



Health and Safety Arrangements (CDM)

Introduction

The arrangements are the systems, procedures, standards and manuals necessary to put the policy into effect, this section will detail how health & safety will be achieved within the CBS Building Contractors Ltd (the Company) and will cross reference internal systems, procedures and standards.

Access and Egress

Safe access and egress will be provided at all times on all sites, this will be achieved by good housekeeping and material storage, all provided walkways and stair wells must be kept clear of materials and debris at all times, all stairs, ladders, walkways must be maintained and in good condition with no defects.

While undertaking site activities, clear routes of access and egress must be kept maintained, with level ground conditions. Access and egress to trenches must be maintained with the use of suitable steps, ramps, scaffold or ladders.

Preference will be given to aluminium of scaffold staircases to be used during all RC frame construction works, as opposed to tied ladders, for access and egress from upper deck levels. All access equipment is to be visually inspected prior to each use, weekly, formal inspections are to be carried out and any defects must be reported to the site manager or supervisor, and the equipment must not be used until it is repaired or replaced.

Accidents

All Accidents or near miss events which occur on any of the Company's premises or sites must be reported immediately, the Directors will then keep records of the accidents and seek assistance from the external health and safety consultant to investigate as required. If required, accidents will be reported to the HSE under RIDDOR by the health and safety consultant.

Accidents and Near Miss events will be investigated, either by the senior worker on site or by the health and safety consultant. This will either be formal or informal dependent upon the severity and or the situation in which the incident took place. All findings will be communicated to the director, and subsequently to all staff to avoid a re-occurrence.

In the case of a workplace fatality a Director will contact both the Police and HSE and then instruct the site manager to preserve the scene and prevent any objects from being moved or taken until the Police and HSE arrive. The director will then contact the health & safety



manager who will also attend site to assist the Police & HSE with their investigation if required.

The accident and near miss records will be kept by the Company and annual statistics generated to identify trends.

Asbestos

Under no circumstance shall any Company worker knowingly be exposed to asbestos during their work activities. The Company is not licensed to work with asbestos and does not own any premises that contain any asbestos material. Workers however, are to be trained in asbestos awareness if there is a foreseeable potential for asbestos containing material (ACM) to be present in the ground during excavation works. This potential is to be communicated to the Company by the Principal Contractor as part of the pre-construction information.

As per the training, if any suspicious material is discovered, either as part of excavation works or any other work task, the operation is to stop and the area is to be fenced off. In dry conditions and where possible the area is to be damped down to stop the potential for any particles to become airborne. Workers are not to work with or on any asbestos products under any circumstance.

The principal contractor is to be contacted immediately, and a specialist contractor is to take over the potentially contaminated area to undertake tests to determine the composition of the material.

All works, being undertaken by the Company within any areas potentially containing asbestos, are not to re-commence until the specialist asbestos contractors have given the area the all clear and the principal contractor issues an instruction to do so.

Audit, Review and Monitoring

The contents of the Health and Safety policy, along with the Company safety management plan is to be fully externally periodically and ensure that any significant changes that are required are to be explained in detail to the directors and audited accordingly, to include being re-communicated to all staff.

The policy and safety management plan will be reviewed on a yearly basis by the production director and H&S Advisor to ensure that its' content is up to date, practical and effective. A review will also take place following any major change in process, new technologies or a change in legislation.

The performance will be monitored on a continuous basis by the H&S Advisor and senior management team via continued site visits, audits, accident statistics and via consultation with the directors, site managers, workers and the principal contractor site teams. Any finding will be communicated to the directors as soon as is practical.



CDM

The Company primarily works as a sub-contractor, under a principal contractor. The Company ensure that all duties set out by the CDM regulations are met, either provided directly by the Company or provided to the company by the principal contractor and/or client.

These duties include but are not limited to.

- suitable arrangements for managing the project, eliminating, reducing and controlling foreseeable risks
- monitoring and coordination of the project
- consultation with all levels of the project and
- the provision of suitable welfare arrangements.

The provision of information to the Company will be via tender information and terms of engagement. This information will then be gathered and passed to all appropriate site workers prior to starting works on site.

A site specific induction will take place prior to any works; this is to be provided to the Company by the principal contractor. The company will then brief the team on the site specific SSoW and undertake all monitoring of the Company activities.

The principal contractor will oversee works and undertake monitoring, the Company will cooperate with the principal contractor via attending periodic progress meetings, consultation on all company site activates and those activates that may affect the Company by others, often via all contractor daily briefings.

All information relating to the product produced by the Company is to be issued to the principal contractor in the form of an operation and maintenance manual periodically through a project and no later than at practical completion.

Company Vehicles

Wherever possible, Company vans will be provided to workers to ensure that they can get to and from work. Such vehicles are the property of the Company and as such will be taxed, MOT'd and insured by the company, to include servicing on all Company owned vehicles.

Hired vehicle are also subjected to the same servicing procedure, however this will be the responsibility of the hire company.

Only workers who are working for, or on behalf by the company, hold a valid UK driving license and are over the age of 21 (due to insurance criteria, with the exception of the director's vehicles where the age limit is 25) are to drive company vehicles. All drivers are to abide by the road traffic act, abiding by speed limits, parking regulations etc. Any road traffic offences committed by workers will not be the responsibility of the company but will remain the responsibility of the driver.



The vehicles are only to be driven for work purposes, unless otherwise permitted and millage return sheets are completed weekly and returned to the office detailing the journeys during the week.

Company vehicles are to be kept in a reasonable state of repair, the oil and water is to be checked, and both the interior and exterior should be cleaned, on a weekly basis.

Confined Space Entry

Inherent to the nature of ground works and civil engineering there will be occasions where there will be a need for workers to entry and work within confined spaces, as defined in the Confined Spaces Regulation 1997.

As such the Company has identified a procedure for this work activity. Site managers are to identify the potential for a work area to become a confined space, if there is any doubt the H&S advisor is to be consulted.

Once identified a specific safe system of work (SSoW) is to be developed for that task, to include emergency escape procedures.

All workers who are to undertake confined space entry work are to be trained to the required level, dependent upon the category of entry required. They are to be formally briefed of the safe system of work and are to obtain a permit to work prior to commencing the works. For NC 2, 3 and 4 category entry requiring escape breathing sets, additional health checks are to be undertaken to ensure that individuals are suitable for entry into the confined space.

Consultation with Workers

The Company will consult with all workers on matters involving their health and safety, as per the guidance from the Health and Safety (Consultation with Workers) Regulations 1996.

As a minimum, regular site toolbox talks and site team meetings will take place, part of which will be a section for consultation on health and safety issues.

In addition, the Company will hold 6 monthly site managers meeting (to which all information from the site meetings can be relayed). An agenda section in these meetings is to be dedicated to consultation on health and safety matters.

The site managers will have to opportunity to consult their site teams on any issues that will affect their health and safety, with the opportunity to bring back the findings from these consultations allowing the company to make informed, competent decisions as well as meeting the legal obligations.



COSHH

All substances hazardous to health will be controlled by a COSHH assessment.

This assessment will be developed by the health and safety manager from the information detailed within the safety data sheets supplied by the manufacture or distributor of the substance. The Company representative procuring hazardous substances will ensure that these data sheets are supplied.

The COSHH Assessment will be issued to site before the substance can be delivered as it will detail any special storage arrangements required, if special storage arrangements are required the contracts manager will make prior arrangements to install such storage facilities before the substance is delivered.

Contents of COSHH Assessment

The COSHH Assessment must include.

- The hazardous chemicals contained within the substance
- How the substance can enter the body and what effects will it have
- Details of the first aid requirements and treatments, this may include emergency procedures for contamination
- The stability of the substance
- Storage arrangements
- PPE required for its use and handling.

On delivery of the substance the site manager will brief all of the workers on the site to the contents of the COSHH assessment and a record of the briefing will be held.

Dermatitis

Although the exposure to dermatitis causing agents is relatively low, the need for specific COSHH assessments for substances such as oils, fuels, wet cement etc must be undertaken and included within the relevant safe systems of work. This work falls into the remit of the H&S Advisor.

The risk of dermatitis is to be highlighted within the task specific risk assessment process and the controls are to be clearly put into place and communicated to all workers who may be exposed.

It is the responsibility of the site managers to ensure that all substances on site have been assessed, and suitable control measures are being implemented.

If a worker suspects the onset of dermatitis (i.e. dry, itchy or painful, inflamed skin) the work task should be stopped immediately, the affected area should be thoroughly rinses with soapy



water and the site manager contacted. The task will then be re-assessed to ensure that adequate controls are in place to avoid the risks of dermatitis. If the signs of dermatitis persist the worker will be instructed to seek further medical advice.

Display Screen Equipment (DSE)

All workers using display screen equipment (DSE) are to undergo a DSE workstation assessment and have the information provided to them with regards to the correct use of DSE equipment. This is to be carried out on a one to one basis between the worker and the health and safety advisor or a competent DSE assessor, and revised following any significant change in process, equipment or staff.

All workers using DSE will be provided with adequate breaks at adequate intervals to prevent eye strain and associated conditions.

Workers found to be suffering from conditions associated with DSE will have reasonable adjustments put in place and may be reassigned to alternative works, to prevent any condition worsening.

Eye tests will be provided free of charge to all workers working with DSE, and any rectifying measures.

Drugs and Alcohol

The use of Drugs or Alcohol on Company sites or being found under the influence of Drugs or Alcohol on Company premises is strictly prohibited. Any worker found to be under such influence will be subject to disciplinary action which may include being dismissed from the Company's employment.

Any worker believed to be under the influence of drugs or alcohol, and hence a danger to themselves and others, can be removed from site by the site manager, contract manager, health and safety manager or the director immediately.

Any use of Prescription Drugs must be declared to the Company at the start of employment, or when prescribed by a worker's healthcare professional. Whilst taking prescription drug workers' duties may be adjusted due to the side effects of certain medications.

Excavations

All excavation works are to take place as described in the site-specific SSoW. The principles for all required excavations are to ensure that the integrity of all excavations is maintained at all times, access to any excavation should only take place following the assessment from a competent person, trench shoring, as required, is to be via the approved method of either a combination of proprietary trench and manhole boxes, bespoke sheets and frame solutions, batters or steps cut to suit the ground conditions.

All workers involved in excavation works are to hold trade specific industry accreditations and are to be fully briefed on the site-specific SSoW and excavation solutions.

Fire

For all owned controlled premises, a competent fire marshal will be appointed to maintain the fire safety systems, these may include.

- Firefighting equipment
- Smoke and fire alarms
- Fire plans and fire risk assessment

The fire marshal will also be responsible for undertaking fire drills, which should be carried out at least annually, these should identify any possible problems with the emergency escape plans and routes.

Workplace inspections are to be carried out by the fire marshal and a report drafted to the director detailing possible fire hazards and advising corrective action required.

The fire marshal will be required to visit any other site under the control of the Company and undertake the same or similar activities; these must include any temporary premises or shared premises under the control of the company.

Whilst working in premises under the control of a third party, all fire policies and procedures will be communicated to company workers by that third party. Those procedures will then be strictly followed by the company and its workers. Any shortcomings within procedure or policy will be reported directly to the company director who will liaise with the third party to ensure the safety of all involved.

First Aid

A first aid kit will be supplied by the Company and held within the site offices. The first aid kit will be restocked as requested by the first aider. The first aid kit must contain the following as a minimum.

- A selection of sized bandages
- A selection of waterproof plasters
- Alcohol free wipes
- Triangular bandages
- Medical Tape
- Safety Pins
- Scissors

The quantity of the items above must be representative of the number of people operating on that contract.

No drugs of any description must be contained within the first aid kit or administered by the first aider.

If the site being worked on is expansive and the working areas within the boundaries of the site are separated by excessive distance, the requirement for more than one first aid kit would be appropriate, and provisions will need to be put into place for a second welfare unit to house the first aid kit.

All site managers are to be trained first aiders. Qualified first aiders will be identifiable by a white cross on a green background on their hard hat and hi viz breast pocket and back panel.

Health and Safety Training

Health and safety information, instruction and training will be provided by the Company to ensure that all workers have the skills and competency to undertake their work activities safely and to make them aware of the hazards that are present around them and which are generated by their work activities.

It is the responsibility of the H&S Advisor to ensure that the training matrix is completed and up to date.

The records of all training are to be kept on file and available for inspection. Continuation/refresher training will be structured, as required, to ensure that workers receive the opportunity to achieve suitable continued professional development; this will be coordinated via the ongoing staff appraisals, and from the training requests forms issued to all



workers, giving all workers the chance to request training, there will be an element of mandatory training.

This training will include:

- CSCS e-learning and touch screen test to achieve basic CSCS card as a minimum,
- Issue of the Company health and safety policy
- Toolbox talks
- Skills and tools training
- Formally accredited training
- Plant and machinery training

All ground working site workers are to receive training and show competence in the use of:

- Abrasive wheels
- C.A.T & Genny scanning equipment
- Manual handling and
- Hold, or be in the process of holding an applicable CSCS competency card.

In addition, all ground workers, deemed to be suitable candidates, are to hold or be in the process of achieving CPC categories for Forward tipping dumpers and ride on rollers.

Labour only sub-contract workers are to be assessed for their competence by the site manager and paired with fully trained and competent Company workers, as required.

Any worker who does not attend health and safety training without a valid reason will be in breach of this health and safety policy and will result in disciplinary action and possible termination of their employment.

Leptospirosis / Weill's Disease

From time to time the Company may be employed to undertake works to live sewers and waterways, this gives rise to the potential exposure to Leptospirosis / Weill's disease. The Company is to provide continued information, training and instruction as to the risks involved with Leptospirosis / Weill's disease, how persons can become infected, the symptoms and the control measures that have been put into place to avoid contamination.

All workers are to be aware that any flu like symptoms could potentially be the start of Leptospirosis/Weill's disease and as such are instructed to attend their doctor and make them aware that they may have been exposed to Leptospirosis.

Any worker diagnosed with Leptospirosis is to report it immediately to the Company who will then report it to HSE.



Lifting Accessories

Lifting equipment will be supplied by the Company to all sites, each site will be issued with, 1 Snatch Chain, 1 set of 4 Legged Chains and 2 Lifting Straps, this lifting equipment may be supplemented by hiring additional items.

All lifting equipment must be inspected every 6 months by a competent person and hold a valid lifting certificate, before use the chains are to be visually inspected and if defects are found the chains are not to be used and removed from site. The site manager is to be notified of the defects and replacement lifting equipment will be sourced.

Lone Working

There are circumstances in which Company workers may be required to work alone, these situations must be fully risk assessed by the H&S Advisor. Consideration must be given to the individual, the tasks that are expected, the environment, requirements for supervision (including remote supervision) and any foreseeable emergency situations and procedures.

The findings of risk assessments, along with the relevant information, instruction and training will be communicated to all workers who have the potential to be exposed to lone working.

At no point will any worker work on site alone, the only lone working expected by the company is on occasion whilst in the office and from certain job roles whilst travelling from site to site.

Manual Handling

Manual Handling Training will be provided by the Company, training all workers in the correct lifting techniques and in good working posture, ensuring that effective dynamic point of work risk assessments (POWRA) is undertaken by the worker identifying their own capabilities in comparison to the task, the load and the environment.

All movements of materials will be undertaken by mechanical means whenever possible, where this is not possible semi-mechanical means will be used to assist with the lifting and carrying of loads. Where there are no semi-mechanical means available loads will be assessed for the need for team lifts between workers.

All manual handling operations are to be planned in line with the principles of T.I.L.E, taking into consideration the task at hand, the individual who is to undertake the task (and the selection of the correct individual for the task), the load itself and the environment in which the task is being carried out.

For all lifting, workers are to ensure that kinetic lifting techniques, as detailed within the training, are adopted, ensure that the natural curve of the spine is maintained, the knees are bent and the load is kept as close as possible to the body, twisting is to be avoided at all times whilst carrying a load.



Mobile telephones

All workers are to ensure that personal mobile telephones are not to be used while at work. The use of company mobile telephones is to be limited to company business and only to be used in an area of safety. Site rules will dictate the areas in which mobile telephones can be used.

Noise

The trigger level for the requirement for the Company to supply and implement the wearing of hearing protection conforms to the Noise at Work Regulations 2005.

Hearing protection will be provided by the company in the form of disposable ear plugs or ear defenders that are compatible to use with all other items of personnel protective equipment which workers are required to wear.

If required, noise assessments will be carried out and the selection of alternative hearing protection equipment will be assessed and issued.

Training in the effects of noise and on the subject of noise induced hearing loss will be undertaken by the Company at regular intervals as part of the toolbox talk procedure.

Initial Employment Medicals

On successfully completing a job interview with the Company all new workers will be asked to detail any medical conditions which they are suffering from, the Company can then suit the tasks to the worker and as far as reasonably practical remove them from any activity which could result in their condition worsening.

Health surveillance

Subsequent, health surveillance will be collected from an external occupational health provider, this will be based on three yearly occupational health appointments - unless specific conditions are discovered.

- In the event of a failure to be fit for work, as deemed by the external occupational health provider, workers will be allowed the opportunity to visit their doctor and an agreed action plan to improve their condition sufficiently to return to being fit to work - the timeframe required will be dealt with on a case by case basis and the times detailed within occupational health reports.
- The same process will be followed in the event of an worker being signed off of work for a period of 1 month or more, in this case the occupational health specialists will be involved in agreeing the timeframe required for the recovery period.
- Following the agreed timescale, the worker will be invited to attend another occupational health appointment where the occupational health specialist will make



the assessment that the worker has sufficiently improved in order to now be fit to work.

- As required a case by case phased return to work will be agreed, allowing for reasonable and practical adjustments, this is to be for an agreed period, following which the worker will return to full operations.
 - If that is not the case and following the agreed timescale, the worker remains unfit to work, the worker will be invited to a meeting with the senior management, at which the decision will be taken as to whether or not there is the potential for alternative employment within the company - based on the skill set of the worker. At this meeting the worker contract may be terminated, based on them being unfit to undertake the role for which they had been employed.

Workers are to declare any changes to their health to the company, as soon as is practical, to ensure that their work tasks can be tailored to ensure that any conditions are not compounded.

Where changes are identified the Company may further investigate the situation by employing a competent occupation health professional to undertake a full examination and additional control measures will be added as identified by the subsequent risk assessment.

Permit to Work System

A Permit to Work will be put into place for any work which cannot be adequately controlled with the standard control measures within a risk assessment and which present a high hazards and risk of serious injury, these activities are;

- Excavations
- Working at Height
- Working in Confined Spaces
- Hot Works
- Live electrical works

The Permit to Work System must contain the following information and systems of operation;

- Location or area the Permit covers
- Who the Permit is Issued to
- The time limit of the Permit
- Conditions of associated plant &: systems, shut down, isolated
- Special precautions required
- Authorisation
- Completion declaration
- Cancellation

Copies of the permit must be retained by the site manager until the tasks covered by the permit to work have been completed or the permit to work has been cancelled, at which point



both the copy retained by the site manager and the copy held by the worker undertaking the task must be crossed through and filed within the H&S File.

Personnel Protective Equipment (PPE)

Personal Protective Equipment (PPE) will be supplied by the Company free of charge to all of the Companies directly employed workers and replacement equipment will be supplied as required.

Amendments to the PPE Regulations now require Employers to ensure non employed workers have adequate PPE.

As a minimum on all sites, hard hats, high visibility jackets and safety boots will be worn. Other PPE will be issued to workers when it is identified as a requirement with the risk assessment, COSHH assessment or as a requirement lay down by the Client or contract.

Where it is considered that the use of a particular item of PPE is not required for a specific activity, the PPE requirements may be relaxed under strict supervision.

It is the responsibility of the worker to keep the PPE in good working order, by way of cleaning, maintaining and storing correctly, as to prolong the working life of such equipment.

Any worker found to have interfered with, misused or failed to use any item of PPE will be in breach of this health & safety policy and in breach of Section 8 of the Health & Safety at Work Act, which may result in disciplinary action and possible termination of their employment.

Workers may be subject to being charged for the loss of any PPE, at the discretion of the Company. The routine replacement of PPE due to wear and tear will not be subject to any charge.

Risk Assessments

A written Risk Assessments will normally be completed by the H&S Advisor, in conjunction with the site manager to cover all risks present on the site, owned/rented premises or for a specific task.

Under special circumstances, and only when authorised by senior management, the principal contractor may be required to undertake the risk assessment process, in which case the company shall ensure that the information is clearly communicated to the site team. The site management will then ensure that all workers comply with the risk assessments.

The risk assessments will be issued to site as part of a safe system of work, the site manager must brief all persons under their control and brief them on the hazards, risks and then the control measures to be put into place, as detailed within the risk assessment.

Risk Assessments are retained for the duration of the contact within the site health & safety file.

The risk assessment must identify all of the Hazards presented by the operation being undertaken, decide who may be harmed by these activities and how they could be harmed, evaluate the risks (how likely is it that the activity will result in an accident and if there is an accident, what are the reasonable worst case scenario in terms of harm, loss or damage).

Risk control measures to be implemented will aim to reduce the risks to as low as reasonably practicable,

Risk Assessments will be recorded. All risk findings and controls to minimise the risks will be communicated by all parties potentially impacted. Reviews of risk assessments should be reviewed regularly.

The risk rating system below will be used to assess the risk and to ensure that adequate control measures are put in place to sufficiently lower the risk rating before works are undertaken:

		Severity				
		Negligible	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	5	10	15	20	25
	Likely	4	8	12	16	20
	Possible	3	6	9	12	15
	Unlikely	2	4	6	8	10
	Rare	1	2	3	4	5

It is important to involve the site managers in the risk assessment process, along with the workers completing the works.

All risk assessments are to be briefed once complete in two way manor, allowing for worker feedback and improvement.

Respiratory Risk

The company will assess all tasks that give rise to a significant risk of respiratory disease and, where it is reasonably practicable, will eliminate the task or the use of hazardous substances.

If this is not possible, the company will substitute less hazardous substances where they are available and suitable or will adopt new or modified methods of work to reduce exposure, this assessment will be undertaken by the H&S Advisor.

The cutting of concrete or cementitious substances give rise to the majority of exposure due to the Company's work tasks, as such all cutting activities are to be undertaken with suitable



dust suppression at all times. The site managers are to ensure that suitable dust suppression (e.g. water bottles) is available and monitor its use whilst onsite.

The Company will provide all workers working with substances that may cause respiratory disease with information and training about the health risks and appropriate control measures. Where identified in the risk assessment, suitable PPE will be provided together with proper storage. Use, supervision and maintenance will be part of the training programme, this is to include face fit testing for all workers exposed to dusts. Welfare facilities will be provided with washbasins, hot and cold running water, skin cleansers and protection cream, as per the principal contractor's welfare set up.

Health surveillance and monitoring will highlight any changes in physical condition (as identified by individual workers, in this example specific to lung function etc) any such change will be fully investigated by the Company through employing the assistance of a specialist occupation health professional.

Safe Place of Work

A safe place of work will be maintained at all times and all workplaces will be inspected by the H&S Advisor on a bi-weekly basis, records of these inspections will be kept and any hazards identified will be made safe and records kept of the measures taken.

When instructed by the director, the H&S Advisor will undertake a full audit of the company and produce a report to the director detailing any recommended actions to be taken, this report will also note any hazards arising from third party's undertakings which may cause harm to the Company's workers.

Safe Systems of Work

A Safe System of Work, also known as a Method Statement, will be written to cover all activities which the Company undertakes.

The Safe System of Work will detail how the activity is to be carried out; it will explain the methodology of the task in clear understandable steps from start to finish and must be followed by the Company's workers or third parties undertaking the tasks.

It is the responsibility of the H, S & E manager, along with the site manager, to consult with both managerial and non-managerial staff to ensure that the safe system of work is thorough and robust. The H, S & E manager, along with the site manager will write and issue the safe system of work to the site team, it will explain the method of works to the workers undertaking the tasks, and the site manager will supervise the works, ensuring that the safe system of works is followed.

Attached to all safe systems of work will be a point of work risk assessment (POWRA) sheet, this is a check sheet that is to be completed by the gang prior to starting a task and is designed to ensure that all workers are fully aware of the content of the safe system of work, it also contains a register which will be signed, by all of the workers or third parties who are issued the safe system of work, to show understanding, this is to be supplemented by the completion



of the daily task check sheet. Workers have a duty to be sure of the contents of the safe system of work to which they are working, and in signing the register agree to follow it. If there is any uncertainty the site manager and H&S Advisor will be available to clarify any issues. Failure to follow a safe system of work, be uncertain of its' content or to merely sign the register without reading the contents, will result in disciplinary action.

The Safe System of Works must include, as a minimum.

- Site Location
- Scope of the Works to be undertaken
- Methodology of the works
- Safety and Environmental Conditions to be put into place
- A list of the Risk Assessments required to undertake the task
- Details, in the form of Assessments, of any COSHH substances used

All safe systems of work will be reviewed by the site manager on an ongoing basis, the POWRA can be used for minor amendments but the H&S Advisor will be consulted and the safe system of work amended for any significant change to the process, people or the operation. The Safe systems of works will be reviewed no longer than on a yearly basis.

Underground & Overhead Services

Before undertaking any excavation work, either by mechanical or hand digging the following procedures will be undertaken.

- Attain service drawings, and mark the locations of any known services, this should only be a rough guide due to the known inaccuracies of service drawings.
- Where possible obtain a GPRS of the work area (this will be governed by the principal contractor)
- Undertake a full scan of the ground using a CAT & Genny (remembering that it is not 100% accurate), marking all located services on the ground.
- Ensure that there is a drawing of existing and located services maintained onsite, and updated continually throughout the contract. Ideally this will be updated with accurate dimensions given by the site engineer.
- Where possible, consideration and preference should be given to vacuum excavation.
- Excavate by hand, trial holes to unearth services which clash with proposed works.
- Observe and undertake safe digging practices inline with HSG 47 (as highlighted within the safe system of work, to include the wearing of flame proof overalls and the use of insulated hand tools as required).
- All mechanical excavation is to be undertaken at least 1M from any service, with a smooth edged bucket and strictly under the control of a bandsman.
- Continue to scan the ground using a CAT & Genny throughout the excavation.

All contract managers, site managers & ground workers will be training in the use of a CAT & Genny and safe digging practises.

When overhead power cables are present on site and before works commence, a meeting will be held with the service provider, as a result of this meeting working height and clearance



restrictions will be put into place on the recommendations of the service provider (this will be of way of a written statement from the service provider).

Fencing will be erected at the specified distance away from the lines along both sides of the overhead power cables to prevent access into the area which has been deemed restricted, this will follow the guidance given in the HSE GS6 guidance note.

The area between the fencing, under the overhead power cables must be kept clear at all times, the storing of plant, materials and debris is strictly prohibited.

If a crossing point or points area required beneath the overhead power cables, goal posts will be erected at either side of the overhead power cables, the cross bar on these goal posts will be set at the maximum height which is permitted beneath the overhead power cables. Where possible mobile plant limiters will be set, to the relevant height, to restrict their movement.

Vibration

Vibration exposure will not exceed the exposure limit value of 5ms^2 per worker in any 24 hours; this will be achieved by following these procedures:

- When selecting tools and machinery, low vibration models will be given precedence over standard models, and no tool will be purchased or hired with a vibration rating that falls into the high risk category.
- The time allowance is to be calculated for each tool by the site manager, the m/s^2 for each tool is to be taken from the manufacture's literature and then the trigger time is calculated from the Exposure Time Ready Reckoner contained within the site health & safety file, the H&S Advisor can be consulted to ensure the exposure times are known.
- When tools arrive onto site, they are to be marked with the time allowance for use.
- When the tool is in use and a worker has reached the tools time allowance, job rotation is undertaken.
- HAVS registers will be filled in by any worker who will be exposed to any prolonged vibration, to ensure that they do not exceed exposure limits.

Welfare

Welfare Facilities will be provided by the Company on all of the premises and temporary premises under their control, unless contract conditions dictate differently (usually the responsibility of the principal contractor). The Welfare Facilities are to include.

- Site Office
- Canteen with means of heating water for hot drinks and heating food
- Drying Room which has sufficient heaters to dry clothing overnight
- Separate Men's & Women's WC's which must include hot running water, soap and provisions for drying hands



Further provisions may be required depending on site conditions; these may include a section site office, first aid room, decontamination block, etc.

All Welfare Facilities must be representative to the number of workers working on the premises and must be kept clean and stocked at all times.

Work Equipment and Plant

All site work equipment and plant used by the company will be provided by hire companies from the approved list, as such all equipment and plant is subject to the hire company's maintenance and testing procedures, it is the responsibility of the site managers to ensure that the relevant certification arrives with all equipment on site and to ensure that the equipment is fit for use prior to accepting delivery, re-inspection and testing is the responsibility of the hire company, however the site manager is to ensure that no equipment is used on site if the inspection dates have been exceeded. Pre-use checks are to be undertaken by all workers as per their training, if required the site manager may assist with these checks for workers who are not yet competent to do so.

Electrical tools

All electrical tools and systems used by the Company are to be PAT tested (by a competent external engineer) and the records of such tests withheld within the safety file, this is to include the electrical equipment within the office, it is the responsibility of the office manager to ensure that all office equipment is maintained, and formal inspection is carried out. All Site electrical equipment is to be tested in line with the amount of usage and site condition (as per the hire company's procedures every three months), but once every twelve months as an absolute minimum.

At the start of a shift and before electric tools and systems are used they are to be visually inspected for signs of damage and defects, by the worker using the tool, this inspection must also include any leads or transformers, if defects are identified the tool or systems are not to be used and the defects must be reported to the site manager who will make arrangements for a replacement.

Compressed air tools

Compressed air tools will be supplied by the Company to undertake specific tasks, on delivery to site these are to be inspected, if defects or damage to the equipment is identified, the site manager is to be notified, and the equipment removed from site.

Before each shift which the compressed air tools are to be used, a visual inspection is to be carried out, this inspection must include the hoses, joints and compressor unit, if any defects are identified the equipment is not to be used and the site manager is to be notified. Whip checks are to be fitted at all compressed air joints.

Mobile plant

All Plant when delivered to site and before use is to be inspected and all the systems on said plant are to be tested to check that it is in good working order, if defects are identified, the plant is not to be used.

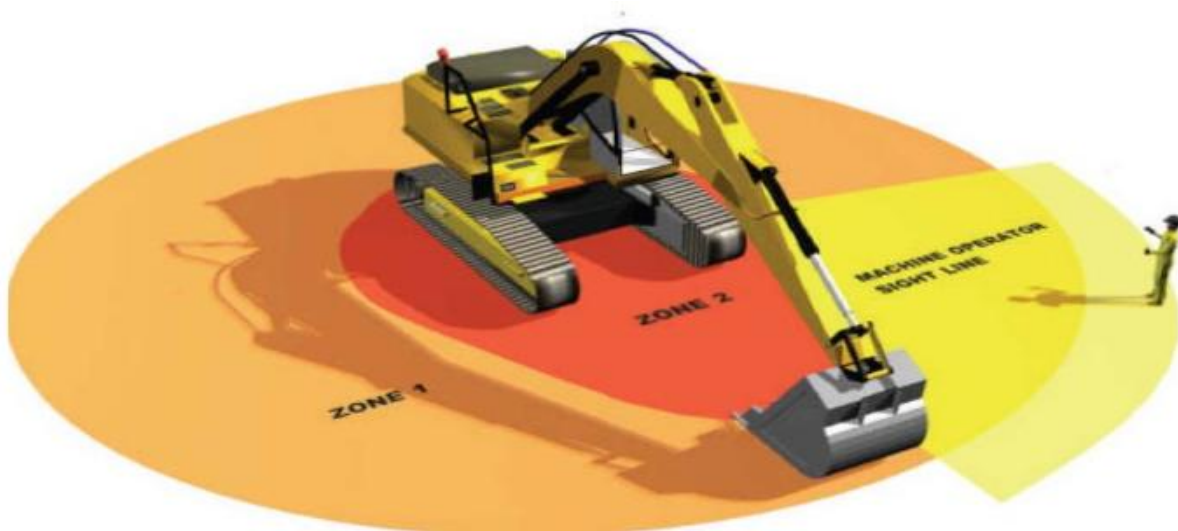
All plant shall hold a valid 12 month Thorough Examination Certificate (where applicable). It is to be issued to site by the Company along with latest service check sheet and maintained with the site safety file.

At the start of each day and before any item of plant is used, a pre-start check is to be undertaken by the plant operator and the records of the inspection is to be recorded onto a daily/weekly plant inspection check sheet, at the end of every week this sheet is to be returned to the site manager where it is to be retained within the site health & safety file.

Note

With the inherent risks of working in close proximity to mobile plant, in particular 360 excavators, it is vital that workers are fully aware of the process for approaching mobile plant:

1. Never enter the working radius of the machine without first gaining a positive response from the machine operator.
2. Always approach from the open side of the machine, as shown in the diagram below.
3. If working within the swing radius ensure that a line of sight is maintained with the machine operator at all times, as necessary leave the swing radius to allow the machine to undertake specific tasks.



Zone 1 Always signal the plant operator and receive a positive response before entering Zone 1.

Zone 2 Keep out of Zone 2 at all times unless machine is fully isolated.

Machine Operator Sight line Controlled access zone. This is the best zone for approaching an excavator as it provides the greatest chance of you being seen by the operator.



Wherever possible the use of radios is to be implemented, ensuring that the banksman can be in full contact with the machine operator at all times, the site manager is also to be in contact with each gang via the radios to maintain an overview of the site.

Working at Height

Further to the introduction of the Working at Height Regulations 2005, all work at height will be covered by a risk assessment, this risk assessment and its controls will place a hierarchical approach onto the safety precautions required to undertake the task, these are as follows;

- Avoid working at height where possible (does the task need to be undertaken)
- Install fall prevention equipment (scaffolding, tower scaffold, MEWP's, fall prevention rope system, etc.)
- Install fall arrest system (Air Bags, inertia reels etc.)
- Work from ladder (only light work for short duration, and agreed working method, specific risk assessments)
- Any work involving a ladder must include three point contact at all times

Further requirements are the use of suitable cut in steps (topped with stone or concrete) in favour of ladders for access & egress or trenches, where possible.