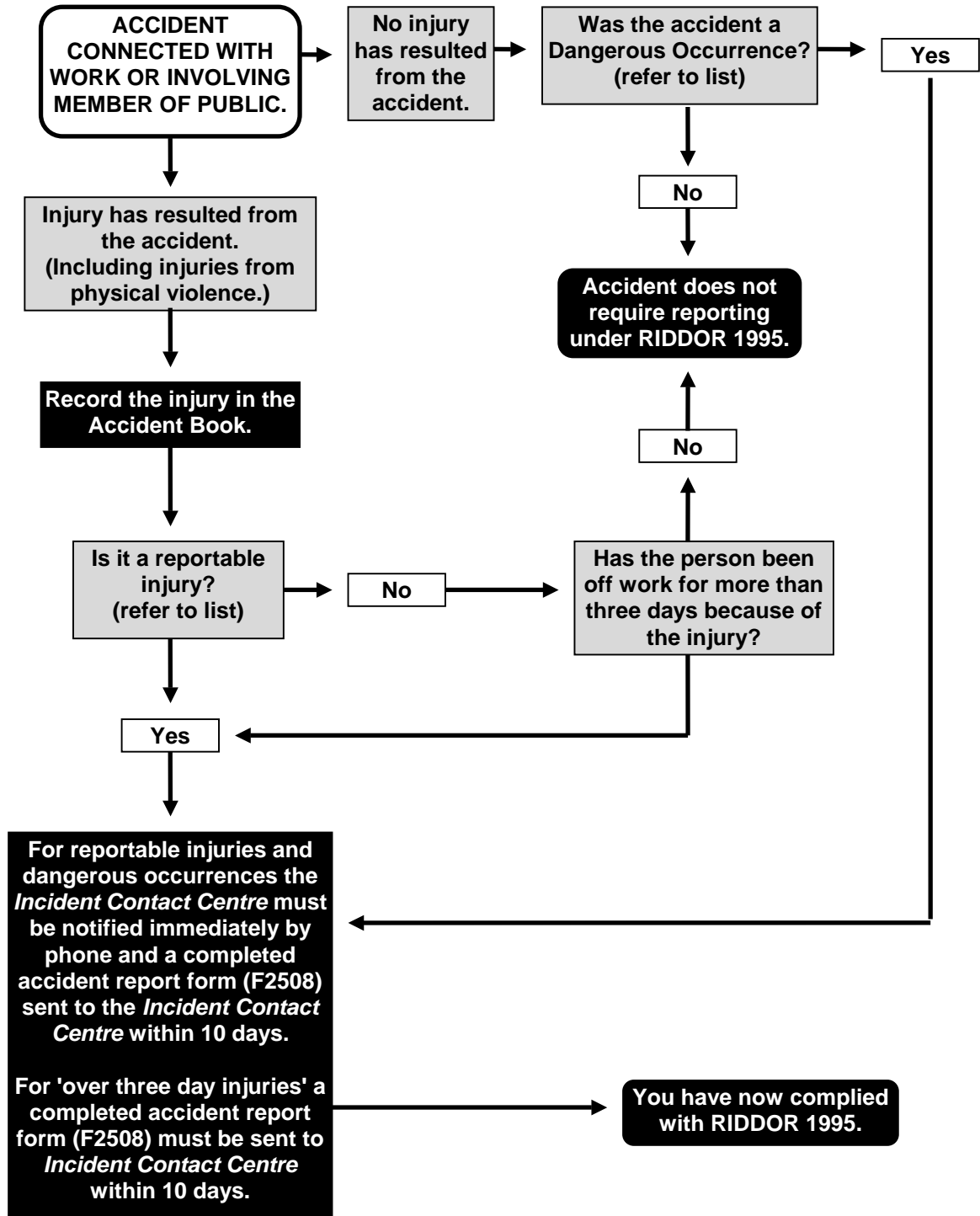
Over three day injuries must be reported by completing and sending to the Incident Contact Centre the statutory form F2508 within ten days.

Reportable diseases must be reported, using the F2508A Form, to the Incident Contact Centre within ten days.

Incidents can be reported via the Internet if more convenient. Ensure that a copy of form F2508 is retained for your records.

The diagram shown overleaf is provided to help decide when an incident should be reported to the Incident Contact Centre.

Reporting Injuries and Dangerous Occurrences under RIDDOR



13. **ASBESTOS**

THE CONTROL OF ASBESTOS REGULATIONS 2006

The Control of Asbestos Regulations 2006 came into force on 13 November 2006. The regulations cover both work with asbestos (including work which consists of, or is associated with, the removal, repair or disturbance of asbestos), and the management of asbestos in non-domestic premises.

Management of asbestos in non-domestic premises

Under the regulations, persons in control of premises have a duty to prevent the exposure of employees, visitors, contractors, etc to asbestos (Regulation 4). In order to manage the risk from asbestos in non-domestic premises, the duty holder must ensure that a suitable and sufficient assessment is carried out to determine if asbestos is, or is likely to be, present in the premises (Regulation 4(3)). The assessment must consider the condition of any asbestos, or material assumed to be asbestos, present in the premises taking account of building plans, or other relevant information, and inspection of those parts of the premises readily accessible (Regulations 4(4) and 4(5)).

The duty holder must determine the risk from the asbestos present within the premises, and make a written plan identifying the location of asbestos and the measures to be taken for managing the risk (Regulation 4(8)).

A risk assessment and/or management plan is to be reviewed if there is reason to believe it is no longer valid, or where there has been a significant change to the premises to which the assessment relates (Regulations 4(6)).

The duty holder must ensure that information on the location and condition of asbestos is given to anyone potentially at risk, for example, every person liable to disturb it (Regulation 4(9)).

Methods to identify the type of asbestos present, and assessing its condition, are set out in HSE Guidance MDHS100, 'Surveying, sampling and assessment of asbestos containing materials'. The type of asbestos can be determined taking account of plans and other relevant information, but is likely to require identification following the analysis of samples taken during a survey carried out by a suitably trained and competent person.

Work with asbestos

Most of the duties in the regulations are placed upon the employer of workers who are liable to be exposed to asbestos in the course of their work.

An employer must not undertake any work that exposes employees to asbestos in any premises unless a suitable and sufficient assessment is carried out as to whether asbestos is present or is liable to be present. The assessment is to include the type of asbestos, the material in which it is contained and its condition (Regulation 5). In cases of doubt it should be assumed that asbestos is present.

An employer must also carry out a suitable and sufficient assessment of the work to identify the risk of exposure to the health of employees (Regulation 6). The risk assessment must:

- Identify the type of asbestos to which employees are liable to be exposed;

- Determine the nature and degree of exposure that may occur in the course of work;
- Consider the effects of control measures that have been or will be taken;
- Consider the results of exposure monitoring and any medical surveillance undertaken;
- Set out the steps to be taken to prevent exposure or reduce it to the lowest level reasonably practicable; and
- Include any other relevant information used to complete the risk assessment.

The risk assessment must be reviewed regularly if there is reason to believe it is no longer valid, there is a significant change in the work to which it relates or if any monitoring carried out shows it to be necessary.

Further to the assessment, an employer must not undertake any work unless a suitable and sufficient plan is prepared detailing how the work is to be carried out. The plan must be kept at the premises where the work is being completed (Regulation 7). The plan must be followed and include:

- The nature and probable duration of work;
- The location where the work is to be carried out;
- The methods to be applied where the work involves the handling of asbestos or asbestos containing materials;
- The characteristics of the equipment to be used for the protection and decontamination of those carrying out the work and other persons on or near the worksite; and
- The measures the employer intends to take to prevent or reduce exposure to asbestos and to ensure the cleanliness of the premises and plant.

An employer must not undertake any work with asbestos unless holding a licence (Regulation 8) and notification has been made to the relevant enforcing authority (Regulation 9). These requirements are subject to the following exemption:

Certain work with asbestos, where worker exposure will be sporadic and of low intensity and exposure is below the control limit¹ (Regulation 3(2)), need not be notified to the enforcing authority, or be carried out by a licensed contractor. Such work includes:

- *Short, non-continuous maintenance activities;*
- *The removal of materials in which asbestos fibres are firmly linked in a matrix (such as asbestos cement, textured decorative coatings and paints, vinyl floor tiles, electrical cables and roofing felt);*
- *The encapsulation or sealing of asbestos-containing materials which are in good condition; or*
- *Air monitoring and control, and the collection and analysis of samples to ascertain whether a specific material contains asbestos.*

All other requirements of the regulations apply.

¹ - *The control limit is a concentration of asbestos in the atmosphere of 0.1 fibres per cubic centimetre of air averaged over a continuous period of 4 hours.*

Regulation 10 states that every employer must ensure that adequate information, instruction and training is given to employees who are, or are liable to be, exposed to asbestos, or those who supervise such employees, so they are aware of:

- The properties of asbestos and its effects on health, including its interaction with smoking;
- The types of products or materials likely to contain asbestos;
- The operations that could result in asbestos exposure and the importance of preventative controls to minimise exposure;
- Safe work practices, control measures, and protective equipment;
- The purpose, choice, limitations, proper use and maintenance of respiratory protective equipment;
- Procedures to take in an emergency;
- Hygiene requirements including decontamination procedures;
- Waste handling procedures;
- Medical examination requirements; and
- The control limit and the need for air monitoring.

Every employer shall prevent the exposure of employees to asbestos so far as is reasonably practicable (Regulation 11). Where it is not reasonably practicable, exposure must be reduced to the lowest level reasonably practicable by means other than respiratory protective equipment, for example:

- Removing asbestos containing materials before any other major work using the most effective methods to minimise fibre release;
- Choosing methods that do not involve dry working and avoid abrasion, sanding, machining or cutting;
- Carrying out a pre-clean of the work area before removal work takes place and keeping the work area clean by clearing up at regular intervals, etc (Regulation 17);
- Removing materials whole rather than disturbing the asbestos contained;
- Keeping the number of employees, and others who might be exposed, to asbestos at any one time as low as reasonably practicable.

Airborne levels should be reduced to as low a level as reasonably practicable and exposure should be controlled so that any peak exposure is less than 0.6 fibres per cubic centimetre averaged over a maximum continuous period of 10 minutes by the use of appropriate respiratory protective equipment if exposure cannot be reduced sufficiently by other means.

Every employer who provides any control measure must take all reasonable steps to ensure that it is properly used or applied. Every employee is to make full and proper use of any control measure provided and report defects to their employer (Regulation 12).

Control measures, including plant and equipment, engineering controls and personal protective equipment must be maintained in an efficient state, in efficient working order and in good repair. Thorough examination and test by a competent person are required for exhaust ventilation and respiratory protective equipment (except disposable masks) (Regulation 13).

Every employer must provide suitable and adequate protective clothing. Such clothing must be disposed of as asbestos waste or adequately cleaned at suitable intervals. Cleaning must be carried out on the premises or at a suitably equipped laundry (Regulation 14).

Procedures must be in place to protect the health of employees from any accident, incident or emergency (Regulation 15).

Every employer must prevent or, where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any place where work is being carried out (Regulation 16).

Regulation 18 requires all areas where asbestos work is being undertaken to be demarcated and identified by suitable warning notices as asbestos areas. Any area where an employee may exceed a control limit must be demarcated and identified as a respirator zone.

Every employer must monitor the exposure of employees to asbestos by measurement of fibres present in air at regular intervals and when a change occurs that may affect exposure, unless exposure is not liable to exceed a control limit (Regulation 19). Records of air monitoring must be kept for 5 years (40 years if to supplement employee health records). Standards exist for air testing, analysis and site clearance certification (Regulations 20-22).

The employer must keep a health record for any employee who undertakes licensed work (Regulation 22). The health record must be kept for 40 years.

Every employer must provide adequate washing and changing facilities, and storage for protective and personal clothing separate from each other (Regulation 23).

Raw asbestos or asbestos waste should be placed in suitable sealed and labelled (see Figure 2 below) receptacles or wrappings prior to storage or transport (Regulation 24).



Regulations 24-29 prohibit the exposure of persons to, the importation, supply and use of asbestos.

13.1 Arrangements for the Control of Asbestos

The arrangements for ensuring the control of asbestos are as detailed in the Policy for the Management of Asbestos in Non-domestic Premises and the Policy for Work with Asbestos to be found overleaf.

Policy for the Management of Asbestos in Non-domestic Premises

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos-containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2006 places responsibilities on duty holders to manage asbestos in non-domestic properties.

Duty Holders Responsibilities

1. Must take reasonable steps to find out if there are materials containing asbestos in the premises and, if so, how much, where they are and what condition they are in. This will involve a survey being undertaken by a competent person;
2. The results of the survey should be recorded and the information provided to anyone who may work on, or disturb, the materials, for example, contractors;
3. Must develop a plan to manage materials containing asbestos on the premises. In some cases, asbestos can be safely left in place and a system of inspection introduced. Where asbestos is to be removed, the duty holder must use a contractor who holds a licence to work on asbestos (exemptions apply);
4. Must undertake a suitable assessment of the risk to health of employees, and others, before any work is carried out that may expose persons to asbestos. The risk assessment should be completed by a competent person;
5. The results of a risk assessment should be recorded and the information provided to employees, including the control measures in place to prevent exposure; and
6. Must review the survey and management plan at regular intervals and revise as necessary.

Employee Responsibilities

1. Must co-operate with the arrangements for the management of asbestos in non-domestic premises, for example, ask to see a copy of the asbestos survey and be mindful as to where asbestos is present, such that you are able to recognise defects or shortcomings in arrangements; and
2. Must notify the duty holder if there any defects or shortcoming in their arrangements.

Authorised by: _____

Date _____

Print Name: _____

Policy for Work with Asbestos

All types of asbestos are dangerous. Asbestos is made up of thin fibres that cannot be seen with the naked eye but can be breathed in. The fibres can become stuck in the lungs causing scars that stop the lungs working properly (asbestosis), or cause cancer. The main types of cancer caused by asbestos are cancer of the lung and cancer of the lining of the lung (mesothelioma). These diseases can take from 15 to 60 years to develop and there is no cure.

Anyone who disturbs asbestos containing materials, for example, by working on them or near them, may be at risk of exposure. The Control of Asbestos Regulations 2006 places responsibilities on employers to manage work with asbestos containing materials.

Employers Responsibilities

1. Must not undertake any work that exposes employees to asbestos unless a suitable and sufficient assessment has been carried out to identify whether asbestos is, or is liable to be present, of what type and in what condition;
2. Must make a suitable and sufficient assessment of the risks to employee health from any asbestos work and record the findings. The assessment should be reviewed regularly;
3. Must prepare a written plan for any asbestos work detailing how the work is to be carried out. A copy of the plan must be kept at the workplace;
4. Must not undertake any work unless holding a suitable licence (exemptions apply);
5. Must not undertake any work unless notified to the enforcing authority in writing;
6. Must ensure that adequate information, instruction and training is given to employees who are liable to be exposed to asbestos and those who supervise asbestos work;
7. Must prevent or reduce exposure of employees to asbestos so far as is reasonably practicable, ensuring that control measures are maintained in an efficient state, in efficient working order and good repair;
8. Must, provide adequate and suitable protective clothing and ensure that such clothing is disposed of as asbestos waste or adequately cleaned at suitable intervals;
9. Must protect the health of employees from an accident, incident or emergency;
10. Must prevent, or where this is not reasonably practicable, reduce to the lowest level reasonably practicable, the spread of asbestos from any workplace and ensure that the workplace, and any plant used is kept in a clean state;
11. Must designate asbestos areas and respirator zones as appropriate during asbestos work;
12. Must monitor the exposure of employees to asbestos fibres present in air at regular intervals and when a change occurs (exemptions apply). In addition, must monitor for site clearance certification. Records are to be kept;
13. Must ensure that a health record for each employee is maintained and kept for 40 years. Medical surveillance is required by a relevant doctor at intervals not exceeding 2 years;
14. Must provide adequate washing and changing facilities; and
15. Must ensure the appropriate storage, distribution and labeling of asbestos waste.

Employee Responsibilities

1. Must co-operate with arrangements for work with asbestos, in particular using any control measures, including dust suppression/extraction and personal protective equipment;
2. Must follow carefully all procedures in the plan of work and keep the workplace clean;
3. Must eat and drink only in the places provided; and
4. Must report any defects or shortcomings in arrangements, and particularly in control measures, to your Supervisor/Manager immediately.

Authorised by: _____

Date _____

Print Name: _____

14. THE WORK AT HEIGHT REGULATIONS 2005 (as amended)

The Work at Height Regulations 2005, came into force on 6 April, 2005. The purpose of the Work at Height Regulations is to ensure precautions are taken against the risk of death or personal injury from falls from height in the workplace.

The Work at Height (Amendment) Regulations amended the regulations to include adventure activities sector, i.e. climbing and caving.

The Regulations apply to any work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self employed and any person who controls the work of others (e.g. managers or building owners who may contract others to work at height) to the extent they control the work.

The regulations establish a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- Avoid work at height where it is reasonably practicable to carry out the work safely elsewhere;
- Where work at height cannot be avoided, provide suitable and sufficient measures, so far as is reasonably practicable, to prevent persons falling a distance liable to cause personal injury, and;
- Where a risk of a fall remains, use work equipment or other measures to minimise the distance and consequences of a fall.

14.1 Responsibilities

It is the responsibility of Mick George for ensuring that work at height is carried out safely during Mick George Limited operations. Relevant Managers are responsible for ensuring that all employees are competent to work at height and trained to use any work equipment provided safely.

It is the responsibility of all employees to use any work equipment provided for working at height in the correct manner and to report any safety hazard, fault or deficiency in the equipment promptly to relevant Managers.

In addition, all work equipment brought onto site by contractors for working at height must be in a safe condition.

14.2 Arrangements

14.2.1 Risk Assessments

Prior to any work at height being carried out a risk assessment must be completed to determine the safest manner to complete the task and ensure the appropriate work equipment is selected. The procedure for carrying out risk assessments is detailed in the Health and Safety Management Section of this Health and Safety Policy file.

14.2.2 Inspections

A place where work at height is to be carried out must be inspected by a competent person, so far as is reasonably practicable, on every occasion before any work is carried out.

All work equipment referred to in Schedules 2 to 6 of the Regulations must be inspected:

- **After it has been assembled, altered or installed and;**
- **As often as necessary thereafter to ensure it remains safe to use.**

In addition, any work platform provided for construction work, where a person could fall in excess of 2m, must be inspected:

- **Before being used for the first time, or after substantial addition or alteration.**
- **After any event likely to have affected its strength or stability.**
- **At regular intervals, not exceeding 7 days.**

Reports must be completed before the end of the relevant working period and kept on site until work is complete. Office records must be kept for a minimum of 3 months. Inspections are recorded in a Record of Inspection register.

It is the responsibility of relevant Managers to ensure that inspections are carried out and documented as required.

14.3 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information regarding safe working at height.

15. THE QUARRIES REGULATIONS 1999

The Quarries Regulations 1999 came into force on 1 January 2000. The regulations apply to all quarries. The general requirements are outlined below together with details of the corresponding arrangements in place at Mick George Limited. Other health and safety legislation also applies to quarry work, the most relevant legislation is listed in subsequent sections.

15.1 Regulation 6 - General Duties of the Operator

Regulation 6 is the underpinning requirement of these regulations. It is intended to secure a co-ordinated, proactive approach to the management of health and safety, which ensures that risks are properly controlled. The distinctive and key duty of the operator is to manage health and safety for the whole site including work carried out by contractors. Operators have overall responsibility for planning, co-ordinating and overseeing work. The operator should therefore ensure that contractors have correctly identified hazards and control measures by carrying out risk assessments under Regulation 3 of the Management of Health and Safety at Work Regulations 1999. Using historical information of the quarry and that from various risk assessments and by careful design of the excavation, the operator can plan how the quarry should be equipped, managed and worked. The plan should be reviewed as the quarry develops and in the event that significant changes or new information about the risks become available.

15.2 Regulation 7 – The Health and Safety Document

This Health and Safety Policy and associated documentation form the Health and Safety Document.

15.3 Regulation 8 – Management Structure

See the Policy & Organisation Section.

15.4 Regulation 9 – Training and Competence

See the Health & Safety Management Section.

15.5 Regulation 10 – Instructions, Rules and Schemes

Each employee is issued with a copy of the company guidelines and method of working for each item of plant by the Quarry Manager. Records of receipt are retained in the Office. The rules are updated following any significant changes or conditions within the Quarry or in the light of new legislation. The company rules are supported by written safe systems of work which have been prepared by the Management Team.

15.6 Regulation 11 – Review of Health and Safety

Health and safety measures are systematically and routinely monitored and reviewed to ensure they are working as intended. The Quarry Manager / Quarry Supervisors undertakes regular inspections of areas of the Quarry. In

support of this Cope Safety Management are appointed to undertake quarterly site inspections. Health and safety measures are reviewed as required by the Management of Health and Safety at Work Regulations 1999. See the Management Section of this Health and Safety Policy.

15.7 Regulation 12 – Inspection

The Quarry Manager conducts regular inspections of the Quarry and completes a report of inspection. These reports can be found in the Office.

15.8 Regulation 13 – Benches and Haul Roads

The proper design of benches and haul roads is essential. At Mick George Limited haul roads are designed to be inherently safe, such as they avoid dangerous sharp bends and gradients, and they are also sufficiently wide to enable vehicles to pass safely without approaching the edge of the bench or haul road. It is not considered necessary to install barriers to prevent vehicles or plant accidentally leaving any bench or haul road.

15.9 Regulation 14 – Rules controlling risk from vehicles

The Vehicle rules cover all the requirements of this Regulation. The rules are updated as required and information passed to employees.

15.10 Regulation 15 – Escape and Rescue facilities at the Quarry

The Quarry is an open cast type and no explosives are used, therefore there are no rock cavities or tunnels which could cause entrapment in the event of premature collapse. Procedures for serious and imminent danger as required by Regulation 8 of the Management of Health and Safety at Work Regulations 1999 are to be found in the Management Section paragraph 3.8.

The roadways are well constructed and maintained to allow for easy access by emergency vehicles. In the event of the need for a rescue to be made the local emergency services will be called. The Quarry Supervisor will wait at the Quarry entrance for emergency services to arrive in order to direct and lead them to the area of the emergency. All employees will receive training in what to do in the event of an emergency. This training will include limits to actions to be taken so that they do not endanger themselves or others by taking inappropriate action.

15.11 Regulation 16 – Barriers

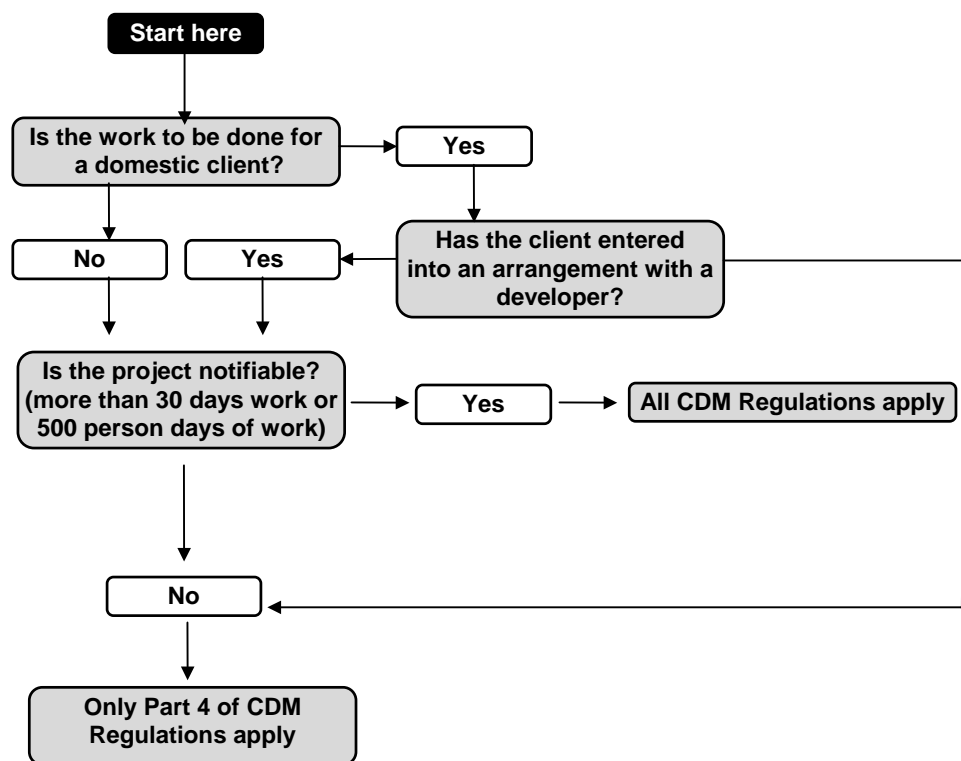
The Quarry is not close to areas of local population, however, where the perimeter comes close to areas likely to allow access for trespassers the Quarry has adequate fencing provided. All employees have a duty to report incidents of trespass, particularly of children, to the Quarry Supervisor.

16. CONSTRUCTION (DESIGN AND MANAGEMENT)

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Construction (Design and Management) Regulations 2007 (CDM) came into force on 6 April 2007 and apply to construction projects and everyone associated with them, for example, clients, CDM co-ordinators, designers, principal contractors, contractors and workers. The Regulations are concerned with the management of health and safety in construction work and replace the 1994 Regulations of the same name, as well as the Construction (Health, Safety and Welfare) Regulations 1996.

The flow chart below should be used to determine if CDM applies to a project (Part 2 of the Regulations), and whether a project is notifiable (Part 3).



16.1 Responsibilities under CDM

The following tables summarise the duties under CDM:

Clients (excluding domestic clients)	
All construction projects (Part 2)	Additional for notifiable projects (Part 3)
<ul style="list-style-type: none"> • Check the competence and resources of all appointees • Ensure there are suitable management arrangements for the project welfare facilities • Allow sufficient time and resources for all stages • Provide pre-construction information to designers and contractors 	<ul style="list-style-type: none"> • Appoint a CDM co-ordinator • Appoint a principal contractor <p>Make sure that the construction phase does not start unless there are suitable welfare facilities and a construction phase plan is in place</p> <ul style="list-style-type: none"> • Provide information relating to the health and safety file to the CDM co-ordinator • Retain and provide access to the health and safety file <p>(There must be a CDM co-ordinator and principal contractor in place until the end of the construction phase)</p>

CDM Co-ordinators	
All construction projects (Part 2)	Additional for notifiable projects (Part 3)
	<ul style="list-style-type: none"> • Advise and assist the client with their duties • Notify HSE • Co-ordinate health and safety aspects of design work and co-operate with others involved with the project • Facilitate good communication between client, designers and contractors • Liaise with principal contractor regarding ongoing design • Identify, collect and pass on pre-construction information • Prepare/update health and safety file

Designers	
All construction projects (Part 2)	Additional for notifiable projects (Part 3)
<ul style="list-style-type: none"> • Eliminate hazards and reduce risks during design • Provide information about remaining risks 	<ul style="list-style-type: none"> • Check client is aware of duties and CDM co-ordination has been appointed • Provide any information needed for the health and safety file

Principal Contractors	
All construction projects (Part 2)	Additional for notifiable projects (Part 3)
	<ul style="list-style-type: none"> • Plan, manage and monitor construction phase in liaison with contractor • Prepare, develop and implement a written plan and site rules (initial plan completed before the construction phase begins) • Give contractors relevant parts of the plan • Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase • Check competence of all appointees • Ensure all workers have site inductions and any further information and training needed for the work • Consult with the workers • Liaise with the CDM co-ordinator regarding ongoing design • Secure the site

Contractors	
All construction projects (Part 2)	Additional for notifiable projects (Part 3)
<ul style="list-style-type: none"> • Plan, manage and monitor own work and that of workers • Check competence of all their appointees and workers • Train own employees • Provide information to their workers • Comply with the specific requirements in Part 4 of the Regulations • Ensure there are adequate welfare facilities for their workers 	<ul style="list-style-type: none"> • Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work • Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules • Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work • Provide any information needed for the health and safety file • Inform principal contractor of problems with the plan • Inform principal contractor of reportable accidents, diseases and dangerous occurrences

Workers
<ul style="list-style-type: none"> • Check own competence • Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and other who may be affected by the work • Report obvious risks • Comply with requirements

16.2 PART 2 – General Management Duties Applying to Construction Projects

16.2.1 Competence (Regulation 4)

No person shall appoint or engage a CDM Co-ordinator, designer, principal contractor or contractor unless they have taken reasonable steps to ensure that the person is competent. No person shall accept such an appointment or engagement unless they are competent, nor must they arrange for or instruct a worker to carry out or manage construction work unless they are competent or under the supervision of a competent person.

Judgement as to the competency of companies, contractors, CDM co-ordinators and designers, etc, is made on evidence of:

- Documentation;
- Knowledge;
- Experience;
- Qualifications;
- Membership of professional bodies; and
- In the case of unskilled workers, knowledge of hazards involved and precautions to be taken to avoid them.

See Appendices 4 – 6 of the CDM Regulations Approved Code of Practice.

16.2.2 Co-operation and Co-ordination (Regulations 5 and 6)

Every person concerned in a project must seek the co-operation of any other person engaged in activities at the same or an adjoining site.

All persons concerned in a project must co-ordinate their activities with one another in a manner that ensures the health and safety of persons carrying out construction work or otherwise affected by it.

16.2.3 Duties of Clients (Regulations 9 and 10)

Every client must take reasonable steps to ensure that the arrangements made for managing a project are suitable:

To ensure that the work can be carried out, so far as is reasonably practicable, without risk to the health and safety of any person.

16.2.4 Duties of Designers (Regulation 11)

Every designer must prepare or modify designs to avoid, or where this is not possible reduce, foreseeable risks to the health and safety of any persons:

- Carrying out construction work;
- Liable to be affected by construction;
- Cleaning any window, etc, in a structure;
- Maintaining permanent fixtures or fittings of a structure; or
- Using a structure designed as a workplace.

The designer should give priority to collective measures over individual measures. The designer must assist clients, other designers and contractors.

16.2.5 Duties of Contractors (Regulation 13)

Every contractor must plan, manage and monitor construction work under their control to ensure that the work is carried out, so far as is reasonably practicable, without risk to the health and safety of any person.

Where a contractor appoints or engages another contractor they must provide information on the amount of time allowed for planning and preparation before the construction work.

Every contractor must provide workers under their control with any information and training needed for the particular work to be carried out safely, including:

- Suitable site induction (where not provided by a principal contractor);
- Information on the risks to health and safety and any control measures;
- Any site rules;
- The procedures to be followed in the event of serious and imminent danger; and
- The identity of persons nominated to implement these procedures.

With regard to Regulation 13(4)(a) of the CDM Regulations, a copy of a suggested contractor site induction form is provided overleaf. Contractor site induction forms are completed and copies kept in the Health and Safety File.

No contractor must begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons, and that adequate welfare arrangements are in place.

16.3 PART 3 – Additional Duties for Notifiable Projects

16.3.1 Additional Duties of Clients (Regulations 14 – 17)

Where a project is notifiable, and as soon as practicable after initial design or preparation work, the client must appoint a CDM co-ordinator in writing.

After appointing a CDM co-ordinator, and as soon as practicable after enough is known about the project to select a suitable person, the client must appoint a principal contractor in writing.

The appointment of a CDM co-ordinator and principal contractor must be made in writing. The appointments may be changed or renewed but must remain until the end of the construction phase.

Where a project is notifiable, the client must promptly provide the CDM co-ordinator with pre-construction information, see Section 2.6. In addition, the client must ensure that construction work does not begin until a construction phase plan has been drawn up. The plan should take account of the pre-construction information.

The client must ensure that the CDM co-ordinator is provided with all the relevant health and safety information for inclusion in the health and safety file. Following completion of the construction phase the client must ensure that the health and safety file remains available for inspection, and that it is revised with any relevant new information.

16.3.2 Additional Duties of Designers (Regulation 18)

Where a project is notifiable, no designer must commence work (other than initial design work) unless a CDM co-ordinator has been appointed.

The designer must take reasonable steps to provide sufficient information about the structure, its construction or maintenance as will adequately assist the CDM co-ordinator, for example in relation to the health and safety file.

16.3.3 Additional Duties of Contractors (Regulation 19)

Where a project is notifiable, no contractor must carry out any construction work unless they:

- Are provided with the names of the CDM co-ordinator and principal contractor;
- Have access to relevant parts of the construction phase plan; and
- Are certain that the project has been notified to the enforcing authority.

Every contractor must promptly provide the principal contractor with any information which might affect the health and safety of any person, justify the revision of the construction phase plan or require inclusion in the health and safety file. In addition, every contractor must promptly identify any subcontractor who is appointed to the principal contractor.

Every contractor must comply with and directions given by the principal contractor, adhere to site rules and promptly provide the principal contractor with information relating to any death, injury, condition or dangerous occurrence requiring reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Every contractor shall take reasonable steps to ensure that the construction work is carried out in accordance with the construction phase plan. However, where this is not possible, the contractor must take appropriate action to ensure health and safety, whilst notifying the principal contractor of the alteration of addition required.

16.3.4 Duties of CDM Co-ordinators (Regulations 20 and 21)

The CDM co-ordinator must give suitable and sufficient advice and assistance to the client during the project, and ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during the planning and preparation of the construction phase.

As soon as practicable after appointment, the CDM co-ordinator must ensure that notice is given to the enforcing authority, and that such notice is approved by the client. Where particulars are not known, for example, if the principal contractor has yet to be appointed, the notification must be made and particulars forwarded as soon as practicable.

The CDM co-ordinator must liaise with the principal contractor regarding the contents of the health and safety file, the information that the principal contractor requires to prepare the construction phase plan and any design development that may affect the project.

The CDM co-ordinator must take all reasonable steps to identify and collect pre-construction information. The information must then be able to be provided in a convenient form to designers and any contractor appointed by the client.

The CDM co-ordinator to ensure that designers comply with their duties and take steps to ensure co-operation between designers and the principal contractor, especially in relation to any design change.

The CDM co-ordinator must collect and collate information for the health and safety file and pass the file to the client at the end of the construction phase.

16.3.5 Duties of Principal Contractors (Regulations 22 – 24)

The principal contractor for a project must plan, manage and monitor the construction phase to ensure, so far as is reasonably practicable, it is carried out without risks to health.

The principal contractor must liaise with the CDM co-ordinator, and ensure adequate welfare facilities are provided, throughout the construction phase.

Where necessary, the principal contractor must draw up site rules and give reasonable direction to other contractors. The principal contractor must inform every contractor of the minimum amount of time allowed for planning and preparation before construction begins.

Where necessary, the principal contractor may consult a contractor before finalising the construction phase plan. Relevant parts of the plan must subsequently be given to relevant contractors.

The principal contractor must identify the information from any contractor required by the CDM co-ordinator for inclusion in the health and safety file, and ensure that such information is provided promptly.

The principal contractor must ensure a copy of the notification sent to the enforcing authority is displayed in a readable condition and in a position where any worker engaged in the construction work can read it.

The principal contractor must take reasonable steps to prevent access by unauthorised persons to the construction site.

The principal contractor must take all reasonable steps to ensure that every worker carrying out construction work is provided with a suitable site induction, and any other relevant information and training.

The principal contractor must prepare a construction phase plan before the start of the construction phase and ensure it is implemented. The plan should use information provided by the designers, and include pre-construction information. The plan must be reviewed and revised as often as appropriate throughout the project.

The principal contractor must take all reasonable steps to ensure the construction phase plan identifies the risks to health and safety arising from the construction work and includes suitable and sufficient measures to control such risks, including any site rules.

The principal contractor must make and maintain arrangements to promote co-operation and consultation with workers involved in construction work, and allow the inspection and copying of any relevant information, except where the disclosure of such is sensitive.

16.4 PART 4 – Duties Relating to Health and Safety on Construction Sites

Part 4 and Schedule 2 of the CDM Regulations are aimed at protecting the health, safety and welfare of everyone who carries out construction work and other persons who may be affected by construction work, for example, members of the public. The requirements include the provision of, or procedures for:

- Safe places of work (Regulation 26);
- Good order and site security (Regulation 27);
- Stability of structures (Regulation 28);
- Demolition or dismantling (Regulation 29);
- Explosives (Regulation 30);
- Excavations (Regulation 31);
- Cofferdams and caissons (Regulation 32);
- Reports of inspections (Regulation 33);
- Energy distribution installations (Regulation 34);
- Prevention of drowning (Regulation 35);
- Traffic routes (Regulation 36);
- Vehicles (Regulation 37);
- Prevention of risk from fire, etc (Regulation 38);
- Emergency procedures (Regulation 39);
- Emergency routes and exits (Regulation 40);
- Fire detection and fire fighting (Regulation 41);
- Fresh air (Regulation 42);
- Temperature and weather protection (Regulation 43);
- Lighting (Regulation 44); and
- Welfare facilities, such as sanitary conveniences, washing facilities, drinking water, changing rooms and lockers and facilities for rest (Regulations 9(1)(b), 13 (7) and 22(1)(c)).

16.5 Reports of Inspections

With regard to Regulation 33(1)(b) and Schedule 3 of the CDM Regulations, a copy of a suggested report of inspection is provided overleaf. Site safety inspections are recorded and completed copies kept in the Health and Safety File.

Any remedial actions required are recorded brought to the attention of those concerned, at the time of inspection, particularly where a significant risk is present.

16.6 Pre-construction Information

With regard to Regulations 10 and 15, and Appendix 2 of the CDM Regulations Approved Code of Practice, items for consideration and inclusion in the pre-construction information are provided overleaf. The level of information should be proportionate to the risks involved with the project.

16.7 Construction Phase Plan

With regard to Regulations 16 and 23, and Appendix 3 of the CDM Regulations Approved Code of Practice, items for consideration and inclusion in the construction phase plan are provided overleaf. The level of detail should be proportionate to the risks involved with the project.

16.8 Method Statements

Where contractors are carrying out work involving significant risks, for example, work at height, steel erection, demolition, etc, method statements must be written/obtained before work begins on site. Method statements should include information, such as:

- **The hazards identified from the work;**
- **An assessment of the risks from the hazards identified; and**
- **How the risks will be controlled.**

It is the responsibility of the client, CDM co-ordinator and principal contractor (if necessary via a site foreman) to ensure that any work is carried out in accordance with a method statement.

Appendix 2 from the Construction (Design & Management) Regulations 2007

Pre-construction information

When drawing up the pre-construction information, each of the following topics should be considered. Information should be included where the topic is relevant to work proposed. The pre-construction information provides information for those bidding for or planning work, and for the development of the construction phase plan. The level of detail in the information should be proportionate to the risks involved in the project.

Pre-construction information

1. Description of project

- (a) project description and programme details including:
 - key dates (including planned start and finish of the construction phase), and
 - the minimum time to be allowed between appointment of the principal contractor and instruction to commence work on site;
- (b) details of client, designers, CDM co-ordinator and other consultants;
- (c) whether or not the structure will be used as a workplace (in which case, the finished designed will need to take account of the relevant requirements of the Workplace (Health, Safety and Welfare) Regulations 1992);
- (d) extent and location of existing records and plans.

2. Client's considerations and management requirements

- (a) arrangements for:
 - planning for and managing the construction work, including any health and safety goals for the project,
 - communication and liaison between client and others,
 - security of the site,
 - welfare provision.
- (b) requirements relating to the health and safety of the client's employees or customers or those involved in the project such as:
 - site boarding requirements,
 - site transport arrangements or vehicle movement restrictions,
 - client permit to-work systems,
 - fire precautions,
 - emergency procedures and means of escape,
 - 'no go' areas or other authorisation requirements for those involved in the project,
 - any areas the client has designed as confined spaces,
 - smoking and parking restrictions.

3. Environmental restrictions and existing on-site risks

- (a) Safety hazards, including:
 - boundaries and access, including temporary access – for example narrow streets, lack of parking, turning or storage space.
 - any restrictions on deliveries or waste collection or storage,
 - adjacent land uses – for example schools, railway lines or busy roads,
 - existing storage of hazardous materials,
 - location of existing services particularly those that are concealed – water, electricity, gas, etc,
 - ground conditions, underground structures or water courses where this might affect the safe use of plant, for example cranes, or the safety of groundworks,

- information about existing structures – stability, structural form, fragile or hazardous materials, anchorage points for fall arrest systems (particularly where demolition is involved),
 - previous structural modifications, including weakening or strengthening of the structure (particularly where demolition is involved),
 - fire damage, ground shrinkage, movement or poor maintenance which may have adversely affected the structure,
 - any difficulties relating to plant and equipment in the premises, such as overhead gantries whose height restricts access,
 - health and safety information contained in earlier design, construction or ‘as built’ drawings, such as details of pre-stressed or post-tensioned structures.
- (b) Health hazards, including:
- asbestos, including results of surveys (particularly where demolition is involved),
 - existing storage of hazardous materials,
 - contaminated land, including results and surveys,
 - existing structures containing hazardous materials,
 - health risks arising from client’s activities.

4. Significant design and construction hazards

- (a) significant design assumptions and suggested work methods, sequences or other control measures;
- (b) arrangements for co-ordination of ongoing design work and handling design changes;
- (c) information on significant risks identified during design;
- (d) materials requiring particular precautions.

5. The health and safety file

Description of its format and any conditions relating to its content.

Appendix 3 from the Construction (Design and Management) Regulations 2007

Construction phase plan

When drawing up the construction phase plan, you should consider each of the following topics. Information should be included in the plan where the topic is relevant to the work proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

Construction phase plan

1. Description of project

- (a) project description and programme details including any key dates;
- (b) details of client, CDM co-ordinator, designers, principal contractor and other consultants;
- (c) extent location of existing records and plans that are relevant to health and safety on site, including information above existing structures when appropriate.

2. Management of the work

- (a) management structure and responsibilities;
- (b) health and safety goals for the project and arrangements for monitoring and review of health and safety performance;
- (c) arrangements for:
- regular liaison between parties on site,
 - consultation with the workforce,

- the exchange of design information between the client, designers, CDM co-ordinator and contractors on site, handling design changes during project,
 - the selection and control of contractors,
 - the exchange of health and safety information between contractors,
 - site security,
 - site induction,
 - on site training,
 - welfare facilities and first aid,
 - the reporting and investigation of accidents and incidents including near misses, the production and approval of risk assessments and written systems of works.
- (d) site rules (including drug and alcohol policy);
- (e) fire and emergency procedures.

3. *Arrangements for controlling significant site risks*

(a) Safety risks, including:

- delivery and removal of materials (including waste*) and work equipment taking account of any risks to the public, for example during access to or egress from site,
- dealing with services – water, electricity and gas, including overhead powerlines and temporary electrical installations,
- accommodating adjacent land use,
- stability of structures whilst carrying out construction work, including temporary structures and existing unstable structures,
- preventing falls,
- work with or near fragile materials,
- control lifting operations,
- the maintenance of plant and equipment,
- work on excavations and work where there are poor ground conditions,
- work on wells, underground earthworks and tunnels,
- work on or near water where there is a risk of drowning,
- work involving diving,
- work in a cession or compressed air working,
- work involving explosives,
- traffic routes and segregation of vehicles and pedestrians,
- storage of materials (particularly hazardous materials) and work equipment.
- any significant safety risks.

** Regulations made under the Clean Neighbourhoods and Environment Act 2005 are expected to require that from October 2007 all construction projects above a given value will be required to write and implement a site waste management plan (SWMP) will record the amount of each type of waste that is expected to arise on site and whether it can be reused, recycled or needs to be disposed of. During construction the plan will be updated to map what happens against what was expected to happen, allowing lessons to be learned for future projects. Non statutory guidance will explain the SWMP process in further detail.*

(b) health risks, including:

- the removal of asbestos,
- dealing with contaminate land,
- manual handling,
- use of hazardous substances, particularly where there is a need for health monitoring,
- reducing noise and vibration,
- work with ionising radiation,
- exposure to UV radiation (from the sun),
- any other significant health risks.

4. *The health and safety file*

- (a) layout and format;
- (b) arrangements for the collection and gathering of information;
- (c) storage of information.

CPHSP REV2

Health and Safety Plan

Construction Phase Plan

Construction (Design & Management) Regulations)

Project:

Client:

Principal Contractor

Project Details

Brief Description of the Project:

Location of Project:

Name of Designer:

Name of CDM Co-Ordinator :

Commencement date of Project:

Completion date of Project:

Existing Drawings:

Site Agent/Manager:

Contact Telephone Number:

First Aider(s):

Accident and Emergency Procedures:

Site Safety Inspections:

Fire Precautions:

Work by Contractors:

1) Existing Environment

a) Are there any neighbouring buildings or existing structures that may affect work on site, or require demolition?

b) Is there any asbestos or lead known to be present on site?

c) Are there any underground or overhead services present on site?

d) Does the site require fencing off to prevent public access?

e) Do ground conditions (contamination, stability, water table) and depth of any excavations mean that suitable precautions (shoring, gas monitoring, etc.) are required?

f) Are there any public rights of way across the site?

g) Are there any restrictions or particular points/routes for site access and egress? (Include access arrangements for emergency vehicles).

2) Existing Drawings

a) Are there any existing drawings that contractors should be issued with?

--

3) Hazards arising from the design

a) Will any work be carried out 'at height'? (e.g. on scaffolding, roofs, etc.)

--

b) Will any work be carried out within two metres of public footpaths, roads, etc.?

--

c) Are there any materials that require the use of mechanical lifting equipment? (Heavy lintels, steelwork, etc).

--

d) Will any work be carried out in confined spaces? (Risk of drowning or engulfing, being overcome by gas vapour, fumes or high temperature.)

--

e) Are there any other significant risks, that cannot be avoided or designed out?

--

4) Construction Materials

a) Are there any health hazards arising from materials that require particular precautions? (Whether from their nature or manner of intended use.)

5) Site Wide Elements

a) Are there any restrictions in relation to the setting out, use or maintenance of traffic routes across the site?

b) Are there any restrictions on where materials can be unloaded laid out or stored?

c) Are any additional welfare facilities required, that are not already present on site?

d) Are there any requirements relating to the position of site welfare facilities?

6) Overlap with Clients Undertakings and Site Rules

a) Will the site be occupied during construction by the client?

b) Are there any specific site rules laid down by the client or CDM Co-ordinator?

7) Additional Information

We believe that this plan accurately reflects the project health and safety risk(s) and identifies appropriate controls.

This plan has been prepared by:

The plan will be taken as 'Approved' unless we are advised to the contrary by:

Signed:

Date:

Print name:

COMPLETED COPIES OF THIS FORM ARE TO BE KEPT IN THE SITE SAFETY FILE

SITE SAFETY INSPECTION RECORD

Name and address of organisation:

Date of site visit:

Contact name:

Time of arrival at site:

Ref No.	HEALTH AND SAFETY RISKS	Risk level L/M/H
	<i>The health and safety risks identified below will be reported in a site safety inspection letter, with photographic risk assessments where appropriate, following the visit to site.</i>	

N.B. This record does not imply that the conditions are safe and healthy, or that the arrangements for welfare at work are satisfactory in all other respects.

Signature of Safety Officer:

Date:

Signature of Manager:

Time:



CONTRACTOR SITE INDUCTION FORM

(This form must be completed for every person working on site)

Name: _____

Address: _____

Emergency Tel No: _____

Company Name: _____

1. Have the site rules been explained? Yes/No

2. Has the work to be undertaken and the safety precautions to be followed been clearly explained? Yes/No

3. Is there a written method statement for the work which is to be followed? Yes/No

4. Is a certificate of examination required for any item of the contractors' equipment? Yes/No

5. Can the individual proceed with the task? Yes/No

(If the individual is a Young Person ensure risk assessment is carried out)

Signature of person receiving induction: _____

Signature of person giving induction (Site Agent): _____

Date: _____

Signing this induction form confirms that the person named above is in agreement with the site rules. Any action contrary to the site rules, or breach of health and safety regulations may result in the person named above being instructed to leave the site and refused further access until they are able to demonstrate safe working practices.

17. **CONFINED SPACES REGULATIONS**

CONFINED SPACES REGULATIONS 1997

The Confined Spaces Regulations 1997 define a confined space as any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (eg. lack of oxygen).

Some confined spaces are fairly easy to identify, eg. enclosures with limited openings, such as:

- storage tanks
- reaction vessels
- sewers
- silos
- enclosed drains

Others may be less obvious, but can be equally dangerous, for example:

- open-topped chambers
- vats
- combustion chambers in furnaces
- ductwork
- unventilated/poorly ventilated rooms

Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

Dangers can arise in confined spaces because:

- (a) Lack of oxygen can occur:
 - where there is a reaction between some soils and the oxygen in the atmosphere.
 - following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air;
 - in ships' holds, freight containers, lorries etc. as a result of the cargo reacting with oxygen inside the space;
 - inside steel tanks and vessels when rust forms.
- (b) Poisonous gas, fume or vapour can:
 - build-up in sewers and manholes and in pits connected to the system;
 - enter tanks or vessels from connecting pipes;
 - leak into trenches and pits in contaminated land, such as old refuse tips and old gas works.
- (c) Liquids and solids which can suddenly fill the space, or release gases into it, when disturbed. Free flowing solids such as grain can also partially solidify or 'bridge' in silos causing blockages which can collapse unexpectedly.
- (d) Fire and explosions (eg. from flammable vapours, excess oxygen etc.).
- (e) Residues left in tanks, vessels etc. or remaining on internal surfaces which can give off gas, fume or vapour.
- (f) Dust may be present in high concentrations, eg. in flour silos.
- (g) Hot conditions leading to a dangerous increase in body temperature.

17.1 Responsibilities

It is the responsibility of Mick George for ensuring that arrangements for safety in confined spaces are adopted and complied with.

It is the responsibility of employees to ensure that they follow safe systems of work when working in confined spaces.

17.2 Arrangements

17.2.1 Risk Assessments

Risk assessments are undertaken using the procedures detailed in the Health and Safety Management Section.

17.2.2 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information on working in confined spaces.

18. CE MARKING

THE SUPPLY OF MACHINERY (SAFETY) REGULATIONS 1992

The Supply of Machinery (Safety) Regulations 1992 came into force on the 1 January 1993 and require all UK manufacturers and suppliers of new machinery, on or after the 1st January 1993, to make sure that the machinery which they supply is safe. They are require manufacturers to make sure that:

- machinery meets relevant essential health and safety requirements, which include the provision of sufficient instructions;
- a technical file has been drawn up, and in certain cases, the machinery has been type-examined by a notified body;
- there is a 'declaration of conformity' (or in some cases a 'declaration of incorporation') for the machinery, which should be issued with it
- there is a CE marking affixed to the machinery (unless it comes with a declaration of incorporation).

A declaration of conformity must:

- state the name and address of the manufacturer or (in the case of machinery made outside the EEA) of the importer;
- contain a description of the machinery, its make, type and serial number
- indicate all relevant European laws (directives) with which the machinery complies;
- state details of any notified body that has been involved;
- specify which standards have been used in the manufacture (if any); and
- be signed by a person with authority to do so.

If the machinery is intended for

- incorporation into other machinery; or
- assembly with other machinery;

and if certain other conditions are met, the manufacturer may issue a declaration of incorporation instead of a declaration of conformity. The declaration should contain similar information to that contained in the declaration of conformity, but importantly, it should state that the machinery should not be used until:

- the machinery into which has been incorporated; or
- the assembly to which it has been added has been declared to conform fully with the legal requirement.

CE marking should only take place at the end of incorporation or assembly.

18.1 Responsibilities

It is the responsibility of Peter Newman for ensuring that machinery is CE marked as required.

19. **DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS**

THE DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS 2002

The Dangerous Substances and Explosive Atmospheres Regulations came into force on 9th December 2002, and repeal the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 in their entirety.

The regulations refer to a dangerous substance as a substance, which because of its properties or the way it is used could cause harm to people from fires or explosions. Where a dangerous substance is present, or may be present (i.e. likelihood of dust escaping from a process), in a workplace, the employer must:

- a. Carry out a risk assessment regardless of quantity;
- b. Eliminate or reduce the risks, so far as is reasonably practicable;
- c. Provide equipment and procedures to deal with accidents and emergencies;
- d. Provide information, instruction and training to employees; and
- e. Classify places where explosive atmospheres may occur into zones (see below).

Places in which an explosive atmosphere may occur in such quantities as to require special precautions to protect health and safety should be classified into zones:

0	Atmosphere consists of a mixture of air and gas, vapour or mist continuously, for long periods or frequently
1	As 0, likely under normal operations but only occasionally
2	As 0, but not likely under normal operations, and if does occur will only be for a short period

NB – When prefixed with a 2 (so becoming zones 20, 21 etc.) the atmosphere consists of a cloud of combustible dust.

Only appropriate categories of equipment can be used in all places where explosive atmospheres occur, or may occur.

19.1 **Responsibilities**

It is the responsibility of Mick George for ensuring the safe use, handling and storage of dangerous substances, and for avoiding or adequately controlling explosive atmospheres.

19.2 **Arrangements**

19.2.1 **Risk Assessments**

Risk assessments are undertaken using the procedures in the Health and Safety Management section. Risk assessments are to include:

- The hazardous properties of the substance;
- Relevant supplier safety information (form the MSDS);
- A detailed description of the work;
- Details of possible higher risk activities, such as maintenance;
- The presence of ignition sources;

- The likelihood and scale of an explosion/fire and its spread; and
- The effect of control measures.

19.2.2 Provision of Information

Please see the Health and Safety Booklet for further arrangements and information.

20. **VIBRATION**

THE CONTROL OF VIBRATION AT WORK REGULATIONS 2005

The Control of Vibration at Work Regulations 2005 came into force on 6th July, 2005 and place duties on employers who carry out work that is liable to expose employees to risk from vibration to make a suitable and sufficient assessment of the risk. The assessment should highlight what control measures are already in place, and what further action is required. The assessment should be written down for ease of communication and review.

Vibration - Arrangements

The arrangements for reducing the risks from Vibration are as detailed in the Policy for Vibration at Work overleaf.

Risk assessments are undertaken using the proforma overleaf.