

HEALTH AND SAFETY POLICY

RESPONSIBLE H&S DIRECTOR:

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Statement of Intent

1. The Managing Director of Conlon Construction (Nottingham) Ltd. recognises that people are the company's most important asset. Therefore, he is fully committed to ensuring the health, safety and welfare of employees. He sees this aspect of the company's business as being an integral part of the total quality the company sets out to achieve in the scope of its operations.
2. All reasonably practicable measures will be taken to achieve a satisfactory standard of performance in matters of health and safety, and progressive improvements will be actively sought in an attempt to achieve full compliance with the Health and Safety at work etc. Act 1974 and associated Regulations.
3. This will have a resource implication and the Managing Director will take this into account when setting budgets, so that funding can be made available for health and safety improvements and the provision of any expert advice. This will entail the setting of priorities.
4. Many people have occasion to use the offices and sites of Conlon Construction (Nottingham) Ltd. who are not employees of the company. The Managing Director is equally committed to ensuring their safety and health while they are on site.
5. The Managing Director accepts that successful management of health and safety has the benefit of improving the overall operation of Conlon Construction (Nottingham) Ltd., by reducing injuries and ill health, protecting the environment and reducing unnecessary losses and liabilities.
6. The Managing Director intends that health and safety considerations will form an important part of every planning strategy and be incorporated into all business activities.
7. Responsibilities and relationships necessary to create and sustain a positive health and safety culture are set out under Organisation. The Managing Director recognises the importance of these post-holders to the health and safety effort; to this end they will have the full support of the Managing Director.
8. The Managing Director will ensure that effective training is provided for all levels of staff on matters relating to occupational health and safety.
9. The Managing Director also recognises the importance of good communications in establishing co-operation and involvement in health and safety matters. He will ensure the maintenance of effective communication throughout Conlon Construction (Nottingham) Ltd.'s safety management structure.
10. It is the duty of all employees to ensure that they follow the standards and procedures laid down in this policy.

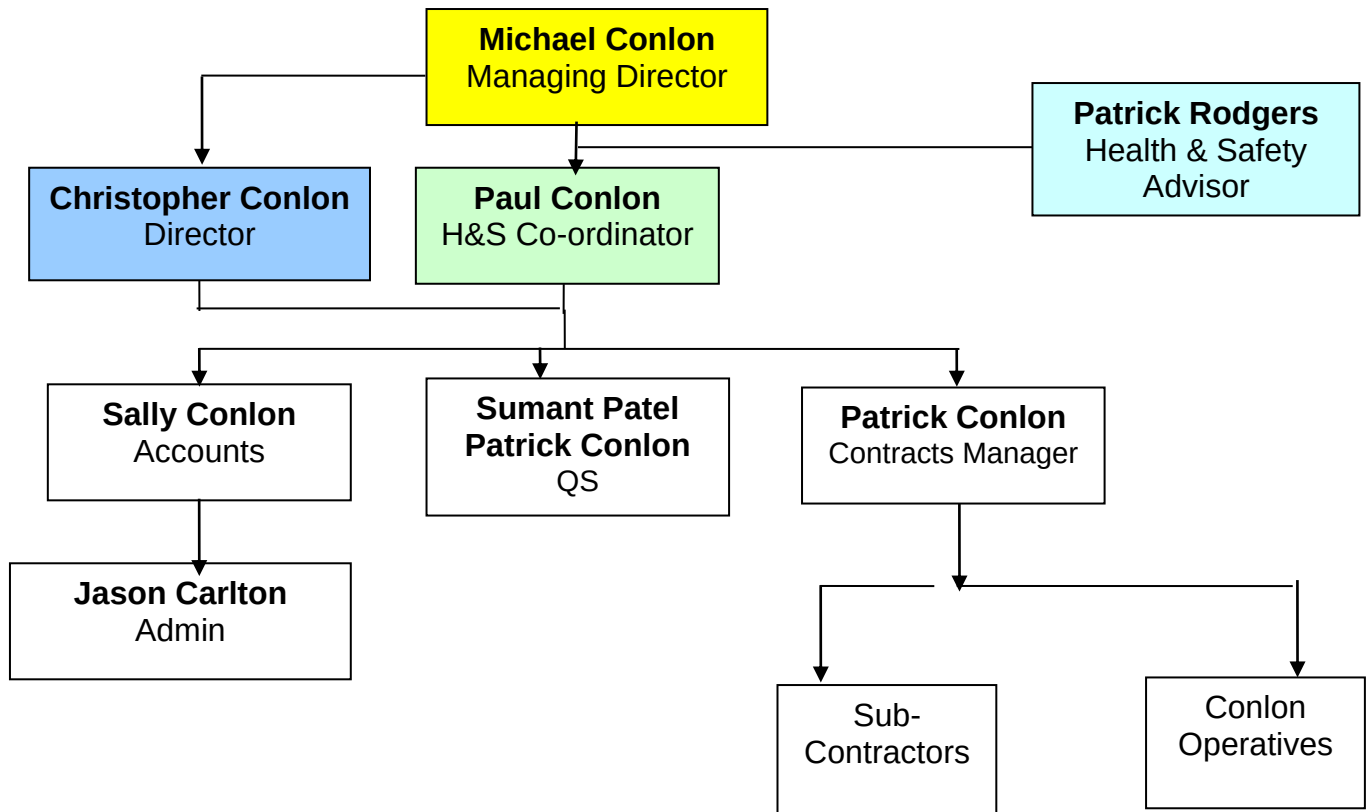
11. The Managing Director will ensure that Conlon Construction (Nottingham) Ltd.'s health and safety performance is measured and reviewed by implementing an effective monitoring system.
12. The Health and Safety Policy Statement, Arrangements and Organisation will be reviewed and updated as necessary whenever circumstances dictate, or at intervals of no greater than two years.

Michael Conlon

MICHAEL CONLON: M.D.

DATE: 30TH JANUARY 2024

ORGANISATIONAL TREE FOR THE MONITORING AND CONTROL OF HEALTH AND SAFETY



2 RESPONSIBILITIES

2.1 Managing Director:

Prepare and keep up to date a statement of the Company's Health and Safety Policy, ensuring that is brought to the attention of all employees.

2.1.1 Ensure the preparation of instructions and procedures for the organisation and methods for implementing the Company's Health and Safety Policy, making sure that each person is aware of their individual responsibilities and the means by which they carry them out.

2.1.2 Be aware of the statutory health and safety requirements affecting the Company's operations.

2.1.3 Ensure that suitable and appropriate health and safety training is provided to all staff and all such training is recorded.

2.1.4 Insist that sound working practices are observed as laid down by Approved Codes of Practice and that work is planned, the risks assessed and then carried out in accordance with any statutory provisions.

2.1.5 Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of sub-contractors.

2.1.6 Ensure a positive liaison on health and safety matters between the company and others on a site.

2.1.7 Investigate any accident or incident and ensure that any reportable incidents are correctly reported to appropriate authorities.

2.1.8 Arrange regular meetings with the Safety Advisor to discuss Company accident prevention, performance, possible improvements, etc.

2.2 H&S Director:

- 2.2.1 Will understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Will ensure there is adequate health & safety training, advice and awareness at all levels of the company; ensuring all employees are made aware of the Company's Health and Safety Policy and they receive adequate induction and ongoing training plus consultation to enable them to satisfy their own roles and this safety policy. The H&S Director will compile a Training Needs Analysis for all company employees, a training Matrix will be computer recorded and also kept in hard copy.

2.2.2 Determine at the planning stage:-

- i. The most appropriate order and method of working.
- ii. Provision of adequate lighting and safe method of electrical distribution.
- iii. Allocation of responsibilities and any necessary liaison requirements between the Company and others on site.
- iv. Hazards arising from underground and overhead services.
- v. Welfare facilities required.
- vi. Fire and emergency precautions.
- vii. Any particular training or instruction required for site personnel.
- viii. Temporary works provision (scaffolding, excavation support, etc).
- ix. An assessment of the risks involved with the use of any substance, process or work activity hazardous to anyone's health or safety.
- x. Operations, which may result in, noise levels where action is necessary to eliminate or reduce exposure.
- xi. Areas on site where personal protective equipment must be worn.

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

- 2.2.4 Obtain details from sub-contractors of risk assessments associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out and check that their planned control measures will provide protection to others on the site.
- 2.2.5 Inform sub-contractors of the proposed areas on site where personal protective equipment must be worn.
- 2.2.6 Ensure, so far as is reasonably practicable, that once work has started it is:
- i. Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
 - ii. Carried out in accordance with the Construction Regulations and other relevant statutory requirements.
- 2.2.7 Check over working methods and precautions with site management and site safety officer before work starts (preferably at a pre-contract meeting).
- 2.2.8 Ensure that the Safety Advisor is notified of all new sites giving as much notice as possible.
- 2.2.9 Carry out any necessary notifications to Local Authorities, Police etc. as required by Company Policy.
- 2.2.10 Incorporate safety instructions in routine orders and see that they are obeyed.

2.2.11 Consultation With Employees:
Health & Safety (Consultation with Employees Regulations) 1996.

The Health & Safety Director will ensure that the chain of information from board to shop floor level is maintained. The communication chain will be carried out as follows:

- Reports and minutes of the H&S committee meetings will be posted on all Company notice boards and specific site offices.
- The committee will be made up from senior and middle management plus two members representing the employees.
- Employees will be consulted prior to the introduction of workplace measures that could affect their Health & Safety.
- Changes to Legislation that will affect the Health, Safety & Welfare of employees will be supplied via the notice boards or included in personal post.
- Training needs will be discussed with individual operatives, (at assessment) taking into account the needs of the company.

Company Employees

- 2.3.1 All employees must familiarise themselves and comply with the Company's Health and Safety Policy and appreciate their own responsibilities.
- 2.3.2 Co-operate with Management in preventing accidents and ill health.
- 2.3.3 Take reasonable care to avoid injury to themselves and others.
- 2.3.4 Refrain from horseplay.
- 2.3.5 Use the correct tools for the task and keep them in good working order.
- 2.3.6 Use and take care of safety equipment and personal protective equipment provided. Report any loss or damage and ask for a replacement.
- 2.3.7 Report immediately any defects in plant or equipment.
- 2.3.8 Operate only plant and equipment that they are trained and competent to use.
- 2.3.9 Report accidents and incidents to the their supervisor immediately, no matter how trivial.
- 2.3.10 Observe all safety rules at all times.
- 2.3.11 Set a good personal example.

2.4 Sub-Contractors

- 2.4.1 In order that Conlon Construction (Nottingham) Ltd. can maintain high standards of Health and Safety, every Sub-contractor employed to do work must first demonstrate they are competent and will allocate adequate resources to Health and Safety, (Appendix A).
- 2.4.2 All sub contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure that their own Company's Policy is made available on site whilst work is being carried out.
- 2.4.3 All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site as well as the general public.
- 2.4.4 Assessment of risks associated with any substance, process or work activity on site that will be hazardous to health or safety must be provided to our Site Agent before work commences. Any material or substance brought on to site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current guidance and that information must be provided to any other person who may be affected on site.
- 2.4.5 Scaffolding used by sub-contractors' employees (even when scaffold is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
- 2.4.6 All plant and equipment brought onto site by sub-contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for inspection. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be made available to our Company's Site Representative before work commences.
- 2.4.7 No power tools or electrical equipment greater than 110volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must comply with the latest British Standards for industrial use, and be in good condition.
- 2.4.8 Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to the Company's Site Representative.

- 2.4.9 The Company has appointed a Safety Advisor to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate corrective action. Sub-contractors will provide the Company's Site Representative with the name of the person they have appointed as Safety Supervisor.
- 2.4.10 Suitable welfare facilities and first-aid equipment in accordance with the regulations must be provided by sub-contractors for their employees unless arrangements have been made for the sub-contractors' employees to have use of this Company's facilities.
- 2.4.11 Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- 2.4.12 All operatives, sub-contractors, visitors, etc. on the Company's sites will wear appropriate personal protective equipment at all times other than in areas specifically designated as "no risk" areas by site Management. All sub-contract personnel must comply with mandatory signs erected on site detailing personal protective equipment areas.
- 2.4.13 A detailed Method Statement will be required from sub-contractors carrying out high risk activities – e.g. Asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statement must be agreed with our Company Site Representative before work begins and copies made available on site so that compliance with the agreed Method Statement can be monitored.

2.5 Safety Advisor

- 2.5.1 Advise Management on the preparation, implementation and review of a Company Policy for Health, Safety and Welfare including the organisation and arrangements for carrying out the Policy
- 2.5.2 Give advice to management as requested on:
- i. Legal requirements affecting health, safety and welfare.
 - ii. Prevention of injury and damage
 - iii. Provision, selection and use of protective equipment and clothing.
 - iv. New working methods, equipment or materials, which could reduce risks.
 - v. Proposed changes in legislation.
 - vi. Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, sub-contractors and so on.
- 2.5.3 Carry out, when requested, inspections of sites and workplaces to determine whether work is being carried out in accordance with Company Policy, Method Statements and the relevant Statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Safety Director nominated by the Client.
- 2.5.4 Assist management in notifying the Health and Safety Executive of new sites, dangerous occurrences, major injury accidents and so on, in accordance with Company Policy.
- 2.5.5 Assist management in any dealings with the Health and Safety Executive or Local authority.
- 2.5.6 Provide advice on training requirements and arrange training courses where required.
- 2.5.7 Endeavour to establish at all levels within the Company an understanding that compliance with Regulations, policy, procedures and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.

HEALTH AND SAFETY POLICY

ARRANGEMENTS FOR IMPLEMENTATION

3.1	Risk Assessment	Management of Health and Safety at Work Regulations 1999
3.2	Machinery Safety	Provision and Use of Work Equipment Regulations 1998
3.3	Personal Protective Equipment (PPE)	Personal Protective Equipment at Work Regulations 2022
3.4	Hazardous Substances	Control of Substances Hazardous to Health Regulations 2002 (CoSHH) Amended 2004
3.5	Electricity	Electricity at Work Regulations 1989
3.6	Noise	The Control Noise at Work Regulations 2005
3.7	Accident Reporting	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR)
3.8	First-aid	Workplace Health, Safety and Welfare Regulations 1992 First-aid at Work Regulations 1981
3.9	Fire Precautions	Regulatory Reform (Fire Safety) Order 2005
3.10	Asbestos	The Control of Asbestos at Work Regulations 2012
3.11	Safe Access	Construction (Design & Management) Regulations 2015 Workplace (Health Safety &Welfare) Regulations 1992
3.12	Construction Requirements	Construction (Design and Management) Regulations 2015 Principal Contractor Role. PUWER 98 LOLER 98 Work at Height Regulations 2005
3.13	Manual Handling	Manual Handling Regulations 1992
3.14	Display Screen Equipment	Display Screen Equipment Regulations 1992
3.15	Lifting Equipment	PUWER 98 and LOLER 98
3.16	Vibration	The Control of Vibration at Work Regulations 2005
3.17	Covid-19	The Health & Safety at Work etc Act 1974

ARRANGEMENTS

3.1 Risk Assessments

These arrangements describe the procedure for assessing workplace risks, the arrangements take into account the **Health and Safety at Work, etc. Act 1974** and the **Management of Health and Safety at Work Regulations 1999**.

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- **Hazard**: means anything that can cause harm; e.g. (chemicals, electricity ladders etc.).
 - **Risk**: Expresses the likelihood that harm from a particular hazard is realised.
-
- i. The H&S Director will make suitable and sufficient assessments of the significant risks to employees and any persons who may be affected by the Company's work activities.
 - ii. All significant findings of risk assessments will be recorded and relevant actions taken within a reasonable time-scale, on form (Appendix B).
 - iii. Before completing any task employees must first familiarise themselves with the relevant risk assessment, if no assessment is available they must consider what risks are associated with the task. If there is a significant risk of injury or damage to property then a written risk assessment will be produced. If there are no significant risks work will proceed with due care and attention.
 - iv. The results of Risk Assessments will be brought to the attention of all relevant employees through the provision of adequate information and training.
 - v. A copy of all Risk Assessments will be kept in the H&S Director's Risk Assessment Database and relevant Assessments in Site Safety Files.
 - vi. Copies of all relevant Risk Assessments will be dispatched with pre-tender documentation to the Client or Principal Contractor, if requested.
 - vii. Sub-contractors will be given copies of relevant Risk Assessments before the commencement of a particular job.

3.2 Machine Safety

These arrangements describe the procedure for the provision use and maintenance of work equipment and plant, the arrangements take into account the **Health and Safety at Work, etc. Act 1974, Provision and Use of Work Equipment Regulations 1998(PUWER 98), the Supply of Machinery (Safety) Regulations 2008 (SMR) and LOLER 98**

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. The Managing Director will ensure that equipment purchased from within the European Union conforms to SMR by ensuring that it has either a “declaration of conformity” or a “declaration of incorporation” and the item has the CE or UKCA mark attached.
- ii. All equipment supplied for hire or lease will be accompanied with all relevant health and safety information and written instructions shall be available to anyone who uses the item of equipment.
- iii. Use of any machinery or plant is restricted to persons who have been adequately trained and repairs or modifications etc. will be restricted to those who have been specifically designated.
- iv. Where any item of plant is hired with an operator the operator will be able and competent in its use and where required hold the relevant certification or licence.
- v. Plant and equipment will only be used for its intended purpose and misuse or abuse will not be tolerated.
- vi. Where required personal protective equipment will be worn when using particular items of plant or equipment.
- vii. All guards and other safety devices will be regularly inspected and maintained, no guard or safety devices will be removed whilst the item of plant or equipment is in use.
- viii. Where a guard or safety device has to be removed or isolated for maintenance or repair the task will be subject to either a risk assessment or a permit to work.
- ix. Any defects in any item of plant, machinery or equipment will be reported immediately to a responsible person for rectification.

3.3 Personal Protective Equipment (PPE)

These arrangements describe the procedure for the provision and use of Personal Protective Equipment; the arrangements take into account the **Personal Protective Equipment at Work Regulations 2022**.

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. All reasonable steps will be taken to prevent or control the risks at source by making machinery or processes safer and by using engineering controls and safe systems of work. However, where this is not practicable PPE will be considered as a last resort.
- ii. Before PPE is issued an assessment of its suitability will be undertaken and the results communicated to employees.
- iii. For use at work all items of PPE will be made available free of charge and where PPE becomes damaged or inefficient it will be replaced at no charge to employees.
- iv. The company will provide adequate information, instruction and training to employees regarding the nature of the risks associated with the activity and the correct use of PPE. Suitable bags will be provided to all employees for the storage of their PPE. Everyone has a duty not to interfere with or misuse anything provided in the interests of Health & Safety. Employees must co-operate in order to enable the Statutory health & safety requirements to be complied with.
- v. Employees will make full and proper use of any PPE made available and report any loss or defects to their supervisor.
- vi. A record of personal issues and receipt of PPE will be kept on file : Appendix 'C'.
- vii. Agency workers will be supplied with all required PPE, where required.

3.4 Hazardous Substances

These arrangements describe the procedure for controlling employees exposure to hazardous substances, the arrangements take into account the **Control of Substances Hazardous to Health Regulations 2002(CoSHH) Amended 2004.**

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. The H&S Director will ensure that all dangerous substances used by the Company, or substances the workforce may come in contact with will be 'risk assessed'. Information on the 'Risk Assessment will be passed to the operatives. A suitable and sufficient assessment of the risks to health posed by a substance will be undertaken and a record kept of any such assessment (Appendix D).
- ii. The results of any assessments will be brought to the attention of all employees who may come into contact with the substance.
- iii. Where there is a risk to the health of employees or others, the company will control exposure by one or a combination of the control measures listed below.
 - Elimination of the substance.
 - Substitution for a less hazardous substance.
 - Enclose the process to prevent exposure.
 - Minimise the generation of dust/fume/vapours.
 - Provide adequate ventilation.
 - Reduce exposure time.
 - Provide Personal Protective Equipment.
 - Provision of information, instruction and training.
 - Monitoring/health surveillance.
- iv. Employees must use all control measures provided and co-operate with the Company, assisting it in meeting its obligations. Where any control measures become damaged or ineffective a supervisor will be informed.
- v. Assessments of all substances used on a site will be made available for any person who wishes to see them.

3.5 Electricity- Portable Appliance Testing

These arrangements describe the procedure for working with electrical systems and equipment. The arrangements take into account the **Electricity at Work Regulations 1989**.

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. No live working will be conducted on electrical system unless any such work is subject to a permit to work and is authorised and the person carrying out the task is suitably qualified and experienced, i.e. a 'Competent Person'.
- ii. Employees will not use electrical equipment, which is either damaged or does not have a valid inspection label.
- iii. All portable electrical equipment will be subjected to frequent inspections, by a 'Competent Person' and testing as per (Appendix E). A record of portable electrical appliances will be kept as well as a record of inspections and tests.
- iv. Wherever possible all portable electrical equipment will be of 110 volt rating and used in accordance with manufacturers guidance and only on tasks for which it is designed.
- v. No person shall use any item of electrical equipment unless they are competent to do so.
- vi. All electrical equipment and temporary installations will be subject to daily visual inspections and checks for damage. These inspections and checks will be done before the start of, and during the working shift. Examples of damage include cracked plugs, worn or loose cables and damaged casings. Damaged equipment will be reported and not used until a suitably qualified and experienced person, i.e. a 'Competent Person' has repaired it.

3.6 Noise

These arrangements describe the procedure for the control of noise at work. The arrangements take into account the **Control of Noise at Work Regulations 2005**.

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. All plant and machinery will, where reasonably practicable, have been designed or have equipment fitted that will reduce noise exposure to an acceptable minimum.
- ii. Where it is possible that any one may be exposed to noise above the recognised action levels an assessment must be made and actions taken to reduce the level of noise exposure. Where engineering controls aren't practicable then suitable personal protective equipment will be issued.
- iii. All areas and equipment where there may be a risk of exposure to excessive noise levels will be marked with appropriate warnings.
- iv. Any personal protective equipment issued will be in accordance with s3.3 of this policy and suitable for the job.
- v. Employees will be informed of areas and tasks, which may expose them to excessive levels of noise, and of the precautions and equipment needed to reduce the exposure to within acceptable limits.
- vi. Employees have a duty to wear hearing protection in areas where noise levels exceed 85dB(A).
- vii. In areas or tasks where noise levels are perceived to be greater than the recognised action levels, a noise survey will be conducted, and any corrective actions completed as necessary.

3.7 Accident/Incident Reporting

These arrangements describe the procedure for the reporting of accidents and incidents. The arrangements take into account the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**.

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. All injuries to employees, sub-contractors, visitors or members of the public (regardless of severity) resulting from incidents on site or in other workplaces where Conlon Construction (Nottingham) Ltd. has control, will be recorded in the 'New' accident book. BI 510.
- ii. All accidents and incidents will be recorded on the S1 Accident Summary Sheet (Appendix F). Conlon Construction (Nottingham) Ltd.'s site representative or the Company's safety advisor will complete the accident summary.
- iii. Copies of S1s will be given to the Client or Principal Contractor, Company Safety Advisor and one kept on Company file.
- iv. In the event of a major injury, fatality or any dangerous occurrence, as defined by RIDDOR, the local office of the Health and Safety Executive (HSE) will be notified immediately.
- v. Within 15 days of the incident occurring, a report of the incident including photographs, where appropriate, and a completed form 2508 will be sent to the local HSE.
- vi. Where any injury to any employee or self-employed operator results in that person being absent from work for more than 7 consecutive days, a report on HSE form 2508 will be sent to the HSE within 15 days.
- vii. Over 3 day injuries will be investigated and recorded. Incident reports, photographs, accident book entry etc will be kept securely in the employees personnel file.

3.8 First-aid

These arrangements describe the procedure for the provision of first-aid equipment and training. The arrangements take into account the **Health and Safety (First-aid) Regulations 1981**.

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. Each vehicle will hold a suitable 'travelling' first-aid kit, these kits will be inspected annually and a record kept (Appendix G).
- ii. All sites where Conlon Construction (Nottingham) Ltd. has principal control will be provided with a suitable first-aid kit, adequate for the number of persons on the site.
- iii. The Company's site representatives will co-ordinate first-aid efforts.
- iv. The Managing Director is responsible for the checking of all first-aid boxes throughout the Company. A schedule [named first aiders] will be drawn up to check first-aid boxes within their own departments; checks will be carried out on a monthly basis with missing products ordered accordingly.
- v. All employees will familiarise themselves with first-aid arrangements on other sites not controlled by the company.
- vi. All first aid-injuries will be recorded in the 'Yellow' accident book.
- vii. The Company will ensure that there is at all times on an active site a responsible person, able to either administer first aid or summon assistance.

3.9 Fire/Emergency Procedures and the prevention of burns

These arrangements describe the procedure for the provision of first-aid equipment and training. The arrangements take into account the **Regulatory Reform (Fire Safety) Order 2005**.

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. All flammable substances will be stored in accordance with suppliers and manufactures guidance and in accordance with any relevant risk assessments.
- ii. All process or tasks, which may present a serious risk of injury from burns, will be subject to a risk assessment and the results communicated to employees and others. As a result of certain risk assessments suitable equipment will be provided which may include:
 - Fire Blankets
 - Fire Buckets
 - Carbon Dioxide Extinguishers
 - Water Extinguishers
 - Foam Extinguishers
 - Dry Powder Extinguishers
- iii. Employees will ensure that before commencing work on any site they are familiar with the site's fire and emergency procedures.
- iv. Employees and Members of staff will be given training in fire awareness and a record will be kept in the training file.
- v. A Fire and Emergency plan for the main offices of Conlon Construction (Nottingham) Ltd. will be formulated and its contents communicated to all members of staff.
- vi. All fire and emergency plans and systems will be regularly checked and reviewed.

3.10 Asbestos

These arrangements describe the procedure for controlling exposure of employees to asbestos. The arrangements take into account the **Control of Asbestos at Work Regulations 2012**

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. No employee or member of staff will be expected to work with asbestos and wherever possible, substitutes for asbestos and asbestos based products will be purchased. However certain employees will come into contact with asbestos sheeting.
- ii. If any employee feels, or thinks they have located Asbestos, but are not sure; treat it as 100% Asbestos until told differently. Leave the area and seek guidance from Senior Management or Health & Safety Adviser.
- iii. Before Conlon Construction (Nottingham) Ltd. undertakes any refurbishment or repair work they will ensure that the principal contractor or client informs the Company's site representative as to the location, type and amount, if any, of asbestos on site.
- iv. Major refurbishment or demolition work shall not begin until a detailed asbestos survey of the area concerned has been undertaken to supplement the initial survey. This recognises that an initial survey cannot guarantee to identify 100% of asbestos.
- v. Where asbestos has been identified in any project, employees will be given adequate information in an attempt to eliminate their exposure as far as is reasonably practicable.
- vi. Unlicensed employees or contractors may carry out the removal of, or work affecting asbestos cement, only after they have received suitable training and instruction. A record of any such training will be kept on file.

3.11 Safe Access and the Prevention of Falls

These arrangements describe the procedure for the provision of safe access at work. The arrangements take into account the **Construction (Design and Management) Regulations 2015, Workplace (Health Safety and Welfare) Regulations 1992. Work at Height Regulations 2005.**

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

The types of risk this procedure is intending to eliminate are:

- Falls from heights.
- Falls through roofs.
- Falls of materials from heights.
- Collapse of excavations/buildings.
- Trips, slips and falls on surface.

i. **Moveable Ladders**

All ladders will be subject to an annual inspection system, with labelling of inspected ladders, which ensures that only serviceable ladders are in use.

Before use all ladders will be inspected by the user and if defects are found the ladder will be removed from service.

All ladders will be safely secured against slipping by, for example, being tied at the top or if this is not possible by being secured at the sides of the foot or being “footed”.

The risk assessments associated with the use of moveable ladders will be made available to all affected employees.

Ladders/Stepladders can be used for access and for ‘Short Duration’ work. Short Duration is 30 minutes maximum, with a specific Risk assessment provided.

ii **Scaffolding Including Tower Scaffolds**

Scaffolding shall only be erected, altered, or dismantled by competent workmen under the immediate supervision of a competent person.

Suitable precautions shall be taken to prevent all falls from scaffolds. Guard-rails at a height of at least 910mm and toe boards at least 150mm high shall be provided at the side of all platforms where a person is liable to fall a distance of 2m. Intermediary guard-rails, brick guards or similar shall be used to ensure the maximum unprotected gap between guard-rail and toe board does not exceed 470mm.

Scaffolds will be inspected (Appendix H or Scafftag system) :

- Before first use
- After substantial alteration, dismantling or other alteration
- After any event likely to affect its strength or stability
- Weekly

The manufacturers/suppliers instructions on erecting and using tower scaffolds shall be readily available and shall be followed

A safe means of climbing the tower shall be provided. The outside of the tower should not be used as a means of access.

All users shall be aware of the safe capacity of a scaffold and platforms shall not be overloaded or pressure applied which could tilt the tower. Tools and equipment shall be spread evenly on the load bearing surfaces.

iii Working on Roofs

Prominent warning notices shall be fixed at the approach to any fragile roof. e.g. asbestos cement, translucent plastic.

No employee will start roof work without first being made aware of the relevant method statements, risk assessments and Safe Systems of Working.

All exposed roof work will be suspended during adverse weather conditions.

iv Safety Harness

Safety Harnesses will only be used where there is no reasonably practicable alternative

All safety harnesses and associated equipment shall be properly maintained and inspected. The equipment shall be inspected immediately before use by the user and regularly inspected by a competent person. A record of which will be kept on file.

Safety harnesses shall only be used by suitably trained employees.

v Entry into Confined Spaces

Work in confined spaces will be avoided where possible. Where work in confined spaces is unavoidable the following precautions will be taken.

- Work subject to a Permit to Work
- Suitable Access/Egress
- Ventilation
- Intrinsically safe equipment and lighting
- Entry restricted to trained persons
- Supervision
- Safety Rope & Harness
- Emergency Procedures

A record of training of competent persons will be kept on file, and reviewed annually.

vi Safety When Digging and in Excavations

Before any digging is started the person excavating the ground will first satisfy themselves that it is safe to do so, ground will not be broken without authority from the site supervisor, (Appendix K).

All excavations will be planned before digging begins, ensuring that there are sufficient trench supports such as boxes, sheets, props, walling or other suitable materials to support the length of the trench.

All practicable steps will be taken to ensure that persons working in the excavation are not in danger in the event of the accidental collapse of any part of the excavation. This will be achieved through adequate support or battering the sides to a safe angle. All excavations over 1.2m will be inspected weekly and a record kept, (Appendix H).

The company will provide sufficient barriers around trenches to prevent mobile plant or vehicles not associated with the on-going work encroaching too near as to weaken the ground and also to help prevent vehicles falling in.

Suitable lighting and barriers will be provided when the trench is left exposed overnight or in poor light conditions.

vii Falling Objects

Materials and objects shall be stored and stacked in such a way that they are not likely to fall and cause injury. Racking shall be of adequate strength and stability having regard to the loads placed on it. Safe stacking and storage shall include:-

- Suitable palletisation
- Banding or wrapping where required
- Guidance limits set and adhered to in order to maintain stack stability
- Regular inspections of stacks to detect instability particularly where irregular shaped objects are concerned.
- Provision of suitable guard-rails and toe-boards

Supervisors shall provide barriers or cover access routes to prevent persons being struck by falling objects.

viii Mobile Elevated Work Platforms (MEWP)

MEWPs shall only be operated by suitably trained, competent and authorised persons.

Persons working from a MEWP shall wear safety harnesses. Harnesses should be attached to a suitable anchorage point within the basket and not attached to an external point.

Manufacturers/suppliers guidance notes should accompany the MEWP at all times.

3.12 Construction Requirements

The **Construction Design and Management Regulations 2015** places new duties upon Clients, Client's Agents (where appointed), Designers and Contractors.

The Managing Director is responsible for ensuring that this procedure is implemented throughout the company.

Conlon Construction (Nottingham) Ltd. acting as principal contractors will discharge its duties to manage site safety as per the Health and Safety Plan provided by the CDM [Principal Designer](#).

The Company will also monitor and expand the Safety Plan and implement all Risk Assessment measures highlighted in the Company produced safety documentation.

As Principal Contractor: Conlon Construction (Nottingham) Limited: Will:

- Manage, Monitor and Co-ordinate the entire construction phase.
- Take account of the Health & Safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them.
- Liaise with the Client and the Principal Designer for the duration of the project to ensure that all risks are effectively managed.
- Prepare a written Construction Phase Plan before the construction phase begins. Implement and then regularly review and revise it to make sure that it remains fit for purpose.
- Have ongoing arrangements in place for managing health and safety throughout the construction phase.
- Consult and engage with workers about their health, safety and welfare.
- Ensure suitable welfare facilities are provided from the start and maintained throughout the Construction Phase.
- Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health.
- Ensure that all 'workers' have site specific inductions and any further information and training they need.
- Take steps to prevent unauthorised access to the site.
- Liaise with the Principal Designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase.

3.13 Manual Handling

These arrangements describe the procedure for assessment of manual handling tasks and the elimination/reduction associated risks. The arrangements take into account the **Manual Handling Operations Regulations 1992**.

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. The Company Safety Advisor will identify Key Tasks within the Company's operation, which pose a particular risk of injury from manual handling. These risks will be assessed (Appendix J) and the results communicated to all employees.
- ii. Any remedial actions identified in the assessments will be brought to the attention of the H&S Director for his attention.
- iii. The first priority of the Company is to eliminate manual handling tasks from the workplace whenever it is reasonably practicable to do so.
- iv. Site Supervisors will conduct manual handling assessments where there has been identified a task which may pose a substantial risk to health or safety.
- v. Assessments will be reviewed when working practice changes or every 5 years.

Factors that affect the risk of injuries:

- The weight of the load
- The size and shape of the load
- Posture during the manual handling
- The distance the load has to be lifted
- The nature of the manual handling. i.e. [twisting, reaching etc].
- The frequency of the lifting
- The working environment
- The capability of the person doing the handling

Hierarchy of Control:

- Identify all tasks which involve, or might involve, manual handling
- Assess whether there is a risk of injury from the operation
- Can the risk be removed by eliminating the manual handling operation
- If the risk cannot be removed, carry out a more detailed assessment
- Implement 'Safe Systems of Work'
- Monitor that the Systems are working and continue to be used.

3.14 Display Screen Equipment

These arrangements describe for procedure for the use of Display Screen Equipment. This procedure takes into account **the Health and Safety (Display Screen Equipment) Regulations 1992** the **Health and Safety at Work, etc Act 1974**.

'Users' of DSE

The Safety Advisor will assess all Display Screen Equipment (DSE) to determine if the person who uses the DSE is a 'user'. A record of all such assessments will be kept on file (Appendix L).

Assessment

The Safety Advisor will carry out a workstation assessment of all identified 'user' workstations and record all such assessments, (Appendix L¹). The assessments will be valid unless there is a change of user, equipment, working practice or evidence of 'user' discomfort.

Where DSE is provided for use the user, as identified in section 3.1.1, shall complete the Workstation Self Assessment Form (Appendix L²), which will be used by the PC. Co-ordinator to determine any further corrective action.

The company will arrange for an eye and eyesight test to be carried out, where requested, as part of a pre-employment health examination. Where the results indicate that glasses are required specifically for DSE work, and upon confirmation of employment in a position, which requires the use of such equipment, the company will arrange for the supply of glasses.

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the initial test. All tests are specifically for users of DSE and must be arranged through the company. Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, the company will offer an eye and eyesight test.

Employees will use DSE in accordance with manufactures guidance and instructions. Any defects or damage of DSE/workstation equipment will be reported to the Office Manager.

3.15 Cranes and other Lifting Machines:

THESE ARRANGEMENTS DESCRIBE THE PROCEDURE FOR THE USE OF CRANES AND OTHER LIFTING MACHINES ON SITE. THESE ARRANGEMENTS TAKE INTO ACCOUNT **PUWER '98 AND LOLER '98.**

The H&S Director is responsible for ensuring that this procedure is implemented throughout the company.

- i. Although Conlon Construction (Nottingham) Ltd. has no cranes or lifting gear of its own the company does, on occasion, require the use of either a crane or other lifting equipment.
- ii. Where any Crane or Lifting Machine is required for a lifting operation the H&S Director will ensure its suitability by providing the crane company with specific details relating to the lifting operation. i.e.
 - Weights and dimensions of object(s) to be lifted.
 - Dimensions of any obstructions.
 - Ground/site conditions and access.
 - Height or depth of lift.
 - Location of over-head electrical services.
- ii. The site foreman will carry out an assessment of the job prior to the lifting operation using form Appendix M. Where any of the requirements of the assessment are not met the lifting operation will not be allowed to proceed.

3.16 Vibration:

These arrangements describe the procedure to minimise the risk of developing vibration white finger (VWF) or other adverse health effects from prolonged and frequent exposure to vibrations. These arrangements take into account **The Control of Vibration at Work Regulations 2005, The Health & Safety at Work etc. Act 1974, PUWER '98, The Management of Health & Safety at Work Regulations 1999 and RIDDOR 2013**

The Construction Director is responsible for ensuring that this procedure is implemented throughout the Company. He will:

- i. Carry out risk assessments and provide health surveillance.
- ii. Liaise with manufacturers and suppliers concerning the provision of plant and equipment, which is without risk to the health of the operative.
- iii. Provide information and training to all Company operatives. Training will cover the legal requirements, how to report problems and the importance of job rotation. Class training will be enhanced with on-the-job toolbox talks.
- iv. Understand the records, which are needed to assist and demonstrate compliance with obligations to protect against vibration, such as risk assessments, measurements, maintenance of plant and equipment and health surveillance.
- v. With assistance from site agents monitor all work practices involving vibration of the hand, arm and body, i.e. does the plant or equipment hired come up to the relevant standard e.g. hand grips etc?
- vi. Make provision to supply the correct personal protective equipment i.e. 'Anti-vibration gloves' These keep the hands warm only.

3.17 Covid-19: Recommendations:

Under the provision of the Health & Safety at Work Act (1974), Conlon Construction (Nottingham) Limited and our employees will understand our obligations, so far as is reasonably practical, to fulfil the statutory duties that are required of us. Furthermore, with the ongoing Coronavirus pandemic, we recognise an additional duty of care for everyone. We will therefore aim to:

- Maintain compliance to the requirements of the Health & Safety at Work etc Act and associated Regulations whilst taking into account biological hazards.
- Continue to provide safe and healthy working conditions to all our employees, subcontractors, clients and visitors whilst making workplace amendments as needed to protect everyone from the virus.
- Provide sufficient resources to monitor and support the continuing effectiveness of our occupational health, safety and welfare management system which includes COVID secure measures.
- Provide sufficient information, instruction, training and supervision to ensure ongoing compliance to COVID management and that all persons are aware of the dangers of COVID 19 and how to protect themselves.
- That this H&S policy and associated management system is continually monitored, reviewed and communicated to ensure COVID systems remain effective and are known by everyone.
- To enhance welfare arrangements to ensure good hygiene levels are always maintained.
- Arrangements are in place for the safe use and maintenance of all plant / machinery and equipment / substances that is used by our employees.
- Provide the means for continued consultation with all members of staff on any occupational health, safety and welfare related matters.
- Ensure an effective reporting system is in place for reporting incidents and rectifying in a timely manner whilst operating an open-door policy to allow persons to put their views forward.
- Implement emergencies arrangements so that everyone understands what to do in the event of a major incident including potential or confirmed cases of COVID-19.

- See 'Living with Covid' Government Recommendations: (February 2022).

4. COMPANY SAFETY POLICY – AUDIT AND REVIEW

- i. All employees will be expected to bring to the notice of their immediate supervisor any areas where the Company Policy on Health and Safety appears to be inadequate or not being complied with. The suggestions or concerns will be passed to the Directors for consideration and possible action, (Appendix I).
- ii. The Safety Advisor will visit Company sites/premises at regular intervals and will report on any hazards, non-compliance's or breaches of Regulations. This report will be made available to the Directors and Site Supervisor, where action will be taken to prevent reoccurrence and correct any non-compliance.
- iii. An annual meeting will be held between the Safety Advisor and senior H&S Director of Conlon Construction (Nottingham) Ltd. to discuss the Health and Safety plan for the coming year. This plan will detail areas where improvements in Company procedures, training, etc. could be made to review and, where necessary, revise the Company Policy for Health Safety and Welfare.

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Appendix A

Contractor Questionnaire

In order that Conlon Construction (Nottingham) Ltd. can maintain high standards of health & safety, every contractor employed to do work must first demonstrate they are competent and will allocate adequate resources to health & safety. Please answer the following questions and thus help our Company maintain these Standards. Questions that you are not required to answer have been deleted.

Please continue on a separate sheet of paper if appropriate.

Name & Address of Contractor.....
.....

Telephone No.....

Fax No.....

Contact.....

Description or reference number of job for which you are tendering.....
.....

Approx. Number you employ.....

Number you anticipate employing to do this job.....

References: Give names, addresses, telephone numbers & contacts of 3 Companies for whom you have carried out similar work recently:

	1	2	3
Company Name			
Address			
Contact			
Tel No			
Date Work Completed			
Type of Task			

Training

Give details of relevant health & safety qualifications & training received by your employees including H&S Director who will be involved with the work. [You may be asked to forward relevant documents/certificates, etc...].

.....
.....

Method Statement

If you are appointed to do the work, you may be required to provide a full method statement describing how the risks of this job will be controlled before work starts. Please identify on a separate sheet how you propose to control the significant risks that have been identified.

Safety Policy

Please forward a copy of your safety policy.

Monitoring

How will you ensure that work is done safely in accordance with your method statement?

.....

Timescale

Please give an appropriate timescale to complete the various stages of this work.

.....

Sub-Contractors

Will you sub-contract any of this work?

Yes/No

If yes, how will you ensure their work is adequately controlled?

.....

Safety Advisor

Do you employ a safety Advisor? If so, please give his name, address, telephone number, qualifications and experience.

.....

Accident Experience

Give details of all fatal & major injury accidents in previous 3 years occurring to persons working for you.

.....

Enforcement Notices

Give details of all HSE Enforcement Notices served on you in previous 5 years.

.....

APPENDIX B



Yard ☐ Office ☐ Site Wide ☐

RISK ASSESSMENT
✓ where appropriate

Assessment No. 1

Location/Type of Hazard: _____																																				
Task description: What is the task?																																				
Competence of individuals undertaking task: ✓ where appropriate Full ☐ Reasonable ☐ Poor ☐ Untrained/inexperienced ☐																																				
Hazards: Detail the hazards associated with this process/activity. i.e. electricity, fire, working at height, health hazard etc.	Assessment Completed by Name: _____ Sign: _____																																			
Risks: Identify what risks are associated with this process/activity. i.e. burns, ill-health, hit by, fall. etc.																																				
Who is at Risk. ✓ where appropriate Employees ☐ Visitors ☐ Contractors ☐ Public ☐	Consider: ✓ Elimination ☐ Training ☐ Reduction ☐ Remove Person ☐ Engineering ☐ Reduce Contact ☐ PPE ☐																																			
Risk control measures to be taken																																				
Evaluation of Risk: taking into account the correct implementation of the above control measures.																																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Possible</td> <td style="text-align: center;">Occasional</td> <td style="text-align: center;">Frequent</td> <td style="text-align: center;">Regular</td> <td style="text-align: center;">Common</td> <td></td> </tr> <tr> <td style="text-align: center;">Risk</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">Severity</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> <tr> <td></td> <td style="text-align: center;">Improbable</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Trivial</td> <td style="text-align: center;">Minor</td> <td style="text-align: center;">Major 1 Person</td> <td style="text-align: center;">Major > 1 Persons</td> <td style="text-align: center;">Death</td> <td style="text-align: center;">Multiple Deaths</td> </tr> </table> Risk Rating = Risk x Severity = 			Possible	Occasional	Frequent	Regular	Common		Risk	1	2	3	4	5	6	Severity	1	2	3	4	5	6		Improbable							Trivial	Minor	Major 1 Person	Major > 1 Persons	Death	Multiple Deaths
	Possible	Occasional	Frequent	Regular	Common																															
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	Trivial	Minor	Major 1 Person	Major > 1 Persons	Death	Multiple Deaths																														
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Further Actions Required																																				
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Action Required	Responsible Person	Date to be Implemented	Actual Date																																	
Date of Assessment: _____	Assessment Review date: _____																																			

Revision No: 01
 Revision Date: Jan/2000

APPENDIX C:

PERSONAL PROTECTIVE EQUIPMENT RECORD OF ISSUES AND INSPECTIONS				
Conlon Name. _____ Position _____				
HELMETS				
DATE OF ISSUE	DATE OF MANUF	QTY	SIGNATURE	REASON FOR REPLACEMENT (Significant impact, distortion etc.)
SAFETY FOOTWEAR				
DATE OF ISSUE	CODE	QTY	SIGNATURE	REASON FOR REPLACEMENT
FOUL WEATHER CLOTHING				
DATE OF ISSUE	CODE	QTY	SIGNATURE	REASON FOR REPLACEMENT
OTHER PROTECTIVE EQUIPMENT				
DATE OF ISSUE	CODE	QTY	SIGNATURE	DESCRIPTION/REASON FOR REPLACEMENT

APPENDIX D:

CoSHH Assessments

Department		Assessor:	
PROCESS / TASK DESCRIPTION			
TYPE OF SUBSTANCE USED IN PROCESS / TASK			
Substance name:		WEL	MEL
Amount used in process / task:		Supplier:	
Total stored on site		Datasheet No:	
KNOWN POTENTIAL HAZARDS:			
Inhalation:		Skin contact:	
Ingestion:		Eye contact:	
EXISTING PROCEDURES IN USE FOR CONTROL OF EXPOSURE			
Engineering controls:			
System of work:			
Protective equipment:			
Other:			
Emergency procedures:			
ASSESSMENT OF EXPOSURE RISK			
Significant ☐	Significant but controls effective ☐	Insignificant ☐	
ACTION TO REDUCE SIGNIFICANT RISKS			
Engineering controls:			
System of work:			
Protective clothing:			
Other (training):			
Assessment Date ____/____/____		Repeat Assessment Date ____/____/____	

APPENDIX E:

Electrical Checks for Portable apparatus

	Item	Test	Pass Condition
1.	Mains Lead	(a) Visual inspection (b) Mains plug	Two layers of insulation and BS colours. No damage. Correctly Connected. Cable clamp gripped to sheath. Correct fuse fitted.
2.	Either: mains lead instrument connector (if lead detachable)	(a) Visual inspection of panel male connector. (b) Attempt to open socket without tool. (c) Attempt to pull cable from female connector.	BS type or equivalent. Unopenable. No movement.
	Or: Grommet/clamp	(a) Inspection of grommet (b) Sharp pull on cable (c) Rotation of cable	Cable insulation protected. No appreciable movement. No rotation.
3.	Mains on / off switch	(a) Visual inspection	Correct operation. No damage.
4.	Either 4 or 5 Conducting case	(a) Visual inspection: (if marked  treat as item 5) Earth tester which will check resistance and pass a current of at least twice the fuse rating. (b) High voltage insulation 500v ac minimum test.	Earth resistance 0.1Ω or earth resistance 0.5 Ω for loads fused at 3A or less. No fault indicated after 5 seconds
5.	Insulating case	Visual inspection	Maker's double insulation mark  visible. Case undamaged.
6.	Accessible fuse holders	Visual inspection	No damage. Removal of carrier does not permit live* part to be touched
7.	Exposed output connection	(a) Visual inspection. (b) For outputs greater than 50v test short-circuit current.	No voltage greater than 50 v. Short-circuit current less than 5mA.

*ie live at more than 50 volts when in use.

APPENDIX F:

Conlon

Report No. S1/

INCIDENT REPORT AND INVESTIGATION SUMMARY

SECTION A: Completion by - first aider / appointed person / Supervisor

SITE/LOCATION:

Type of incident (including work related ill health)

Fatal ☐	Major Injury ☐	Over 7 day ☐	Over 1 shift ☐	Work related ill Health ☐	No Absence ☐	Dangerous Occurrence ☐	Near Miss ☐	Property Damage ☐
-----------------------------------	--	--	--	---	--	--	---------------------------------------	---

(Complete sections below as relevant)

Details of injured / ill health Person

Name (If person is not an employee please supply address or employers address)

M/F ☐ Age Payroll No

Status of Person ☐ ☐ ☐ ☐
Employee Contractor Trainee Public/Vis...

Details of Accident / ill Health / Dangerous Occurrence / Near Miss

 Date and Time of Incident	 Date and Time Reported	 Date and Time Ceased Work	 Experience in job
 Normal Occupation	 Occupation at Time of Incident	 Location of Incident	

Details of injury/ ill health/ near miss

Treatment: None ☐ First-aid ☐ Sent Home ☐ Doctor ☐ Hospital Outpatient ☐
Inpatient ☐

Signed: _____ Print: _____ Date: _____

SECTION B: Completion by investigator (Normally supervisor / Line Manager) continue on another sheet if necessary

Describe Incident (See guidance notes)

(Include *What controls were in place at the time (e.g. safe systems of work, training, physical safeguards, PPE etc.)
*Causes of the accident / ill health (e.g. untrained person, no safe system of work, or it was not followed, lack of maintenance etc.)
*Witnesses.

Action taken / Recommended to prevent recurrence (if to be taken, indicate proposed timescale)

Signed: _____ Print: _____ Date: _____

Reviewed by Manager (please insert any additional / different preventative action)

Signed: _____ Print: _____ Date: _____

Please send copies to:

APPENDIX G:

First-aid kit record

	Contents	Yes	No	Corrective action
1	Guidance Card			
20	Individually wrapped sterile adhesive dressings (assorted sizes)			
2	Sterile eye pads, with attachment			
6	Individually wrapped triangular bandages			
6	Medium sized individually wrapped un-medicated wound dressings (approx. 10cmx8cm)			
6	Safety pins			
2	Large sterile individually wrapped un-medicated wound dressings (approx. 10cm x 9cm)			
3	Extra-large individually wrapped un-medicated wound dressings (approx. 28cm x 17.5cm)			
3	300ml containers of sterile water or sterile saline			

Travelling First-aid Kit

	Contents	Yes	No	Corrective action
1	Guidance Card			
6	Individually wrapped sterile adhesive dressings (assorted sizes)			
2	Individually wrapped triangular bandages			
2	Safety pins			
2	Large sterile individually wrapped un-medicated wound dressings (approx. 13cm x 9cm)			
2+	Individually wrapped moist cleansing wipes			

Vehicle First-aid kits

Reg. No	Full Kit		Corrective Action	Date	Signature
	Yes	No			

Site/Location _____ Date _____

Inspected by _____

APPENDIX H:

RECORD OF INSPECTION OF WORKING PLATFORMS/EXCAVATIONS				
Name or Title of Contractor: Address:		Date Work Commenced: Location/Description of Workplace:		
Tel:		Site Contact:		
Date and Time of Inspection	Matters Requiring Attention	Details of Action Taken	Details of Future Necessary Action	Name & Position of Inspector

APPENDIX I

HEALTH, SAFETY AND ENVIRONMENTAL NON-COMPLIANCE REPORT (NCR)			
Health and Safety ☐		Environmental ☐	
(1) NCR No:		(2) Date:	
(3) Description of non-compliance (actual / operational risk / other concern): 			
(4) Reported by (name): 			
(5) Corrective Action: 			
(6) Recommended (sign)		(7) Date:	
(8) Approved Managing Director (sign)		(9) Date:	
(10) Close out (recommended action implemented and effective): 			
Managing Director / Safety Advisor (sign)			(12) Date:
Distribution: Relevant Directors ☐ Safety Advisor ☐ Others (to be specified) Completed forms to be returned to: H&S Co-ordinator or Company Safety Advisor			

APPENDIX J:

Manual Handling Assessment Checklist

Summary of Assessment

No.

Operations covered by this assessment:	Overall priority for remedial action: NIL / LOW / Med / High*
Locations:	Remedial action required & completion date:
Personnel Involved:	Assessors Name: Date:
Date of Assessment:	Signature:

* Circle as appropriate

SECTION A - Preliminary:

Q1 Do the operations involve a significant risk of injury? YES / NO*

If 'Yes' go to Q2. If 'No' the assessment need go no further
(If in doubt answer 'Yes')

**Q2 Can the operations be avoided, mechanised, automated at a
reasonable cost? YES / NO***

If 'No' go to Q3. if 'Yes' proceed and then check that the
result is satisfactory.

Q3 Are the operations clearly within the guidelines in Appendix 1? YES / NO*

If 'No' go to section B. If 'Yes' you may go straight to section C

SECTION C - Overall assessment of risk:

What is your overall assessment of the risk of injury? Insignificant / Low / Med / High*

If not 'Insignificant' go to section D.

If 'Insignificant' the assessment need go no further .

SECTION D - Remedial action:

What remedial action is required, in order of priority?

- i
- ii
- iii
- iv
- v

SECTION B - More detailed assessment, where necessary:

Questions to consider	Level of risk (Tick as appropriate)				Possible remedial action
	Yes	Low	Med	High	
The Tasks - do they involve: • holding loads away from trunk? • twisting? • stooping? • reaching upwards? • large vertical movement? • long carrying distances? • strenuous pushing or pulling? • unpredictable movement of loads? • repetitive handling? • insufficient rest or recovery? • a work rate imposed by process?					
The Loads - are they: • heavy? • bulky/unwieldy? • difficult to grasp? • unstable/unpredictable? • intrinsically harmful (eg sharp/hot)					
The Working Environment - are there: • Constraints on posture? • poor floors? • variations in levels? • hot/cold/humid conditions? • strong air movements? • poor lighting conditions?					
Individual Capability - does the job: • require unusual capability? • hazard those with health problems? • call for special information/training?					
Other Factors - Is movement or posture hindered by clothing or personal protective equipment?					

Completed assessments to be kept on file

Appendix

Breaking Ground Permit

SECTION 1

Issued by site engineer or his authorised person to (named individual & employer if contractor)

Description of work to be carried out:-

Start.....(time).....(Date) Valid Until.....(Time).....(Date)

Location of Work:.....

Sketch & description of exact location

The following precautions have been taken:

- | | | | |
|----|---|--------------------------|--------------------------|
| 1. | Plans of underground services obtained and checked. | Yes | N/A |
| 2. | Routes of underground services checked with services locator. | ☐ | ☐ |
| 3. | Lines of underground services marked on surface. | ☐ | ☐ |
| 4. | Trial holes dug to confirm position of services. | ☐ | ☐ |
| 5. | Electrical services isolated and locked off. | ☐ | ☐ |
| 6. | Excavations more than 1.2m deep to be supported for access. | ☐ | ☐ |
| 7. | Suitable warnings erected for position overhead services. | ☐ | ☐ |
| 8. | Edges of excavations protected to stop vehicles/people falling in. ☐ | ☐ | ☐ |

Yes

N/A

Signature..... Print..... (Site engineer or his authorised person)

The following precautions should also be taken:-

Section 2: Acceptance

(to be completed by the person who is to carry out the work prior to work commencing)

I UNDERSTAND THE WORK WHICH IS TO BE CARRIED OUT AND THE METHOD OF WORK TO BE USED TO ENSURE THAT IT IS CARRIED OUT SAFELY

Signature:.....

No work will be carried out other than the work authorised by this Permit.

Section 4: Cancellation (To be completed by issuing person, Section 1)

I declare that this permit is now cancelled. No further excavation work is allowed until a new permit has been issued

Signature.....

Date.....

Time:.....

- This permit applies ONLY to work in the location described. Any further excavation work MUST have another permit raised.**
- This permit only applies to the person to whom it is issued. If work has to be continued by someone else, this permit must be returned to the issuer for cancellation and another permit issued.**

Section 3: Completion

(To be completed by the person who carried out the reinstatement. Then handed back to issuing person)

THE WORK DETAILED ON THIS PERMIT IS NOW COMPLETED, AND GROUND PROPERLY REINSTATED

Signature:.....

All cables worked on have had warning tape or tiles put over them. All persons under my control have been withdrawn.

APPENDIX L

WORKSTATION ASSESSMENT FORM

Workstation Location & Identity: _____		
User/Operator Name: _____		Job Title: _____
Description of Work: _____		
Typical daily hours use: _____ Hrs		Max. daily hours use: _____ Hrs
Typical length of continuous use in hours: _____ Hrs		
Has the user had an eye and eyesight test? Yes No Date of test: _____		
Does the user want an eye & eyesight test? Yes No		
If yes, Date of test: _____		
Have the activities of the users been so planned that their daily work on DSE is periodically interrupted by suitable breaks/changes of activity? (Short, frequent breaks are better than occasional, longer breaks, e.g. a 5-10 min. break after 50-60 mins. screen/keyboard work is better than a 15 min. break every 2 hours). Yes No		
Give details of breaks: _____		
Name of person undertaking assessment: _____ (Safety Advisor)		
Date of assessment: _____		

General comment

The use as such of the equipment must not be a source of risk for operators or users.

Display screen

The characters on the screen shall be well-defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The image on the screen should be stable, with no flickering or other forms of instability.

The brightness and the contrast between the characters and the background shall be easily adjustable by the operator or user, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator or user.

It shall be possible to use a separate base for the screen or an adjustable table.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the operator or user.

Keyboard

The keyboard shall be tiltable and separate from the screen so as to allow the operator or user to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient to provide support for the hands and arms of the operator or user.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

OK	Not OK	Action Required	Date

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Work desk or work surface

The work desk or work surface shall have a sufficiently large, low-reflectance surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

OK	Not OK	Action Required	Date

The document holder shall be stable and adjustable and shall be positioned so as to minimise the need for uncomfortable head and eye movements.

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There shall be adequate space for operators or users to find a comfortable position.

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Work chair

The work chair shall be stable and allow the operator or user easy freedom of movement and a comfortable position.

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The seat shall be adjustable in height.

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The seat back shall be adjustable in both height and tilt.

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A footrest shall be made available to any operator or user who wishes one.

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Environment

Space requirements

The workstation shall be dimensioned and designed so as to provide sufficient space for the operator or user to change position and vary movements.

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Lighting

Any room lighting or task lighting provided shall ensure satisfactory lighting conditions and an appropriate contrast between the screen and the background environment, taking into account the type of work and the vision requirements of the operator or user.

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Possible disturbing glare and reflections on the screen or other equipment shall be prevented by co-ordinating workplace and workstation layout with the positioning and technical characteristics of the artificial light sources.

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Reflections and glare

Workstations shall be so designed that sources of light, such as windows and other openings, transparent or translucent walls, and brightly coloured fixtures or walls cause no direct glare and no distracting reflections on the screen.

OK	Not OK	Action Required	Date

Windows shall be fitted with a suitable system of adjustable covering to attenuate the daylight that falls on the workstation.

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Noise

Noise emitted by equipment belonging to any workstation shall be taken into account when a workstation is being equipped, with a view in particular to ensuring that attention is not distracted and speech is not disturbed.

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Heat

Equipment belonging to any workstation shall not produce excess heat which could cause discomfort to operators or users.

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Radiation

All radiation with the exception of the visible part of the electromagnetic spectrum shall be reduced to negligible levels from the point of view of the protection of operators' or users' health and safety.

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Humidity

An adequate level of humidity shall be established and maintained.

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Interface between computer and operator/user

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the employer shall take into account the following Principals:

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software must be suitable for the task;

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software must be easy to use and, where appropriate, adaptable to the level of knowledge or experience of the operator or user; no quantitative or qualitative checking facility may be used without the knowledge of the operators or users;

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systems must provide feedback to operators or users on the performance of those systems;

--	--	--	--

systems must display information in a format and at a pace which are adapted to operators or users;

--	--	--	--

the Principals of software ergonomics must be applied, in particular to human data processing.

--	--	--	--

SELF ASSESSMENT CHECKLIST

Name: _____ Department : _____

Job Title : _____ Date: _____

The completion of this checklist will enable you to carry out a self assessment of your own workstation. Your views are essential in order to enable me to achieve my objective of ensuring your comfort and safety at work. Please circle the answer that best describes your opinion, for each of the questions listed.

The form should be returned to _____ (*Safety Advisor*) as soon as it has been completed.

Environment

1. Lighting Describe the lighting at your usual workstation. about right too bright too dark Do you get distracting reflections on your screen? never sometimes constantly What control do you have over local lighting? full control some control no control
2. Temperature and humidity At your workstation, is it usually: comfortable too warm too cold? Is the air around your workstation: comfortable too dry?
3. Noise Are you distracted by noise from work equipment? never occasionally constantly
4. Space Describe the amount of space around your workstation. adequate inadequate

Furniture

5. Chair Can you adjust the height of the seat? yes no Can you adjust the height and angle of the backrest? yes no Is the chair stable? yes no Does it allow movement? yes no

Furniture {continued}

Chair {continued}		
Is the chair in a good state of repair?	yes	no
If the chair has arms, do they get in the way?	yes	no
6. Desk		
Is the desk surface large enough to allow you to place all your equipment where you want it?	yes	no
Is the height of the desk suitable?	yes	too high too low
Does the desk have a matt surface {non-reflective}?	yes	no
7. Footrest		
If you cannot place your feet flat on the floor whilst keying, has a footrest been supplied?	yes	no
8. Document Holder		
If it would be of benefit to use a document holder, has one been supplied?	yes	no
If you have a document holder, is it adjustable to suit your needs?	yes	no

Display Screen Equipment

9. Display screen		
Can you easily adjust the brightness and the contrast between the characters on screen and the background?	yes	no
Does the screen tilt and swivel freely?	yes	no
Is the screen image stable and free from flicker?	yes	no
Is the screen at a height which is comfortable for you?	yes	no
10. Keyboard		
Is the keyboard separate from the screen?	yes	no

Display Screen Equipment {continued}

Keyboard {continued}

Can you raise and lower the keyboard height?

yes

no

Can you easily see the symbols on the keys?

yes

no

Is there enough space to rest your hands in front of the keyboard?

yes

no

11. Software

Do you understand how to use the software?

yes

no

12. Training

Have you been trained in the use of your workstation?

yes

no

Have you been trained in the use of software?

yes

no

If you were to have a problem relating to display screen work, would you know the correct procedures to follow?

yes

no

Do you understand the arrangements for eye and eyesight tests?

yes

no

Any other comments?

APPENDIX M.

MOBILE CRANE LIFTING OPERATIONS

Name of Operating Company: _____ _____ _____		Site Address: _____ _____ _____	
Name of crane hire Company:		Name of company hiring crane:	
Type of crane: _____ Capacity: Working length of Boom: Working radius and cap Max: Allowable wind-speed: Duties of crane:			
Name of person in charge of lifting operations: _____		Crane drivers CITB, CTA: Yes ☐ No ☐ If 'No' refuse entry to site with crane	
Details of where crane is to be sited:		Details of items to be lifted, including weights and dimensions:	
Height(s) of lift(s):		Provision of lifting gear i.e. slings strops:	
Name of slinger/banksman and method of communication, i.e. radio/hand signals. Etc.		Provision of warning notices or cordons:	
Notification to police and highways Dept. if necessary:		Provision of temporary lighting – where required:	
Date and expected duration of operation: ____/____/____ : ____		Date and time of crane arrival on site, time of first lift: ____/____/____ : ____	
Check Documentation in-date: F96 – Crane test and examination certificate. F91 – Pt 2 – Crane 14-monthly thorough examination certificate. F91 – Pt 1 – Register for weekly inspections. F97 – Certificate of test and examination for lifting gear. F87 – Certificate of test and examination for SWR.		Yes ☐ ☐ ☐ ☐ ☐	No ☐ ☐ ☐ ☐ ☐

NOTE:

All persons involved in lifting operations are to wear safety helmets whilst on site.

If any of the above requirements are not complied with the operation must not be allowed to proceed.