

# Greenford Ltd

## HEALTH, SAFETY & ENVIRONMENTAL POLICY

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## GREENFORD. LTD POLICY STATEMENT

1. It is the policy of Greenford. Ltd that its operations are conducted at all times in such a way as to safeguard the health, safety and welfare of all employees at work, and of all other persons who may be affected by its activities. The company is committed to seeking continual improvements in all standards pertaining to matters of Quality, Health, Safety and Environmental matters.

This policy applies equally to all employees and all employees are expected to familiarise themselves with the contents of this document.

2. **Specific objectives are:-**

- a. To work safely at all times and to adhere to the Greenford. Ltd target of no reportable incidents, accidents or environmental events to arise within each calendar year.
- b. To prevent injury to persons associated with the Company operations, damage to property and the subsequent waste of resources.
- c. To provide protective equipment where it is considered necessary or for which there are legal requirements.
- d. To provide safety training for all employees.
- e. To make regular inspections of all workplaces, make recommendations to improve standards of safety and give guidance on health, safety and welfare matters.
- f. To take into account at tendering and work planning stages those factors which help to eliminate injury or damage.
- g. To ensure accurate reporting and investigation of accidents with a view to achieving reductions in accident rates by the analysis of causes and trends.
- h. The Company regards Clients' requirements as a minimum standard to be achieved in Health & Safety.
- i. Published Codes of Practice and H.S.E. Guidance Notes will always be complied with if reasonably practicable.
- j. The Company will comply with all its statutory legal requirements.

3. a. All employees are reminded that they have a statutory duty to take care of the health and safety of themselves and of any others who may be affected by their work.

- b. A copy of the Safety Policy will be displayed on all site and office notice boards. Employees should make themselves aware of its contents.

4. a. Any failure of any person to carry out his responsibilities under this policy will be treated as a disciplinary matter and may result in immediate dismissal.

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- b. Health and Safety problems must first be raised with the supervisor responsible. Urgent problems must be drawn to the immediate attention of the Site or Project Manager or Director.
- 5. The Board of Directors considers the discharge of this policy to be a management function comparable in importance with production, finance, personnel and the management of plant and materials. It looks to the operational managers at all levels to ensure that the Company Safety Policy is observed by all employees and sub-contractors.
- 6. The Health, Safety and Environmental Policy is reviewed annually and updated as required to comply with any changes in company procedure or any new legislation.

Peter Hawley  
Director



# Greenford Ltd

## GENERAL

### **ALCOHOL, DRUGS AND OTHER SUBSTANCES**

The abuse of substances such as drugs, alcohol and solvents can severely impair an employee's psychological and / or physical health and performance and thus can create unsafe working conditions.

It is company policy that **alcohol** and other such **substances** open to abuse **are not permitted** on site. Should a manager or supervisor suspect that an employee or sub-contractor is under the influence of or has misused or has unlawful possession of drugs, alcohol or other such substances, appropriate action will be taken including immediate removal from site.

Employees & sub-contractors found in possession of or under the influence of drugs, alcohol or other such substances will be subject to company disciplinary procedures which may include immediate dismissal.

*Where deemed appropriate*, an employee may be offered assistance by the management in respect of rehabilitation.

Employees & sub-contractors have a duty to inform their site supervisor if they are using prescribed medication. Certain medication may affect an employee's competency and safety undertaking certain tasks e.g. operating plant.

### **SMOKING**

Greenford. Ltd adopts a *no-smoking* policy and seeks to guarantee the right of all employees and visitors to breathe air free of tobacco smoke and to comply with smoke-free legislation: The Health Act 2006 and The Smoke-free Premises etc. (Wales) Regulations 2007.

#### **The Penalties for Non-Compliance with the Legislation**

- Failing to display no-smoking signs in premises covered by the law (£200 fixed penalty notice, or up to £1000 Court fine);
- Smoking in a smoke-free place (£50 fixed penalty notice, or up to £200 Court fine);
- Failing to prevent smoking in a smoke-free place (up to £2500 Court fine).

#### **The Management of This Policy**

Therefore, it is the policy of Greenford. Ltd that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is not permitted in any part of the premises including lifts, corridors, stairways, rest rooms, meeting rooms, toilets, reception areas, entrances/exits and company vehicles at any time, by any person regardless of their status or business with Greenford. Ltd. Smoking is only permitted in the externally designated area(s) and/or smoking shelters where there is adequate signage.

#### **Adequate Signage and Facilities for Disposal of Smoking Refuse, etc.**

Managers/supervisors are responsible for ensuring the implementation and maintenance of this policy. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles. Smokers are responsible for disposal of cigarette litter including discarded cigarette butts, cigarette packets, matches and match boxes. Smoking litter should be disposed of in designated bins and not discarded on the ground.

#### **Non Compliance**

Disciplinary procedures will be followed if employees do not comply with this policy.

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## **CARBON MANAGEMENT POLICY**

### **Introduction**

Greenford. Ltd recognises that as a result of its activities there are associated greenhouse gases emissions from energy use, waste procurement travel and other services. The UK climate act (2008) commits the UK to an 80% reduction of carbon emissions on 1990 levels by 2050.

### **Objectives**

Greenford. Ltd will:

- Develop a systematic, auditable Carbon Management plan which will be made publically available.
- Monitor, review and report annually on the Carbon management plan
- Ensure continual compliance with energy related legislation, requirements and corporate commitments
- Ensure any new development contributes to the sustainable energy strategy
- Implement a programme of improvements to building fabric, services and controls to maximise energy efficiency
- Regularly monitor and review energy consumption against our reduction targets
- Ensure the necessary resources are made available to achieve these goals, cost effectively
- Manage emissions from waste, water, transport products and services, via our environmental Management system
- Develop behaviour change programmes to promote an energy aware culture
- Communicate progress regularly

### **Responsibility**

- The responsibility for continual improvement in the management and reduction of energy consumption and carbon emissions lies with the managing director and staff.
- The Managing Director has the responsibility for keeping the company advised of energy consumption and carbon emission issues (e.g. publication of relevant advice or reports).
- The Managing Director has the responsibility for formulating appropriate plans to meet your company's energy consumption and carbon emission objectives.
- All members of senior management will be responsible for ensuring that the objectives and action plans applicable to their areas of responsibility are followed appropriately.

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- Managers have the responsibility for maintaining an awareness of good practices in their own area of operations and ensuring that these are followed appropriately. Managers will be assisted by staff reporting to them.
- All staff will be encouraged to support Greenford. Ltd objectives for continual improvement in the overall Carbon management objectives for the company.

## **REVIEWING THE HEALTH & SAFETY POLICY**

The Health & Safety Policy is reviewed annually and updated as required to comply with any changes in company procedure or any new legislation.

The company actively encourages suggestions from employees regarding Health & Safety or working practice.

Any serious suggestions made by employees will be considered at the next available management meeting and will be duly reported upon following discussion.

Any new plant or substances employed in the work place will be assessed and any training required, given prior to commencement. Generally, manufacturer's specifications will provide the basis assessment of the minimum Health & Safety input required.

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## HEALTH & SAFETY AND THE LAW

### HEALTH AND SAFETY ARRANGEMENTS

There are rules and regulations which apply to our industry, just as with other industries. Make sure you know those which apply to your job by reading these sections and the statutory and other notices displayed where you work.

If you are not sure about anything, **ASK !**

### HEALTH & SAFETY AT WORK ACT etc 1974

The Act places duties in respect of health, safety and welfare on employers and employees. The duties of the employer are largely covered by the Company Safety Policy Statement. The duties of the employee are briefly as follows:-

**Section 7**     *Requires every employee to take care of the health and safety of himself and of others who may be affected by his acts or omissions at work, and to co-operate with his employer and others to enable them to comply with their duties under the Act.*

**Section 8**     *Prohibits the intentional or reckless interference with, or misuse of, anything provided in the interest of health, safety and welfare, such as guards or safety equipment.*

### **NOTE:**

**SEVERE PENALTIES CAN BE IMPOSED ON ANYONE FOUND GUILTY OF AN OFFENCE UNDER THE ACT: IN A MAGISTRATE'S COURT A FINE OF UP TO £20,000 FOR EACH OFFENCE; IN A CROWN COURT AN UNLIMITED FINE OR TWO YEARS IMPRISONMENT, OR BOTH.**

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## **MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999** **(Amended)**

The Company recognises its duties under the Regulations and will carry out the following:

1. Carry out risk assessments to identify potential risks to its workforce and any others who may be affected by the Company's conduct of its undertaking.
2. Record in writing details of all significant findings of such assessments.
3. Identify from the risk assessments produced, the duties imposed on the Company as an employer under the Health & Safety at Work etc. Act 1974 and all associated acts and regulations.
4. Review and revise as necessary, the assessments of risk.
5. To minimise or remove certain identified risks altogether by not using a particular work method, article or substance.
6. To give effect to appropriate arrangements for establishing effective planning, organisation, control, monitoring and review of all necessary preventive and protective measures.
7. Ensure that all employees are provided with such health surveillance as is appropriate.
8. Establish as appropriate, procedures for serious and imminent danger.
9. Provide employees with all relevant information on potential risks to their health and safety.
10. Provide all necessary and appropriate training as identified by the risk assessments.

### **Employees Duties**

*All employees have a duty of care under the Health & Safety Regulations.*

**It is the duty of each and every employee to;**

1. Follow instructions given to them by their supervisors;
2. Co-operate with their employer at all times on health and safety matters;
3. Follow the health and safety rules which apply to their particular job and to the site in general.
4. Use appropriate tools provided for the task to be undertaken.
5. Use the appropriate health and safety equipment provided.
6. Report any defects in equipment to their immediate supervisor.
7. Take care of their own health and safety as well as that of their colleagues and any other persons who may be affected by the works.

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## **MANUAL HANDLING OPERATIONS REGULATIONS 1992 AND 2002** **(amended)**

The Company recognises its duties under the Regulations.

The Company will assess its lifting operations and as far as is reasonably practicable, change work methods to avoid risk of injury or replace manual handling by mechanical means.

Essential heavy lifts will be re-assessed so as to assist the Company in determining measures to reduce risk of injury to the lowest level reasonably practicable.

Assessments will be recorded, and the steps taken to avoid manual handling or reduce the risk of injury will be kept under review to check their validity.

The Company recognises that employees views are very important, and will encourage them to identify manual handling problems and to offer solutions.

Many injuries are caused by incorrect methods of handling, and lifting, and could be avoided by observing a few simple rules:-

- i. Keep your back straight when lifting.
- ii. Get a good grip on materials when lifting.
- iii. Get assistance if you cannot lift alone.
- iv. Beware of sharp edged materials. Wear suitable gloves for sharp and rough objects.

Anyone injuring their back at work should report the injury immediately and seek medical attention at an early stage.

In general, manual handling will be minimised whenever possible by use of plant and careful planning of work and resources e.g. use of bagged materials.

A manual handling assessment will be made by the site manager using the MAC system (Manual Handling Assessment Chart) for each operation – this will generate a score/risk rating determined by;

- Load/weight/frequency
- Hand distance from lower back
- Vertical lift region
- Trunk twisting sideways bending
- Postural constraints
- Grip on the load
- Floor surface
- Other environmental factors

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## **PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998**

The Company recognises its duties under the Regulations.

The Company will select work equipment that is suitable for the purpose for which it is used or provided, and will make every effort to ensure that work equipment is used only for work operations and conditions for which it is suitable.

The Company will carry out all necessary maintenance and provide appropriate information, instruction and training to those employees required to use items of work equipment.

The Company will ensure that all equipment complies with relevant E.C. Directives.

## **PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992**

The Company recognises its duties under the Regulations.

The Company already complies with its duty to supply personal protective equipment in accordance with Personal Protective Equipment Regulations 2002 under existing comprehensive regulations, such as Control of Noise at Work Reg. 2005, Control of Vibration at Work Reg 2005, COSHH (Control of Substances Hazardous to Health) Regulations 2002 and the Construction (Head Protection) Regulations 1989 (revoked 2013).

The Company will carry out assessment to ensure that personal protective equipment supplied is correct for the risks involved and for circumstances of use.

The Company will provide adequate and appropriate information, instruction and training to employees required to use personal protective equipment at work.

The Company provides sufficient equipment to protect you personally against hazards likely to be met in the course of your job. Take care of the protective equipment issued to you, and use it correctly. It may not give you the protection intended if it is neglected.

### **Eye Protection**

Eye protection is advisable in many situations and for some processes is required by law. You **MUST** wear eye protection for the following jobs:-

- a) Striking of masonry nails by hand or power tools.
- b) Use of cartridge operated tools.
- c) Use of compressed air for removal of dust, dirt, etc.
- d) Drilling, cutting or breaking brick, block, tile, stone, concrete materials, plaster and similar materials.
- e) Welding.
- f) Use of abrasive wheels.
- g) Any operation not listed above which produces dust or vapour or any by-product likely to cause irritation.

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## **Protective Clothing**

Waterproof clothing is provided for employees required to work in wet weather, and rubber boots for work in muddy conditions.

Personnel are required to wear protective footwear (toe-cap and mid-sole) and wear a hard hat whilst carrying out any site operation.

**Any personnel refusing to co-operate by wearing appropriate Personal Protective Equipment will be liable to disciplinary procedures.**

## **Hand Protection**

Some tasks call for the use of industrial gloves as protection against sharp edges or rough materials, e.g. bricks, armoured cable, reinforcing steel. Suitable protective gloves are provided where necessary, and should be worn for the job they are intended for.

## **General Personal Hygiene**

Substances can be a hazard to health when they are transferred from worker's hands onto food, cigarettes etc and so taken into the body. This can be avoided by good personal hygiene and obeying a few simple rules:

1. Always wash hands before eating or drinking.
2. Eat, drink or smoke away from the area of exposure to hazardous substances.
3. Make sure you know the hazards of the materials you are using and make sure as few people as possible are exposed to the working area by excluding people not directly involved.

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## WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

The Company recognises its duties under the Regulations and will ensure as far as is reasonably practicable, the health safety and welfare of their employees and any others who may be on their premises.

The Company will provide suitable and sufficient facilities as required by the Regulations.

## CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

Extracted from - [www.hse.gov.uk/construction/cdm/2015/](http://www.hse.gov.uk/construction/cdm/2015/)

Summary of duties under Construction (Design and Management) Regulations 2015 (CDM 2015)

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

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	<p>the principal designer to carry out the client duties.</p>
<p><u>Designers</u> - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• construction</li> <li>• the maintenance and use of a building once it is built</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p>
<p><u>Principal designers</u> - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• identifying, eliminating or controlling foreseeable risks</li> <li>• ensuring designers carry out their duties</li> </ul> <p>Prepare and provide relevant information to other dutyholders.</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p>
<p><u>Principal contractors</u> – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• liaising with the client and principal designer</li> <li>• preparing the <u>construction phase plan</u></li> </ul>

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	<ul style="list-style-type: none"> <li>• organising cooperation between contractors and coordinating their work</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>• suitable site inductions are provided</li> <li>• reasonable steps are taken to prevent unauthorised access</li> <li>• workers are consulted and engaged in securing their health and safety</li> <li>• welfare facilities are provided</li> </ul>
<p><u>Contractors</u> – Those who carry out the actual construction work, contractors can be an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p>
<p><u>Workers</u> – Those working for or under the control of contractors on a construction site.</p>	<p>Workers must:</p> <ul style="list-style-type: none"> <li>• be consulted about matters which affect their health, safety and welfare</li> <li>• take care of their own health and safety, and of others who might be affected by their actions</li> <li>• report anything they see which is likely to endanger either their own or others' health and safety</li> <li>• cooperate with their employer, fellow workers, contractors and other dutyholders</li> </ul>

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\* Organisations or individuals can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

## **Notifications – F10s**

### **When is a Construction Project 'Notifiable'?**

A construction project is notifiable if the construction work is expected to:

- last longer than 30 working days **and** have more than 20 workers working at the same time at any point on the project or
- exceed 500 person day

### **CONTROL OF NOISE AT WORK REGULATIONS 2005**

The Company is aware of and conforms to these regulations and is particularly aware of its duties to:

- Assess the risks to its employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide hearing protection where noise exposure cannot be reduced enough by other means
- Make sure legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out surveillance where there is risk to health.

### **WORKING AT HEIGHT REGULATIONS 2005**

The Work at Height Regulations 2005 apply to all work at height where there is a risk of a fall liable to cause personal injury.

Greenford have a duty to ensure;

- All work at height will be properly planned and organised
- All work at height must take into account weather conditions that could endanger health & safety
- Those involved in work at height must be trained and competent
- The place where work is done must be safe
- Equipment for work at height will be appropriately inspected.
- Risk from falling objects will be properly controlled

In general, Greenford and its employees must have a common aim to aspire to do all that is reasonably practicable to prevent anyone falling.

## **ACCIDENTS AND ACCIDENT REPORTING**

The most frequent cause of accidental death and injury within the construction industry are;

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**Slips, trips and falls:** People slip, trip or fall because access to and from the workplace is not adequate or the workplace itself is not safe. Good housekeeping is critical and the importance of providing good, safe access (e.g. a platform with toe-boards and guard rails) cannot be over-emphasised.

**Falling material/collapses:** People are struck by material falling from loads being lifted and material which rolls or is kicked off work platforms. Others are struck or buried by falling materials when excavations, buildings or structures collapse. Structural collapses can occur when foundations are undermined by nearby excavation or during demolition when structures are unknowingly weakened or overloaded. Scaffolds collapse because ties are forgotten or removed too early during striking, or the scaffold is overloaded.

**Electrical accidents:** People suffer electric shock and burns when unsafe equipment is used or contact is made with underground services or overhead cables.

**Mobile plant:** Plant often operates on ground which is uneven and muddy, and where visibility for the driver is poor. People walking on site are injured by moving vehicles, especially when reversing. Other frequent injuries are caused by overturning plant.

All personnel should be aware of the typical dangers particular to the construction injury as outlined above and should take steps at all times to limit the risk of their occurrence by following the safety guidelines provided.

## **Accident Reporting**

Make sure you know what to do if an accident happens and someone is injured. Get first aid treatment at once, even for minor injuries. **You must report all accidents to your foreman or supervisor**, and the details of the incident and any injury must be recorded in the Accident Book. Certain major injuries and dangerous occurrences, which have to be reported to the Health & Safety Executive, are listed in the "Accident Reporting" section of this policy, together with the method of reporting.

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## GENERAL SITE SAFETY

### Housekeeping

A tidy site and workplace is generally safer. Help to keep the site and your own workplace tidy. Keep working areas, walkways, corridors, stairs etc. clear of materials, rubbish and tools or anything likely to be a trip hazard.

Stack materials in a safe manner and avoid obstruction to access/egress routes. Remove packaging and off-cuts likely to cause fires. Help keep canteen and toilet facilities clean and tidy.

### Nails

Beware of nails protruding from places or timber. They cause many accidents and the injury can be particularly dangerous when the nail is rusty. Nails must *always* be knocked down or removed from the wood *immediately* before being stored or handled.

### Hand Tools

Many accidents are caused each year by the incorrect or careless use of hand tools or by failure to keep them in a safe position.

Hand tools themselves cannot cause accidents, only human error, ignorance, lack of common sense, carelessness or not using the right tool for the job. Check tools regularly and every time before use. If worn or damaged, get a replacement.

## C.O.S.H.H. (Control of Substances Hazardous to Health) Regulations 2002

Most materials - liquid, solid, gaseous - can be hazardous, but some materials are particularly hazardous and call for special precautions. These are *flammable* (likely to burn), *toxic* (poisonous) or *irritant* to the body in some way. When the job involves the use of, or working near, such materials, you must make proper use of the suitable protection with which you will be provided.

All employers must carry out assessments on every workplace to quantify the risk to their employees during the use of hazardous materials.

These assessments must consider all likely eventualities including storage and spillage.

Site supervision must ensure that only those materials and substances assessed are used on site, and that any personal protective equipment noted in the relevant COSHH Assessment is provided and used.

The COSHH Assessment may also stipulate certain control measures required to allow the safe use of hazardous substances. All employees should make themselves aware of these precautions and work accordingly.

Designers, Engineers and Contractors have a duty to apply their knowledge and carry out design and construction identifying potential hazardous substances and minimising their use or incorporating less hazardous alternatives.

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## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

As applied to the Construction/Building Industry.

### The Main Requirements of the Regulations.

1. All construction/demolition processes must be assessed prior to the start of the work, to ensure that they are safe or that adequate precautions can be taken to protect persons.
2. Assessments must take account of the toxicity of materials used, the effect of the reaction between what may otherwise be relatively harmless substances and hazards already existing at the construction site. e.g. contaminated soil.
3. Where assessments indicate possible doubt, then monitoring should be carried out. This may mean measuring the level of contaminant in the persons breathing zone, and will certainly involve the use of expensive and sophisticated equipment.
4. Where precautions need to be taken, COSHH sets a pecking order of steps which must be considered. In principle, the first question to ask is whether it is possible to replace the hazardous material with one which is less hazardous. If a substitute material is available which is equally effective and less hazardous, then this should be used.
5. The presence of toxic fumes or vapour in air does not necessarily cause a risky situation providing the concentration is very low and well below the standard set by the H.S.E. This means that dilution of contaminants by the provision of good ventilation provides a possible solution in some cases.
6. The provision of personal protection, such as protective clothing and respirators, will be necessary in many situations, but should be regarded as a last resort after other methods of control have been rejected.

### Action by Managers

A Factories Inspector can stop the job if assessments have not been completed, so early action is essential where COSHH is concerned. Different tasks or site situations will create different risks;

The key roles to be performed are;

### Identification

People may be exposed to hazardous substances either because they handle or use them directly (e.g. solvents in glues and paints), or because the work itself results in the creation of a hazardous substance (e.g. scabbling concrete generates silica dust). Both types of hazard need to be identified.

Manufacturers and suppliers of hazardous materials have a legal duty to provide information. **always** read the label on containers and/or the safety data sheet.

Some hazards may be present on site before work commences, e.g. sewer gases or ground contaminants.

Information to assess these risks may be supplied by the Client or the Principal Contractor or may be contained in the pre-tender Health & Safety Plan.

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## Assessment

Look at the way people are exposed to the hazardous substance in the particular job to be done. Harm could be caused by:

**Breathing in fumes, vapours, dust:** Does the manufacturers data say there is a risk from inhaling the substance? Are large amounts of the substance being used? Is the work being carried out in a poorly ventilated area?

**Direct contact with skin or eyes:** Does the manufacturers information say there is a risk from direct contact? How severe is it? Does the method of work make skin contact likely? E.g. splashes when transferring between containers or from the method of application.

**Swallowing or eating contaminated material:** Some dusty materials can contaminate skin or hands. This contamination can then be passed to a person's mouth when they smoke or eat without washing first.

Many risks will be generic and having been assessed once, the risk will be similar in future operations involving similar works.

Both short term and long term risks must be assessed, e.g. immediate risks such as being overcome by fumes in a confined space or longer term risks such as concrete dust causing dermatitis.

## Prevention

If harm from a substance is likely, the first step is to try and avoid it completely by not using it at all.

This will mean either doing the job a different way or using a substitute substance, e.g. using water-based instead of spirit based paint.

Checks should also be made to ensure one risk is not simply being replaced by another.

## Control

If the substance has to be used because there is no suitable alternative or it is the least hazardous available, the next step is to try and control exposure.

Some ways this can be achieved include;

1. Ensuring good ventilation in the working area by opening doors, windows etc.
2. Using as little of the hazardous substance as possible - don't take more to the workplace than is needed.
3. Rather than spraying solvent based material, use rollers or brushes to apply.
4. Transfer liquids with a pump or syphon (not primed by mouth) rather than by hand.
5. Use cutting and grinding tools fitted with exhaust ventilation to minimise dust.

## Typical Work Scenarios

**NEW BUILDING:** New building presents a small problem because there are likely to be less unknowns to face. Nevertheless, hazard can exist in the ground, and care is needed to check for contaminated soil during the excavation stages. While flammability of materials is not an aspect of COSHH, it should not be ignored. Fatal and serious accidents have been known to occur due to seepage of flammable gases into soil.

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## **DEALING WITH SUBCONTRACTORS**

As we know, work on site is frequently sub-contracted down the line, and the self-employed cowboy may well turn up on site when we thought we had a contract with a reputable firm. In spite of what has been said earlier about the responsibilities which employers and main contractors have under COSHH, it is essential at site pre-meetings to enquire how the head sub-contractor proposes to deal with the work, and what assessments he has made to comply with COSHH. We cannot necessarily stop him from 'subbing' the work, but at least we should insist that his representatives on site are aware of the risk, and take necessary precautions. Above all, we want to know from him what those risks are.

## **ASSESSMENTS AND MONITORING**

These two terms need a little clarification. 'Assessment' in the eyes of COSHH, means looking at the problem and making decisions about the risk. This means considering each material to be used, probably obtaining the health and data sheet, and then taking the necessary action to prevent risks to health. If the data sheet indicates that fumes produced should not be inhaled, then we need to look to see how the worker will use it. In some cases this may require no action, while in others it might even demand fresh air breathing apparatus, so the need to seek professional advice may be vital.

The term 'monitoring' in this context, means taking scientific measurements. If toxic vapour is being given off in a room during a floor laying operation, it may be necessary to introduce instruments which are capable of measuring the level of the toxic vapour in the air, and so decide whether it is safe to work in this way.

## **GENERIC ASSESSMENTS**

As far as general building is concerned, many operations are similar whether they are carried out on a housing site or a power station site. The risk of skin contact with wet concrete is well known and depends more on the volume of work, rather than the location. This concept known as 'Generic Assessment' means that we can usually get some idea of the risk of a particular operation, and don't necessarily have to monitor in each location. This saves both money and time, but we need to ensure that local differences do not significantly change the risk.

The employment of 'Generic Assessment' can therefore help, particularly in the construction industry, but we still have to use our common sense and call for professional advice if in any doubt.

## **EXAMPLES OF TYPICAL RISK PROCESSES**

The following paragraphs deal with a typical housing project employing mainly sub-contractors, but with directly employed site management and labourers. Only a small number of trades are selected to give an idea of the types of risk to be considered.

**TRADE:** Groundworkers.

**JOBS:** Earthmoving foundations, roads, sewers, drives and paths.

### **POTENTIAL RISKS:**

- Earth moving - contaminated earth - may require sampling.
- Cement - over 90% is wet and ready mixed - precautions needed against skin burning. 10% is mixed on site - done outside with 1 hour maximum exposure/day - dust is subject to the occupational standard for total inhalable dust for 8 hour day of 10mg/cu.m. - the risk is fairly low so the use of an approved disposable respirator during mixing is acceptable.
- Cutting Concrete pipes - done outdoors using mechanical discing tools work takes only minutes/day and disposable respirator is used.

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- Laying Drives & Paths with Tarmac - a very intermittent operation - some fumes given off from tarmac, which have no specific occupational exposure standard risk small, but protective gloves should be worn because of possible contact with tarmac.

**TRADE:** Bricklayers.

**MATERIALS:** Cement. washed sand, fine silica sand & ready mixed mortar.

**POTENTIAL RISKS:**

- Cement mixing - carried out in open air - risk from mixing as for GROUNDWORKERS
- Washed sand - large particle size which does not become airborne and which presents no risk;
- Fine silica sand - used for filling crevices between laid for 1 hour/week - large particle size presents no inhalation risk.
- Ready mixed mortar - used damp/wet and presents no inhalation risk during work.

**TRADE:** Carpenters.

**MATERIALS:** Soft woods, hard woods, fibre glass, adhesives.

**POTENTIAL RISKS:**

- Soft Woods - intermittent hand cutting creating little dust levels within limits - risks insignificant - provide integral exhaust system and/or approved respirators for power saw work.
- Hard Woods - as with soft woods but limits are much lower.
- Fibre Glass - dust created during insulation of lofts - it is essential that approved dust respirator be worn because of heavy exposure to dust.
- Adhesives - used for gluing edges of chipboard - use is intermittent and exposure small over working day, so risk from solvent is low in this situation.

**OTHER TRADES AT RISK.**

Most trades employ chemicals or materials which are potentially hazardous and include plumbers, painters, welders, plant fitters, plasterers, glaziers, damp proof and heating engineers, so the task of complying with COSHH is considerable, but given time, it will be possible to build a bank of hazard data information and practical experience from monitoring, which should lead to a significant reduction in long term sickness in construction workers.

**Step by step guide to Safety Services C.O.S.H.H. Assessment Procedure**

**Step 1.** Assessment of new contract and the proposed materials by use of prepared COSHH Assessment sheets.

**Step 2.** Site or Project Manager will prepare an initial assessment based on common construction materials and any additional information submitted.

**Step 3.** Initial assessment is in three parts:

- a Review and introduction to COSHH.

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- b. Initial assessment sheets.
- c. Computer standardised data sheets.

**Step 4.** Site or Project Manager to keep initial assessment on site available for inspection.

**Step 5.** Site or Project Manager to inform a company Director as and when it is intended to use substances other than those covered by initial assessment. Details should include manufacturers data sheets etc.

**Step 6.** Safety services will carry out provisional assessments on new substances and issue assessment sheet to site.

**Step 7.** Site or Project Manager to make himself aware of the control measures etc. as shown on the assessment sheet.

**Step 8.** The Site or Project Manager or a Director will monitor the assessment procedure as part of their routine site visit.

It is the duty of the **Site Manager or Project Manager** is to ensure that:-

- a. Assessments have been carried out on all substances covered by the regulations, before their use on site.
- b. All control measures and other requirements noted in the assessment sheets are applied on site.
- c. Any change in the application or method of use of any substance is notified to a director.

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## Comments

*Where sub-contractors are involved* every effort should be made to obtain from them an assessment covering their work operations on site.

*C.O.S.H.H. Assessments are to be monitored on a regular basis*, as it is essential that all substance information is forwarded to Safety Services as soon as possible.

It is a requirement of the regulations that any COSHH assessment is relevant to a particular workplace. Therefore it is essential that we are given the necessary substance data as soon as it is known, even if it is incomplete, and that supervisors monitor their workplace to implement any control measures recommended on the assessment sheet.

It is recommended that a copy of the step by step procedure is kept on site with the assessment.

### Liquefied Petroleum Gas

LPG cylinders must be kept outside buildings, in ventilated boxes or cages. Connecting tubing must be fastened with jubilee clips.

Cylinders, whether full or not, should be stored in an open air compound. Buildings in which LPG appliances are being used require good permanent ventilation.

Refer to H.S.E. guidance note CS6 - The storage and use of LPG on construction sites.

Good practice is to store full and empty bottles separately and NEVER to store separate gases together.

### Electrical Equipment

Never use electrical equipment or appliances other than those provided by this company.

Keep electrical distribution boards clear of obstruction.

Faults in electrical equipment must only be rectified by a qualified electrician.

If a fault develops, switch off the power and report it to your supervisor.

It is not the Company standard practice to permit work on LIVE electrical equipment. Electricians must carry out tests on conductors to see that they are 'dead' before any work is carried out on them or on apparatus connected to them. Fuses must be drawn, circuit breakers or main isolation switches operated and an appropriate notice placed in position.

Never use a substitute fuse, only the correct type.

**NEVER** use silver paper, nails or wire as fuses.

Do not allow cables, plugs or sockets to lie on the ground or in water.

Refer to H.S.E. guidance note GS24 - Electricity on Construction Sites.

### Portable Electric Tools

Only low voltage (110V) tools should be used and they must be supplied from a suitable transformer. Portable tools and extension leads must be fitted with proper plugs and sockets, waterproof if used outside, and never connected by inserting bare wires into a socket. If a lead is damaged, never tape it, but have it rewired. If the cable does not reach, do not improvise - get a proper extension lead.

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Portable Electrical Appliances should be checked on a regular basis and records kept. Refer to Guidance Note PM32.

## **Overhead Power Lines**

Avoid working near or under overhead power lines unless absolutely necessary.

Pre-plan the work so as to avoid possible dangers, the most common operations leading to contact with overhead lines are;

- handling long scaffold tubes,
- handling long metal roof sheets
- operating cranes and other lifting plant
- raising the body of tipper lorries

Where possible, have the cables diverted or made dead.

Consult the Electricity Board to establish safe working distances. In general, no vehicles, plant or equipment should be brought closer than;

- 15M of overhead lines suspended from steel towers
- 9M of overhead lines supported on wooden poles

Barriers should be erected passageways defined in accordance with site conditions and the advice from the local electricity supplier. Suitable plant should be selected to prevent close proximity to cables.

**Refer to Guidance Note GS6.**

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## MACHINERY AND PLANT

### Machinery - General

To be safe, machinery must be:-

- a. Properly guarded.
- b. Properly maintained.
- c. Properly used.

Machines become unsafe when guards are left off or are allowed to become unserviceable, when the machine becomes worn or neglected, or is used in the wrong manner. **NEVER** interfere with machines or their guards unless you are authorised to do so as part of your job. **REPORT\_IMMEDIATELY** any faults which may develop on machines you use.

### Abrasive Wheels

Grinders of all kinds and certain cutting-off machines which use abrasives can be dangerous if not properly used and maintained.

The use of such machines is controlled by the Provision and use of Work Equipment Regulations 1998 (PUWER).

Suitable eye protection must be worn by the operator at all times, and the machine and its guards must be kept properly adjusted. Wheels must only be fitted by a competent person who has received appropriate training by the Company.

### Cartridge Operated Tools

Fixing tools powered by a cartridge charge must only be used by persons who have been formally trained to use that particular type of tool.

If you are so trained, remember that the tool must only be used in the way you have been instructed. The greatest care must be exercised in the handling and storage of the tools, cartridges and fixings.

Eye and ear protection must be worn at all times.

Persons under 18 are not permitted to use cartridge operated tools.

Refer to H.S.E. guidance note PM14 - Safety in the use of cartridge operated tools.

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## Vehicles

If you drive a vehicle in your job, whether your own or a Company vehicle, whether on site or off, drive with care and consideration for other people and for the vehicle.

Make sure that any mechanical or electrical faults are put right. Never leave the vehicle unattended with the engine running. Never load the vehicle so that it will interfere with the safe driving or operation of the vehicle. Do not carry passengers on works vehicles.

The minimum age for site driving is 18 years and all drivers must hold a full driving licence.

## Cranes and Lifting Gear

The safe working load should be clearly marked on all cranes, pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains, shackles etc. and on no account must the capacity of the equipment be exceeded.

Always position lifting equipment so that loads are lifted vertically.

Ensure that slings are properly secured on loads and that terminal attachments such as rings, are securely placed on the hooks of cranes and pulley blocks.

Always use correct slings for the job.

Never shorten slings or chains by tying knots in them.

Never leave a suspended load unattended.

Should you become aware that any item of lifting tackle has been subjected to an overload, or has been damaged, it must be **reported immediately** and taken out of use pending examination and, if necessary, repair.

The signaller should stand in a safe position where he can see the load and can be clearly seen by the crane driver. He should be trained and competent and ensure that the signals he uses are understood by the crane operator **prior** to commencement.

All lifting gear (in regular use) must have a 6 monthly thorough examination as set out in the Lifting Operation & Lifting Equipment Regulations (LOLER).

## Bench Work

Make sure that tools and materials cannot fall from benches and tables. Worn and defective vice jaws must be replaced, as they allow the workplace to slip.

Keep benches and floors uncluttered and always use power tools with care.

## New Plant Equipment and Machinery.

All new plant equipment and machinery must comply with accepted standards H.S.E., B.S.I. etc.

No person may use any plant equipment/machinery unless he/she has had suitable and sufficient training in the safe operation of such plant/equipment/machine.

All risks and hazards associated with the use of such plant/equipment/machinery must be brought to the attention of the user.

The necessary safety measures to ensure the safe use of the plant/equipment/machines must be an essential and major part of the training programme.

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The Board of Directors in consultation with the Companies Safety Advisors will assess the risk to employees of introducing new procedures, substances, plant, machinery and equipment into the workplace.

## **FORK LIFT TRUCKS**

The Provision and Use of Work Equipment Regulations 1998 (PUWER 98) give requirements for the safe use, provision, operation, maintenance and use of fork lifts will be complied with.

The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER 98) require lifting chains to be tested, examined and certificated before use and thoroughly examined at 6-monthly intervals.

Fork lift trucks must comply with the Self-Propelled Industrial Trucks (EEC requirements) Regulations 1988 if manufactured after 1st January 1989.

The following British Standards apply to the construction and use of fork lift trucks:

B.S. 1133

B.S. 3726:1978.

B.S. 4430:1969.

B.S. 4436.

B.S. 5639:1978.

B.S. 5777.

B.S. 5829.

B.S. 5933.

Approved Code of Practice "Rider operated lift trucks - Operator training" provides guidance on the form and content of training for operators.

The Health and Safety series booklet (HSG6), "Lift Trucks", contains information on the selection and use of lift trucks and its recommendations will be complied with.

Health and Safety Executive Guidance Note PM15, "Safety in the Use of Timber Pallets", PM28, "Working Platforms on Fork Lift Trucks", PM58, "Diesel Engined Lift Trucks in Hazardous Areas", give various recommendations on the use of this equipment and will be complied with.

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## THE WORKING ENVIRONMENT - WORKING AT HEIGHT

The Work at Height Regulations 2005 will apply to all work at height where there is a risk of a fall liable to cause personal injury.

### Safe Working Places

Any place where work is carried out should be safe and free from risks to health at all times. This includes access to and egress from the workplace.

Many accidents are caused by untidy conditions. Keep your place of work tidy, whether in a workshop, on a working platform or generally on site. Keep walkways and platforms clear of materials and rubbish that could trip someone.

Firstly, assess whether working at height can be avoided. E.g. materials brought to site may be ready-finished to avoid application at height on site.

If working at height is unavoidable, ensure it can be done safely by providing adequate space and suitable equipment.

Prior to erecting platforms, scaffolds etc. consideration must be given to the needs of other persons i.e. other Contractors working in the same area or members of the public passing adjacent to the site. Any risk of falling materials must be eliminated prior to commencement.

### Scaffolds

All temporary working platforms must comply with the Construction (Health, Safety & Welfare) Regulations and Working at Height Regulations 2005. Working platforms, whether fixed or mobile, must have guard-rails and toe boards. All platforms must be fully boarded out. If a scaffold is incomplete it must carry a notice to that effect and prohibiting access. Never go on a scaffold which has such a notice displayed.

Scaffolds should be erected, altered and dismantled by competent persons and any scaffold must be inspected prior to use (daily) and immediately after any alteration or event likely to affect stability.

Scaffolds should be erected on a sound and level surface and should be capable of supporting the loads it is expected to carry. If in any doubt, ASK prior to commencing the operation.

Safe ladder access is to be provided on to the working platform.

Detailed advice is given in SHE guidance note GS15 - General access scaffolds.

### Mobile Tower Scaffolds

Mobile towers must have the wheels locked to prevent movement while anyone is on the platform and must not be moved until everyone is down from the platform.

Access to the working platform must be by integral ladder with the tower wheels locked. Under no circumstances should the frame of the ladder be used for climbing as it could overturn.

Scaffolds should be erected, altered and dismantled by competent persons and any scaffold must be inspected prior to use (daily) and immediately after any alteration or event likely to affect stability.

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## **Do not:**

- use a ladder on the platform or apply any horizontal load which may tip the tower.
- Overload the working platform
- fix ties to the centre of the thin walled aluminium tubes

## **When moving a mobile tower:**

- check there are no overhead power lines in the way
- check there are no holes or dips in the ground
- do not allow people or materials to remain on the tower

Refer to H.S.E. guidance note GS42 - Tower scaffolds.

## **Ladders**

If ladders are to be used, ensure:

- work can be carried out without stretching.
- Always use sound ladders - no missing or broken rungs or stiles.
- Ladders to be placed on firm, level base.
- Ladders should be set at the **correct angle of 1:4** - one metre out at base to every four metres rise.
- Ladders securely lashed at top to prevent movement.
- Ladders should extend at least 1.05m above landing place, to provide effective handhold.
- Always check that the ladder is secure prior to commencement of work.
- See H.S.E. guidance note GS31 - Safe use of ladders, step ladders and trestles.

## **Stepladders and Trestles**

Check before use for soundness, as with ladders.

Use only a firm, level base. Check that hinges, cords and restraining stays are in good order. Proprietary staging should be used for trestles, and access should be by stepladder.

## **ERECTION OF STRUCTURES**

The main cause of accidents occurring during the erection of structures is falls from heights, either whilst at working positions or gaining access to them. Other accidents occur because of structural instability during erection and while handling, lifting and transporting materials.

Designing, planning, implementing and using safe methods of working will help to prevent accidents and the preparation of a method statement is an essential part of the planning process. See separate section of this Policy: Method Statements.

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## **EXCAVATIONS**

Before undertaking any excavation, plan whatever action is required to prevent;

- collapse of the sides
- materials falling onto people working within the excavation
- people and vehicles falling into the excavation
- undermining nearby structures
- underground services being damaged

Excavation sides should be battered to safe angle or supported using proprietary support systems. Work should never be carried out ahead of the support.

### **Materials or plant should never be stored adjacent to the sides of an excavation.**

Vehicles should be prevented from running in the vicinity of the excavation by barriers/fencing to clearly demark the area, this should be a minimum of 1m clearance.

Always err on the side of safety in respect of trench support. Refer to the CIRIA guidance C517 and HSE guidance on excavations GE700/10

### **Most deaths occur in trenches less than 2.5 metres deep.**

Neither the shallowness of excavation or the appearance of the ground should be automatically taken as indications of safety. Where large or extensive excavations are concerned, a specialist in ground support should be consulted.

Suitable & sufficient steps should be taken to prevent, so far as reasonably practical, any person from being buried or trapped by a fall or dislodgement of any material.

Adequate supplies of support materials should be available prior to commencement of an excavation and there must be free from deflection, in good condition and fit for purpose.

**Take extra care during and after adverse weather**, or after a significant change in the weather, or when there is the possibility of vibration from site plant or passing traffic.

Mark the excavation with tape or install a rigid barrier.

Check the excavation and the start and end of every shift, and if there has been a change in weather or ground conditions.

### **Where excavators are used as cranes for lifting materials, special conditions apply.**

Adhere to the provisions of H.S.E. guidance note PM42 - Excavators used as cranes.

Detailed information and guidance on excavations is given in CIRIA report 97 - Trenching practice.

The use of proprietary hydraulic walings, boxes, shields and frames is covered in CIRIA technical note 95 - Proprietary trench support systems.

Neither the shallowness of an excavation or the appearance of the ground should be automatically taken as indication of safety.

A relatively small collapse might involve several cubic metres of soil. A cubic metre of soil weighs over a tonne.

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**No soil, whatever its structure, can be relied upon to support its own weight.**

All supports should be erected, altered, dismantled by competent workmen under competent supervision.

**All excavations should be inspected by a competent person prior to commencement of a working shift** or immediately following any occurrence which may affect the stability. No works should be undertaken until this inspection has been made.

**Safe access & egress must be provided.** Ladders must be securely fixed and maintained. Using the waling and struts to climb into or out of the excavation is not allowed.

**Excavations must be barriered.**

Excavations on the highway must have barriers and signs erected to comply with the Traffic Signs & Directions Regulations and the Traffic Signs Manual Chapter 8.

**Deep excavations are confined spaces and must be kept clear of toxic or explosive gases.**

Tests for gases or oxygen deficiency must be carried out before work is started and regularly as work progresses. Never run petrol or diesel engines in any excavation where men must work or enter, the fumes are highly dangerous.

**Never allow heavy plant to run near to an excavation.**

## WORKING IN CONFINED SPACES

A confined space is any enclosed space, above or below ground, where a hazard may exist due to lack of oxygen, flammable or toxic atmospheres.

Before entering a confined space make sure that all personnel are trained and competent in the tasks they have to carry out. **PLAN ALL WORK.**

**A permit to work procedure must be used.**

All confined space entry will be subject to formal written safety plan.

**Basic do's & don'ts:**

- a) Have a safe method of work.(Method Statement).
- b) Use a permit to work system.
- c) Use only trained and competent workmen.
- d) Ensure isolation of services.
- e) Wash, clean or purge for work to be done.
- f) Check that there is no inward leakages of gas, steam, liquids etc.
- g) Test atmosphere for oxygen, flammable gases, toxic gases.
- h) Check any sludge or deposit that may harbour gas etc.
- i) Remember that welds can act as sponges and retain many times their own volume of flammable or toxic gases.
- j) Ensure that all tools and equipment are safe to use in the area. Do they have to be electrically intrinsically safe?
- k) Check protective equipment & lifeline.
- l) Ensure that rescue personnel are trained in the use of rescue equipment and are capable of using it. Check breathing apparatus.

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- m) Ensure that everyone knows how to communicate in the event of an emergency and that they know exactly what to do.
- n) Constantly monitor working conditions and communications.
- o) Only allow entry to trained/competent, physically & medically fit persons.

**FURTHER INSTRUCTION, TRAINING AND INFORMATION MUST BE GIVEN TO ALL PERSONS INVOLVED IN CONFINED SPACE WORK. THE COMPANY EXPECT ALL ITS EMPLOYEES TO BE FULLY CONVERSANT WITH ALL HEALTH AND SAFETY REQUIREMENTS AND TO COMPLY WITH THEM.**

## For further Information & Guidance

H.S.E. GS55 Work in Confined Spaces.

Health & Safety Guideline No 2. Safe Working in Sewers and at Sewage Works.

C.I.T.B. Construction Site Safety Notes. Working in Confined Spaces.

## UNDERGROUND SERVICES

Buried services may be found almost anywhere and although the greatest risk of injury lies in contacting electricity cables, there are other types of buried services e.g. gas, water, telecommunications, drains and sewers.

Some buried services may not come readily to mind. They include cable television, street lighting, railway signalling and many others. **Most injuries to persons involve hitting high voltage cables less than half a metre from the surface.** Damaged gas pipes can cause a fire or explosion.

### **Basic do's & don'ts:**

- a. Before any digging takes place a check must be made with all Public and Private authorities and the owner or previous owner of the land to obtain details of known services.
- b. Plans must be interpreted with care. Reference points may have moved. The services themselves may have been moved without permission and Private services may not be shown.
- c. Mark located services with paint or markers, not with metal spikes.
- d. Use cable and pipe locators. All users of such equipment must have adequate training. The correct technique of sweeping must be used.
- e. Know the colour coding of buried services.
- f. Once the approximate location of a service has been found then trial holes must be dug **by hand** to establish the exact location and depth.
- g. Never assume that services run in straight lines.
- h. Always assume the services are live.
- i. Rocks and boulders should be removed with care.
- j. Always assume a service is live until proved otherwise.
- k. Follow the guidelines and advice issued by Gas, Electricity and Telecommunication Industries.
- l. Any damage to a service must be reported immediately to the owner.
- m. When carrying out emergency works, extra care must be taken. Locating devices must be used and trial holes dug.
- n. A formal permit to work system should be used, signed by a competent person. Those carrying out the work should know exactly what has already been done and what is expected of them.

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## For further Information & Guidance

HS(G)47 Avoiding danger from underground services.

GS33 Avoiding danger from buried electricity cables.

## WORKSHOP

The supervisor will ensure that the workshop is set out and maintained in accordance with legal requirements and best practice.

The supervisor will ensure that fire precautions, fire fighting equipment, means of escape etc. are maintained.

Sufficient labour and materials will be supplied to ensure that the workshop and other working areas are kept clean & tidy.

All necessary protective clothing and equipment will be provided.

Employees handling glass will be given instruction in safe handling techniques.

## SAFETY IN ROAD & HIGHWAY WORK

The Company is aware of its duties and responsibilities under the Roads and Street Works Act and Chapter 8 of the Traffic Signs Manual.

**All employees** must be aware that they are expected to make correct use of the signs and guarding equipment supplied by the company. *If in doubt consult your supervisor.*

**All personnel**, whether on-site or just visiting, must wear a high visibility jacket.

**All signs and guarding equipment** must be so secured that they cannot be blown over or dislodged by passing traffic.

**All signs** must be reflectorised and adequately lit after dark.

In bad weather or **poor visibility** additional signs may be required.

On two-way roads, signs should be set out in **both directions**.

All roadworks, large or small, on the ground or overhead, lasting minutes or months, must give the **same basic warning** and information.

**Remove immediately** all signs or guarding equipment on completion of work.

**All employees** must make themselves aware of the basic principles needed for safe working at roadworks. A copy of the Department of Transport booklet "Safer Road Works Ahead", is available for reference. Supervisors and Managers will be provided with their own copy. Attention is drawn to the basic layout requirements on page 12 of the booklet. If in doubt, ask your supervisor.

**Refer to Approved Code of Practice.**

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## METHOD STATEMENTS

Section 2 of the Health and Safety at Work Act 1974 requires employers to ensure the provision of a safe system of work.

When contemplating tasks such as steel erection, demolition and excavation, the preparation of a method statement is an important part of planning for such a safe system of work.

The amount of detail in a method statement will depend on the size and/or complexity of the work, with a simple job requiring a simple statement and repetitive tasks being covered by standard sheets.

### Method Statement Content

The content of a method statement will vary considerably according to the complexity and type of task, but a statement on steel erection, for example, should include:-

- a) Arrangements for scheme management, including scheme co-ordination and the responsibilities and authority of supervisory personnel at all levels;
- b) Erection sequences, noting the scheduled starting position, or positions if phased construction is planned;
- c) Methods of ensuring stability at all times of individual members (including columns) and sub-assemblies, as well as the partially erected structure;
- d) The detailed method of erecting the structure, the erection scheme, which should be devised to ensure that activities such as lifting, unslinging, initial connecting, alignment and final connecting can be carried out safely;
- e) Provisions to prevent falls from height, including safe means of access and safe places of work. These may include special platforms and walkways, arranging to complete permanent walkways early, mobile towers, serial platforms, slung, suspended or other scaffolds, secured ladders, safety harnesses and safety nets;
- f) Protection from falls of materials, tools and debris by the provision of barriers such as screens, fans and nets;
- g) The provision of suitable plant (including cranes) as well as tools and equipment of sufficient strength and quantity;
- h) Contingency arrangements should there be, for example, a breakdown of essential plant or if components are delivered out of sequence;
- i) Arrangements for delivery, stacking, storing, movement on site, fabrication and the siting of site accommodation;
- j) Details of site features, lay-out and access, with notes on how these may affect proposed methods of working.
- k) Method Statements should include the name of a nominated on-site person responsible for ensuring that all Safety procedures are followed and all necessary safety equipment is made available and used.

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## **Method Statement Format**

Although the format of method statements may vary, they should:-

- a. Form a single document, preferably including annotated diagrams;
- b. Be capable of being modified to cater for any planned change in the system of work:
- c. Follow a logical sequence, have each stage of the sequence clearly titled and be concise and unambiguous;
- d. Be clearly marked with the date of preparation and revision number or letter, where applicable, so that the issue being used at any time can be readily identified;

Many tasks are repetitive and may be covered by standard sheets.

Activities which are critical to safe working, however, should be specified in full on each new document. The text should be succinct.

If changes occur on site, works should be paused, and the safe system of work updated to incorporate any changes and recorded. This can be carried out by hand on the existing method statement. This then should be rebriefed to all employees and labour subcontractors carrying out the works.

## **TRAINING**

- a. All site supervisors will give new employees a short introduction to the site and draw their attention to the Company Safety Policy and any particular hazard connected with their own work or the Company's operations on site.

All new employees will be given basic induction training before starting work on site.

- b. All new employees will be given Safety Awareness training.
- c. The Site Manager or Project Manager will assess training needs as part of his inspection of site and make any recommendations to a Director. The Company will provide all reasonable training etc. as and when recommended or required.

## **Plant Operatives**

All plant operatives shall have signed a Self-Certified Health Declaration upon commencement of employment and shall be competent and adequately trained.

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## HEALTH AND WELFARE ON SITE

### CHILDREN

Steps must be taken to **prevent** access to sites by children.

As a general policy all sites will be enclosed by a perimeter fence constructed and closed by gates which can be secured when site is unattended.

In the event that such a perimeter fence cannot be provided, excavations must be covered and/or fenced, vehicles and plant immobilised, stores of materials stabilised, electricity, gas and other fuels isolated and secured access to elevated areas removed and secured.

Reference should be made to Health & Safety Executive Guidance Note G.S.7. Accidents to Children on Construction Sites.

### PERSONAL PROTECTION

*Head Protection (Personal Protective Equipment Regulations 1992)  
Construction (Head Protection) Regulations 1989) – Revoked 2013*

Head injuries are usually caused by falling objects or striking against scaffold, brackets, pipes etc. and can have serious results. Safety helmets are issued for your personal use, so adjust the harness to give proper fit, i.e. not too loose or too tight.

Check condition of hat and expiry date – if in doubt ask your site manager.  
All hats should be marked “CE” and compliant with Personal Protective Equipment Regulations (2002).

Factory inspectors are now taking enforcement action against **employers and individuals** where there is considered to be a risk of head injury and helmets are not being worn.

The wearing of head protection on Greenford sites is ***mandatory – all sites are deemed to be hard hat sites.***

### Ear Protection (Control of Noise at Work Regulations 2005)

Of the many causes of deafness, exposure to **excessive noise is one that can be prevented**. High noise levels, whether experienced at work or elsewhere, can cause permanent deafness many years later.

The Noise at Work Regulations make the use of hearing protection mandatory when noise levels exceed the standards set in the regulations. Make yourself aware of the regulations and **use hearing protection** when necessary.

The manufacturers and suppliers of equipment have a legal duty to supply information on the noise equipment produces. Wherever possible, low noise tools and equipment will be used.

Try to quiet noise at source by fitting mufflers where appropriate. Keep covers on compressors whilst operating and place plant so that exhausts face away from the working area. Try to locate plant away from where other personnel are working.

Ensure plant is in good running order. Poor condition plant “running rough” will generate far more noise than usual.

Materials or spoil heaps can be used to act as sound barriers.

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**Where noise cannot be avoided** or reduced sufficiently, **ear protection** will be provided and **MUST BE WORN**. Ear defenders and plugs must be kept in good condition if they are to function correctly.

## Action Levels

These refer to the levels of exposure to noise averaged over a working day or week and, the maximum noise (peak) to which employees are exposed in a working day;

### Lower exposure action values;

Daily or weekly exposure of 80dB

Peak sound pressure of 135dB

### Upper exposure action values;

Daily or weekly exposure of 85dB

Peak sound pressure of 137dB

### Levels of noise exposure which must not be exceeded;

Daily or weekly exposure of 87dB

Peak sound pressure of 140dB

These exposure limits take into account any reduction in exposure provided by hearing protection.

## VIBRATION

Hand held power tools such as pneumatic breakers and disc grinders produce vibration which can affect the fingers, hands and arms. Where possible low vibration tools will be used.

Effects can be reduced by keeping plant in good running order and replacing worn parts as required. Where appropriate, plant should be adjusted to suit the individual – if in any doubt ask your site manager.

Regular breaks from using vibration equipment should be taken and workers should keep hands and fingers warm by wearing good quality gloves in a serviceable condition.

Regular breaks should be taken when operating vibrating tools and hands/fingers massaged when at rest. Do not use vibrating tools for long periods without a break, do not grip or push the tool too hard i.e. let the tool do the work. Ensure a good posture and comfortable position is maintained whilst operating.

Further guidance is available from H.S.E. "Hand-arm vibration"

## LEPTOSPIROSIS (Weils Disease)

**Weils Disease - Leptospirosis is a serious disease** carried and spread by rats. The disease is spread by contact with the urine of infected rats and **if not treated early enough it can kill**.

The most likely areas where exposure to such a risk is possible will be in groundworks and ditches, streams, rivers, canals and sewers etc.

As a general rule, ensure all scratches and cuts are kept clean and covered and **ensure hands are washed before handling food or drink**.

Basic precautions and hygiene can prevent contracting Weil's Disease and these are outlined in the information card provided to all employees.

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Carry the Leptospirosis card at all times whilst on site. If you feel unwell after working on site, especially if you suddenly develop flu like symptoms, take the card to your Doctor, it will explain that you have been in contact with Leptospirosis. Treated early most people recover, treated late some die.

## **REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (RIDDOR)**

All fatal accidents, major injuries, dangerous occurrences, occupational disease and accidents resulting in the employee being off work for more than seven consecutive days, must be reported to the Health and Safety Executive.

Fatal accidents, specified major injuries and dangerous occurrences must be reported immediately to the relevant Health and Safety Executive office. Following this initial notification a written report on form F2508 must be sent within ten days of the incident.

Accidents causing more than seven days incapacity for work must be reported using the form F2508 within 15 days, but no initial notification is required.

All injuries regardless of how minor they may appear must be entered in the Accident Book and record for incidents resulting in three days incapacitation or more must be made.

All Accident Books and records must be kept for at least three years from the date of the last entry.

If a serious accident or dangerous occurrence should happen on site, then inform the Site Manager immediately.

**Note:** *That in calculating days incapacity for work, the day of the accident is not included, but Saturdays and Sundays are.*

### **ACCIDENT / INCIDENT**

#### Less than 7 days off Work

Report in Accident Book

#### More than 7 days off work

Scaffold Collapse  
Explosion  
Crane/Plant turn over

Report to H.S.E. immediately

Written report to H.S.E.  
within 15 days

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## Definition of Specified Injuries (RIDDOR 2013 regulation 4)

### **Regulation 4 - Fractures, other than to fingers, thumbs & toes.**

*Bone fractures include a break, crack or chip. They are reportable when diagnosed or confirmed by a doctor, including when they are specified on a GP 'fit note'. In some cases, there may be no definitive evidence of a fracture (eg if an X-ray is not taken), but the injury will still be reportable if a doctor considers it is likely that there is a fracture. Self-diagnosed 'suspected fractures' are not reportable.*

### **Amputation of an arm, hand, finger, thumb, leg, foot or toe;**

*Amputation includes both a traumatic amputation injury at the time of an accident, and surgical amputation following an accident, as a consequence of the injuries sustained.*

### **An injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes.**

*Any blinding and injuries causing reduction in sight are reportable when a doctor diagnoses that the effects are likely to be permanent.*

### **Any crush injury to the head or torso, causing damage to the brain or internal organs.**

*Injuries to the brain or internal organs in the chest or abdomen are reportable, when caused by crushing as a result of an accident.*

### **Any burn injury (including scalding)**

*Which:-*

*Covers more than 10% of the whole body's total surface area or*

*Causes significant damage to the eyes, respiratory system or other vital organs*

*Burns which meet the above criteria are reportable, irrespective of the nature of the agent involved, and so include burns caused by direct heat, chemical burns and radiological burns.*

*Medical staff may indicate the approximate proportion of skin suffering burn damage, and charts are often available in hospital burns units. In adults of working age, the 'Rule of Nines' can help estimate the body surface area (BSA) affected:*

*skin covering the head and neck – 9%*

*skin covering each upper limb – 9%*

*skin covering the front of the torso – 18%*

*skin covering the rear of the torso – 18%*

*skin covering each lower limb – 18%*

*If the BSA of a burn exceeds 15% in an adult, they are likely to require hospitalisation for intravenous fluid resuscitation.*

*Where the eyes, respiratory system or other vital organs are significantly harmed as a consequence of a burn, this is a reportable injury irrespective of the surface area covered by that burn. Damage caused by smoke inhalation is not included in this definition.*

### **Any degree of scalping requiring hospital treatment**

*Scalping is the traumatic separation or peeling of the skin from the head due to an accident eg hair becoming entangled in machinery. Lacerations, where the skin is not separated from the head, are not included, nor are surgical procedures where skin removal is deliberate.*

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## **Any loss of consciousness caused by head injury or asphyxia**

*Loss of consciousness means that the injured person enters a state where there is a lack of response, either vocal or physical, to people trying to communicate with them. The length of time a person remains unconscious is not significant in terms of whether an accident is reportable.*

*Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, eg carbon monoxide.*

## **Any other injury arising from working in an enclosed space, which:-**

*Leads to hypothermia or heat-induced illness or  
Requires resuscitation or admittance to hospital for more than 24 hours.*

*An enclosed space includes any space wholly or partly enclosed, to the extent that there is a significantly increased risk to the health & safety of a person in that space by virtue of its enclosed nature. This includes any confined space as defined by the Confined Spaces Regulations 1997, and additionally similar spaces where there is a foreseeable risk of hypothermia (eg a cold store).*

## **N.B. Hypothermia is not a specified risk in the Confined Spaces Regulations.**

*Hypothermia and heat-induced illness includes situations where a person has an adverse reaction (the physical injury) to intense heat or cold acting on the body, so they need help from someone else.*

## **What to do when the extent of an injury is unclear**

*In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, eg when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation. In such situations, there is no requirement to make precautionary reports of specified injuries. It is likely that the accident will in any case require reporting due to the injured person being incapacitated for more than seven days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.*

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## ACCIDENTS AND DANGEROUS OCCURRENCES

Action Guide:

### TYPE OF INCIDENT

### ACTION TO BE TAKEN

Accident resulting in death

1. Notify the H.S.E. as soon as possible by telephone.
2. Notify the Health \*Safety Director & Managing Director by telephone
3. Complete F2508 (in Compendium) and send to the Safety Director.
4. Safety Director to send F2508 to H.S.E. within ten days of the accident.

Accident resulting in specified injury or admission into hospital for more than 24 hours

As above – report within 15 days

A dangerous occurrence.

As above – report within 15 days

Accident resulting in a person being incapacitated for work for more than seven days

1. Notify the Safety Director & the Managing Director by telephone.
2. Complete form F2508 and send to Safety Director (Excluding the day of the accident but including any non working day)
3. Safety Director to send F2508 to H.S.E. within fifteen days of the accident.

**Details of the above accidents and dangerous occurrences must be entered in the Accident Book as must all accidents resulting in injury, however trivial.**

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## **WELFARE**

The Company will provide adequate welfare facilities at all worksites with appropriate numbers of toilets, hand washing facilities etc.

Sufficient places will be provided for drinking and eating food etc.

## **FIRST AID**

1. A statutory First Aid Box will be kept in each site hut/office and all Company vehicles.
2. The 1990 Approved Code of Practice is acknowledged and complied with as far as is reasonably practicable.
3. First Aid training will be given when necessary to comply with the Approved Code of Practice.
4. First Aid facilities will be checked as part of the routine site inspections.

## **FIRE PREVENTION**

1. All necessary and statutory Fire Certificates will be obtained.
2. Fire Extinguishers will be available
  - a. To hand during welding, cutting, brazing operations.
  - b. In site offices.
  - c. Near exits from occupied buildings.
3. Fire exits (where applicable) will be kept clear.
4. Emergency procedure training will be given as and when required, but all Site Supervisors will be given instructions as to emergency procedure.

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## SITE EMERGENCY LIST

Information Sheet to be completed and retained on site . (*These details will form part of the Health & Safety Plan for the works retained on site*)

**IN THE EVENT OF AN ACCIDENT, FIRE OR SUDDEN ILLNESS IT IS IMPORTANT THAT EVERYONE IS CONVERSANT WITH THE FOLLOWING SITE INFORMATION:-**

Clients Name:

Site Address:

Site Telephone No:

Location of First Aid Facilities:

Person responsible for First Aid:

Drinking Water available:

Site Fire Point is:

The nearest Hospital is:

Address:

Telephone No:

**IF EMERGENCY SERVICES ARE REQUIRED, REPORT TO THE SITE OFFICE AND ASK FOR EITHER OF THE PERSONS LISTED BELOW:**

- a. Mr.....
- b. Mr.....

**WHO WILL CALL FOR YOU.**

**IF YOU HAVE TO MAKE A CALL YOURSELF, DIAL 999 AND ASK FOR THE SERVICE YOU REQUIRE, I.E. AMBULANCE, POLICE or FIRE BRIGADE.**

**GIVE THE NAME AND ADDRESS OF THE SITE AS SHOWN ABOVE AND GIVE CLEAR AND CONCISE INFORMATION OF WHAT HAS HAPPENED.**

**WHEN PERSONS ARE INJURED HAVE NAME AND ADDRESS READILY AVAILABLE. MAKE ALL CASUALTIES COMFORTABLE AND WARM.**

**CONSULT SITE FIRST AID PERSONNEL AND SAFETY SUPERVISOR.**

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## **SECURITY AND PUBLIC SAFETY**

### **Security**

Sites should be made secure against trespass by children and others, particularly outside normal working hours. At the end of each working period, ladders should be removed or made incapable of use, plant immobilised and bricks and materials safely stacked. See H.S.E. guidance note GS7 - Accidents to children on construction sites.

### **Visitors**

Visitors must always report to the site office for induction and should sign in/out in visitor book without fail. It is our duty to ensure the safety of all visitors to our premises. They should not enter any working area unaccompanied and they should not be allowed to enter areas where danger might exist. Safety helmets and other protective clothing will be provided as necessary.

### **Public Safety**

The safety of members of the public is paramount. Obstruction by materials and plant of footpaths and access ways must be avoided.

Falls of objects from scaffolds, roofs and other work places should be prevented the use of barriers such as brick guards and fans. Scaffold materials, stripped materials and rubbish must be lowered, not dropped.

Generally, all site boundaries will be fenced and signed to inform the public of the presence of construction work and to keep the public out of the working area.